

**Our Mission:** The Charles County Public Library creates opportunities for the community to engage, discover, and learn.

**Our Vision:** We are a trusted Charles County anchor that enhances lives and supports our communities.

## Charles County Public Library Board of Trustees Regular Meeting Minutes

May 2, 2024, 6:00 p.m. **Approved 9/5/2024**

### Board Members In Attendance:

Patricia Vaira, *Acting* Chairperson

Ruth Anderson-Cole

Robin Brown

Donald Ely

Ron Sitoula

*A quorum was present*

**Call to Order and Roll Call:** The Board was called to order by Pat Vaira at 6:00 pm.

- **Approval of Minutes:** Pat Vaira called for a motion to accept the March 7, 2024 Minutes as presented. The motion was made by Ruth Anderson-Cole to accept the Minutes as presented and it was seconded by Donald Ely. The motion was carried unanimously.
- **Public Comments:** There were no guests in attendance.
- **Old Business:** An update of the status of the new La Plata Library project was presented by Brian Kagarise, Acting Chief of Capital Services and Candis Stretcher, Project Manager, both with the Charles County Government, Department of Public Works. Ms. Stretcher reviewed the progress made, some of the issues encountered and what the next steps are. They are looking forward to getting it to the point where we have approvals and permitting so that we can move forward with construction. There were several questions about the presentation that were answered. Pat Vaira thanked both guests for their excellent and informative presentation and said we (the Board) is anxiously awaiting to hear the outcome of the project.
- **New Business**
  - **Library Program Policy** (Erin Del Signore): Updates presented by Erin after which Pat Vaira asked for a motion to accept the current revisions as presented. The motion was

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**La Plata Branch**  
2 Garrett Avenue  
La Plata, MD 20646  
p: 301.934.9001

**PD Brown  
Memorial Branch**  
50 Village Street  
Waldorf, MD 20602  
p: 301.645.2854

**Potomac Branch**  
3225 Ruth B. Swann Drive  
Indian Head, MD 20640  
p: 301.375.7375

**Waldorf West Branch**  
10405 O'Donnell Place  
Waldorf, MD 20603  
p: 301.645.1395

**Mobile Library  
Branch**  
2 Garrett Avenue  
La Plata, MD 20646  
p: 301.456.4333

**Charles County  
Detention Center**  
6905 Crain Highway  
La Plata, MD 20646  
p: 301.934.9001

**24-Hour Library  
Kiosk**  
4375 Port Tobacco Road  
Nanjemoy, MD 20662  
p: 301.934.9001

- made by Ruth Anderson-Cole to accept the current revisions as presented. It was seconded by Donald Ely. The motion was carried unanimously.
- **Revisions to Sections in Employee Handbook** (Jessica Cruse):
  - i. **2.6 Ethical Standards**
  - ii. **5.1 Salaries and Salary Scales**
  - iii. **7.2 Personal Appearance**

Jessica explained the updates to these three sections of the Employee Handbook. Pat Vaira asked for a motion to accept these three policies as presented. Robin Brown made the motion to accept the changes to the policies and Donald Ely seconded the motion. The motion was carried unanimously.

- **Executive Director Update** (KennethWayne Thompson):
  - Future Board meeting schedule. Pat Vaira likes meeting every other month and it was agreed by the other Board members. Pat Vaira called for a motion to move the Board of Trustees meeting schedule to meet every other month with the next meeting to be scheduled for Thursday, July 11, 2024. Donald Ely made the motion and it was seconded by Robin Brown. The motion was carried unanimously.
  - Christmas week closing [December Library Visits Dashboard](#). This was a proposal to be more aligned with CCPS, CCG offices, CSM, and would be a great benefit to increase staff morale for staff to have more time with their families. It will also give us the opportunity to remind the community about our 24-hour library resources that we have. KennethWayne will gather additional data, per the questions asked, and send it to the Board for this to be reviewed again at the next meeting.
  - Freedom to Read Act - SB738 [Freedom to Read Act - SB738.pdf](#). Lloyd Jansen gave an update. The bill was signed into law by Maryland Governor Wes Moore on Thursday, April 25, 2024, and went into effect immediately since it was an emergency bill.
- **Financial Reports** (KennethWayne Thompson): The February 2024 and March 2024 financial reports were presented. Pat Vaira called for a motion to accept the February 2024 and March 2024 financial reports as presented. Donald Ely made the motion to accept the February 2024 and March 2024 financials. Motion was seconded by Pat Vaira. The motion was carried unanimously.

Pat Vaira wished a happy birthday to all the staff members who celebrate a birthday in April and May.

- **Adjournment:** Pat Vaira called for a motion to adjourn. Donald Ely made the motion to adjourn the meeting. Ruth Anderson-Cole seconded the motion. The motion passed unanimously. The meeting adjourned at 7:08 pm.

Next meeting will be held on July 11, 2024 via an online platform.