

## Charles County Library Board of Trustees Meeting Minutes

December 7, 2023, 6:00 p.m. **APPROVED: 1/4/2024**

### I. Board Members In Attendance:

Robin Brown  
Suzanne Darby, Treasurer  
Donald Ely  
Dr. Karla Kornegay  
Patricia Vaira  
Ruth Anderson-Cole  
*A quorum was present*

Absent: Ron Sitoula

II. The Board was called to order by Suzanne Darby at 6:00PM

III. Suzanne asked the Board if there were any objections to moving the Audit Report to be presented first and then pick up with the rest of the agenda; there were no objections.

IV. Audit Report presentation given by Chris Lehman, SB+ Company, LLC. After completion of presentation, Dr. Karla Kornegay requested to receive a copy of the Audit report. Chris will send it out post the meeting. Chris departed the meeting. Suzanne Darby asked for a motion be moved to accept the audit report. The motion was made by Donald Ely to accept the audit report and it was seconded by Patricia Vaira. The motion was carried unanimously.

V. Action Item: Approval of the November 2023 Meeting Minutes: Hearing no questions or corrections on the minutes as published, Suzanne Darby asked for a motion be moved to accept the November 2023 meeting minutes as published. The motion was made by Patricia Vaira to accept the November 2023 meeting minutes as published and it was seconded by Dr. Karla Kornegay. The motion was carried unanimously.

### VI. Discussion Items:

- **Southern Maryland Regional Library (SMRLA)** (Suzanne Darby): The next meeting is scheduled for next week so there was no report presented. However, a discussion ensued regarding the SMRLA Board representation out of compliance with the State's bylaws. Suzanne Darby wanted to make everyone aware that the CCPL BOT representation at SMRLA will change.

- **Executive Director's Report** (KennethWayne Thompson): Introduced and welcomed our new Executive Assistant, Danita Wilson. Danita gave her brief remarks. KennethWayne reminded the Board that Friday, December 8, 2023, the library will be closed to the public in recognition of library staff and volunteer appreciation day. We received a \$6,000 grant from The Charles County Arts Alliance to support our special presenter programs. Additionally, The Citizens for the CCPL made a generous \$10,000 donation to support our summer learning for next year. An update on how the public can provide public comments for the Board meetings has been placed on the CCPL website. They can send an email to the Board up until 4:30pm on the meeting date so we can have a copy of all comments prior to the meeting and will help us with better preparations. Dr. Kornegay reported that the copier machine in LaPlata needs to be replaced because things are not working properly. This issue will be looked into. Congratulations was extended by Donald Ely for winning The Charles County Arts Alliance grant that will help support the programming. Suzanne Darby commented that she is impressed with the library staff and with all the programs and services that are offered by our county library systems. Dr. Karla Kornegay recognized Nancy as being very helpful and kind and she appreciates all the library staff. There were no additional questions or comments.

**VII. Financial Report - July 2023** (Barbara Mazor):

- The October 2023 financial report was presented and discussed.

VIII. Action Item: A motion was made by Suzanne Darby to accept the October 2023 financial report as presented and it was seconded by Donald Ely. The motion was carried unanimously.

- **Board Meetings Quarterly** (KennethWayne Thompson): Proposed a recommendation to change meetings from monthly to quarterly in 2024. After Board discussion, it was unanimously agreed to consider the recommendation and table it as an agenda item for the January 2024 meeting.
- **Public Comment Submission Form** (KennethWayne Thompson): Reminder that the Public Comment Submission Form verbiage is on the CCPL website and will be posted on all future monthly Board of Trustees agendas.
- **Meeting Room Policy** (Lloyd Jansen): Updates presented by Lloyd after which Suzanne Darby asked for a motion be moved to accept the current revisions as presented. The motion was made by Dr. Karla Kornegay to vote on the current revisions suggested by Lloyd for the meeting room document as is. It was seconded by Robin Brown. The motion was carried unanimously.

- **Drop the Mic Policy** (Lloyd Jansen): No revisions made, only the review date was updated. Suzanne Darby asked for a motion be moved to accept the regulation as it exists after which the motion was made by Suzanne Darby to accept the policy as it currently exists and it was seconded by Dr. Karla Kornegay. The motion was carried unanimously.
- **Public Computer/Internet Policy** (Lloyd Jansen): Lloyd reviewed the policy revisions. Suzanne Darby asked for a motion be moved to accept the Public Computer/Internet Policy document after which a motion was made by Dr. Karla Kornegay to accept the Public Computer/Internet Policy document and it was seconded by Robin Brown. The motion was carried unanimously.
- **Hours of Work Policy** (Jessica Cruse): Jessica presented the policy after which a motion was made by Suzanne Darby to accept the Hours of Work Policy as presented and it was seconded by Dr. Karla Kornegay. The motion was carried unanimously.

Karla Kornegay commented that she really appreciates all of the library staff for being so kind, nice, respectful, and responsive.

Suzanne Darby wished everyone a safe and happy holiday season.

#### **X. Adjourn:**

Action Item: Suzanne Darby asked for a motion to adjourn. Dr. Karla Kornegay made a motion to adjourn the meeting. The motion was seconded by Patricia Vaira. The motion passed unanimously. The meeting adjourned at 6:58 p.m.

Next meeting will be held on January 4, 2024 via an online platform.