

**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**  
September 5, 2024, 6:00 p.m. **Approved 11/7/2024**

**Board Members In Attendance:**

Patricia Vaira

Robin Brown

Donald Ely

Ron Sitoula

*A quorum was present*

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

- **Approval of Minutes:** Ron Sitoula called for a motion to accept the May 2, 2024 Minutes as presented. The motion was made by Ron Sitoula to accept the Minutes as presented and it was seconded by Pat Vaira. The motion was carried unanimously.
- **Public Comments:** There were no guests in attendance.
- **Old Business:** Christmas week closing was discussed. Lloyd Jansen presented the data regarding visits during December. Robin Brown asked if there was a breakdown by the week and Lloyd stated the data they have is by the month and that Christmas week was a slow time. Ron Sitoula requested to know if it is a one time request to be approved or would be for every year forward. Lloyd Jansen stated it was a one time request to be approved at this time. The question of if we were following the County's holiday schedule versus the other educational institutions schedule. Robin Brown asked if this could be discussed in a closed session however a decision needed to be made for this board meeting in order to give time to make the appropriate updates. Donald Ely thought it would be a good opportunity to have a campaign to promote the digital services while the library was closed for that week and a good thank you to the staff for all of their hard work. It was discussed to try it for this year and see how the community reacts. Ron Sitoula put a motion in for the requested days off be supported. Pat Vaira seconded the motion. The motion was carried unanimously.

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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

- Financial Reports: An update of the Financial documents for April, May, June and July reports. Ron Sitoula asked how the changes in the market are affecting the Library as a whole. Lloyd Jansen stated that there was no concern at this time but that it can change from month to month and that there were increased prices such as bank charges were up by 19% but the interest earned on investment accounts were more than expected. Pat Vaira motioned to accept all four reports. Donaly Ely seconded the motion. The motion was carried unanimously.
- There is a request to use the FY 24 Donation monies to purchase a new wrap for the Mobile Library. The cost is \$1739.69 from unrestricted donations and \$584.42 from donations for the imagination library. Ron Sitoula moved to approve and Robin Brown seconded the motion was carried unanimously.

- **New Business**

- **Open Board Positions** (Lloyd Jansen): Asked if the board members were ready to interview the applicants. The board did respond they were ready to interview and wanted to stagger the interviews all on one day. Pat Vaira stated that a Southern Maryland Regional Library Association board member is also needed. They discussed if the questions for the interviews need to be updated. Hope Davis is to get polls to the board to set up interview times.

- **Executive Director Update** (KennethWayne Thompson by Lloyd Jansen):
  - Asked for clarification that the Christmas Week closing included the New Year's closing at 5PM in the vote today and it was confirmed that it was.
  - The FY25 Certification for Cooperative State Library Aide was submitted by the deadline.
  - Southern Maryland Regional Library Association is paying for a labor attorney, Jackson Lewis, to provide training on Collective Bargaining.
  - Incident report, a runaway teen foster child visited the PD Brown Library. Three sheriff's attempted to get her to leave but she wanted to stay and the foster mother agreed to let her stay until closing. At closing her foster sister attempted to pick her up but she refused to leave, security called the sheriff's office for assistance. She laid on the floor and said she wanted to die. She has returned to the library and left without incident.
  - Until further notice the lower level meeting rooms are limited to rooms A & C together and room B. The manual walls are in disrepair and are a safety hazard for staff to move. One wall up so that room B can be utilized along with A & C. We are looking at repair or replacement of the walls.
  - We have been included in the Building Equity Based Summers (BEBS) initiative by Maryland State Library Agency. A statewide learning sessions in how to seek out systematically marginalized voices for guidance in designing and delivering library services such as summer learning programs. Rachel Davis and Jennika Irvin are the two CCPL participants.
  - County has approved \$60,00 to replace the outreach van. We are working with County Fleet Services for this.
  
- **Updates from HR** (Jessica Cruse):
  - Revision to the probationary employees policy: they would not be eligible for the leave payouts.
  - Clarification for eligibility for leave donations. Staff needs to use all of their balances to be eligible for leave donations.
  - Discussion of turnover. Jessica Cruse updated that turnover has not increased from last year. The open positions should be filled within the next month.
  - We participate with the internships with the County. Volunteers wise we partner with Charles County Public Schools. Jessica will provide the stats on volunteers and interns to the board.

Ron Sitoula wished a happy birthday to all the staff members who celebrate a birthday in August and September

- **Adjournment:** Ron Sitoula called for a motion to adjourn. Ron Sitoula made the motion to adjourn the meeting. Pat Vaira seconded the motion. The motion passed unanimously. The meeting adjourned at 6:42 pm.

Next meeting will be held on November 7, 2024 via an online platform.