

**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**  
January 9, 2025 6:00 p.m. **Approved March 6, 2025**

**Board Members In Attendance:**

Patricia Vaira

Ruth Anderson

Donald Ely

*A quorum was present*

**Call to Order and Roll Call:** The Board was called to order by Patricia Vaira at 6:01 pm.

- **FY24 Audit Report - Chris Lehman, Engagement Partner SBC Certified Public Accountants & Business Advisors** Presentation of annual independent audit shared with Board of Trustees. Clean audit opinion given to financial statements.
- **Approval of Minutes:** Patricia Vaira called for a motion to accept the November 7, 2024 Minutes as presented. The motion was made by Donald Ely to accept the Minutes as presented and it was seconded by Patricia Vaira. The motion was carried unanimously.
- **Public Comments:** There were no guests in attendance.
- **Old Business**
  - None
- **New Business**
  - **Development - Shannon Bland** CCPL received \$34,394 from the State of Maryland's Department of Housing & Community Development Computer Lab Program toward our mobile computer lab on the Discovery Lab. Awaiting grant agreement to move forward with purchasing equipment.
- **Executive Director Update - KennethWayne Thompson**
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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

- **New Trustees:** KennethWayne submitted the names for the 3 applicants for Board of Trustee appointment to the county department for final approval. We are awaiting to hear from the department and will inform the Board of Trustees upon receiving any updates. The Executive Director contacts the county department once per month to inquire about updates.
  - **New La Plata Library Update:** KennethWayne shared the County and Town of La Plata are working to resolve right of way and parking variances. He is awaiting to hear the final resolution. He contacts the Town of LaPlata twice per month to obtain updates. Upon receiving, the Board of Trustee will be informed.
  - **New Executive Assistant:** Karen Wilson has been hired at the new in-house EA. She will be assisting the Executive Director with a Board of Trustees in person orientation after the 3 new Board Members are appointed. More information to follow.
  - **Customer concern at Waldorf West:** Keeping the Board of Trustees informed of a customer that has repeatedly inserted himself in the Chess Program at West making claims about the library bringing in celebrities and other false claims about other library program offerings. Branch Manager Juliann Hieb shared specific claims the customer made in response to the Board's request for examples of the behaviors. KennethWayne assured the Board that the incidents are being documented and responses are being made according to our Code of Conduct. The matter has come to the Executive Director's office and he has met with the customer asking them to stop the unwelcomed behavior. The Board is being made aware of this person's actions and CCPL's measures to respond and to correct.
  - **Other questions for the Executive Director:**
    - i. CCPL Books, Bites & Beats Feast: Board of Trustee encouraged to participate and share the names of potential sponsors. After permits have been approved, marketing will begin.
    - ii. Nanjemoy Kiosk: Still experiencing challenges with keeping it up and running, however, Lloyd Jansen, Deputy Director has been working with the vendors to keep the Kiosk working properly. Health Equity kits have been distributed via the branches and other agencies.
- **Financial Report - Barbara Mazor** October and November reports shared.
    - Ruth Anderson motioned to accept the financial reports; Donald Ely seconded the motion. The motion passed unanimously
  - **Public Comment:** None
  - Pat Vaira thanked Ron Sitoula for his many years of service on the Board of Trustees and recognized the CCPL staff celebrating December and January birthdays.
  - **Adjournment:** Pat Vaira called for a motion to adjourn. Don Ely so motioned; Pat Vaira seconded the motion. The motion passed unanimously. The meeting adjourned at 6:33 pm.

The next meeting will be held on March 6, 2025 via an online platform.

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