

Charles County Public Library
Board of Trustees Regular Meeting Minutes

March 7, 2024, 6:00 p.m. **APPROVED: 5/2/2024**

Board Members In Attendance:

Patricia Vaira, *Acting* President

Robin Brown

Ruth Anderson-Cole

Donald Ely

A quorum was present

Absent: Ron Sitoula

Call to Order and Roll Call: The Board was called to order by Pat Vaira at 6:00 pm. Pat announced that both Karla Kornegay and Suzanne Darby have finished their terms and we would like to thank them for their service on the Board.

- **Approval of Minutes:** Pat Vaira called for a motion to approve the January 4, 2024 Minutes as written. The motion was made by Donald Ely to approve the Minutes as written and it was seconded by Pat Vaira. The motion was carried unanimously.
- **Public Comments:** There were no guests in attendance.
- **New Business:** An overview of the 2024 insurance policy review summary was given by Larry Sanders of Edward L. Sanders Insurance Agency. There were no questions on this presentation. Pat Vaira thanked Larry Sanders for the presentation and the good news.
- **Executive Director Update** (Lloyd Jansen): The following topics were highlighted:
 - The SMECO electric vehicle charging station at Waldorf West is being worked on and anticipating a May installation. The exact installation date for this project will be shared with the Board as soon as it is made available.
 - Several staff members attended the Legislative Day on February 13th, where they met with the Southern Maryland Delegation regarding a few bills affecting libraries including the Freedom to Read Act.
 - The fiscal year 2025 budget review took place with the County's budget department and the County Administrator. More details will be shared as the budget gets finalized and approved.

- **Material Challenges Google Form:** This is a form created for tracking formal and informal challenges.
- **Human Resources (Lloyd Jansen):** An update on the Innovation Fund FY24 was provided. The staff voted and the two projects that won that were the highest vote getters were the *Lego Robotics Club* and the *Sensory Walls in the Branches*.
- **Financial Reports (Barbara Mazor):** The December 2023 and January 2024 financial reports were presented and discussed. Pat Vaira called for a motion to approve the December 2023 financial report. Ruth Anderson-Cole made a motion to accept the December 2023 financial report. Motion was seconded by Donald Ely. The motion was carried unanimously. Pat Vaira called for a motion to approve the January 2024 financial report. Ruth Anderson-Cole made a motion to accept the January 2024 financial report. Motion was seconded by Donald Ely. The motion passed unanimously.
- **New Business (Cont'd.)**
Lloyd Jansen, Jessica Hubbard, and Barbara Mazor reviewed the updates to the following five policies.
 - **Code of Conduct Policy:** This policy would be posted on the website and given out to the public when necessary. Pat Vaira called for a motion to approve the Code of Conduct Policy. Ruth Anderson-Cole made a motion to approve the policy. Donald Ely seconded the motion. The motion was carried unanimously.
 - **Customer Code of Conduct Policy & Procedures:** This policy is for Staff use. Pat Vaira wanted clarification on language to include sexual orientation and gender identity. Pat Vaira called for a motion to take a “provisional vote” to approve the Customer Code of Conduct Policy & Procedures policy with getting clarification on the language that Pat Vaira suggested. Ruth Anderson-Cole made a motion to approve the Customer Code of Conduct Policy & Procedures policy knowing that we will get clarification and then after we get clarification, the Board will do an online vote before the next meeting. The motion was seconded by Donald Ely. The motion was carried unanimously. *(Post meeting note: Jessica Cruse provided clarification via email, which was satisfied).*
 - **Collection Development Policy:** Pat Vaira called for a motion to approve the Collection Development Policy with the minor revisions as stated. Donald Ely made a motion to approve the Policy. Ruth Anderson-Cole seconded the motion. The motion was carried unanimously.
 - **Purchasing, Inventorying and Dispossession Policy:** There were no changes. Ruth Anderson-Cole made a motion to accept the Purchasing, Inventorying and Dispossession Policy as is. Donald Ely seconded the motion. The motion was carried unanimously.
 - **Reconsideration of Library Materials Policy (March 2024 Revision):** Pat Vaira called for a motion to accept the Reconsideration of Library Materials Policy as revised. Ruth Anderson-Cole made the motion to accept the Policy as revised. Donald Ely seconded the motion. The motion was carried unanimously.

Pat Vaira wished a happy birthday to all the staff members who have a birthday in February and March.

Pat Vaira asked about the status of the new La Plata library. Lloyd Janson commented no new updates.

Ruth Anderson-Cole asked for a heads up on the meeting date when CCPL presents the FY25 budget to the County so that the Board of Trustees can provide representation in the room.

There was a comment about notary services. If customers need notary services at the La Plata branch, they should call in the morning on the day of for availability. Waldorf West has five full-time staff members who provide notary services. All branches are making efforts to add to the roster of notary providers.

- **Adjournment:** Pat Vaira called for a motion to adjourn. Ruth Anderson-Cole made the motion to adjourn the meeting. Donald Ely seconded the motion. The motion passed unanimously. The meeting adjourned at 6:56 pm.

Next meeting will be held on May 2, 2024 via an online platform.