

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

March 6, 2025 6:00 p.m. **Approved May 1, 2025**

Board Members In Attendance:

Ruth Anderson-Cole

Robin Brown

Donald Ely

Pat Vaira

A quorum was present

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

- **Approval of Minutes:** Patricia Vaira made a motion to approve the January 9, 2025 Minutes as presented. The motion was seconded by Donald Ely. All were in favor. The motion to approve the minutes was carried unanimously.
- **Old Business**
 - None
- **New Business**
 - **Adam Stewart, HWP Insurance** introduced himself and the company to the Board. HWP is the new commercial insurance company for CCPL. Adam's background includes over a decade of underwriting and working in risk management with experience with municipalities, large construction and Fortune 1000 businesses. HWP has been in business for over 100 years. They are the largest privately held insurance agency in DC domicile with offices in Hughesville and Annapolis. Mr Stewart has reviewed the policies and structure to identify any policy gaps or inefficiencies. His findings determine that everything currently in place is adequate. In the future he plans to work on how we can expand on policies while not having to impact the budget.
 - **Internal Audit** - Johnnie Coleman and Michael Pheulpin from the County Internal Auditors Office briefed the Board that CCPL has been selected to participate in the FY25 Internal Audit Plan. Annual audit selection is done by County wide risk assessment, occasionally selected via senior management suggestion and others

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may be selected because they may have never had an internal audit. The mission of the audit department is to add value to the areas under review and the primary goal is to understand operations and ensure internal controls are in place and functioning to ensure risks are mitigated. The audit's scope will encompass financial transactions conducted between July – Dec 2024. The objectives of this audit are to:

- i. Determine whether current library operations follow the established legal-regulatory requirements.
- ii. Perform a high-level financial review: analyze revenues and expenditures by location/division, if possible.
- iii. Review day-to-day business operations with respect to cash and cash handling.
- iv. Review safeguarding and security of inventory.
- v. Validate system security and access controls.
- vi. Review and assess compliance with other laws, regulations, and polices.

Michael shared the Internal Audit Office flow chart. The field work portion is expected to be completed by the end of March where a draft report with issues and recommendations, if any. CCPL Management then has 2 weeks to review and determine risk mitigation actions. A final report and closing conference compiled with feedback goes to the Internal Audit Oversight Committee for review and comments. The final report is posted to the Internal Auditors webpage. There is a 6 month follow up also.

Q: When is the final report anticipated to be completed?

The final report is expected to be done mid April.

Q: How often is this type of audit going to be done?

This is the first time CCPL has had an internal audit. The Internal Auditors Office is looking to create a rotation of no more than 3 years. There is no mandate for how often it should be done

Q: What is the scope of the audit?

IAO will be looking at financial transactions between July, 2024-December, 2024

Upon receiving the Draft Report, the Executive Director will update the Board on edits and changes in response to the Internal Auditors Office.

- **Executive Director Update - KennethWayne Thompson**

- **Karen Wilson** introduced to the Board. She is the new in-house Executive Assistant.
- **Federal Funding Impacts** - State Librarian, Morgan Miller will have a delegation to go to Washington DC to meet with Maryland's federal legislators seeking support for the reauthorization of Library Services and Technology Act (LSTA).

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The Executive Director will keep the Board and staff informed of any updates from Morgan Miller's office as it pertains to the budget. Additionally, federal monies that come to libraries may require changes to the language, programs and services that the Library offers specifically as it relates to EDI initiatives. We will await the direction from the Maryland State Librarian's Office.

- **New Trustees** - On March 4, 2025, the Charles County Commissioners appointed 3 new Trustees to the Library Board of Trustees: Christopher Alberts, Jessica Jennings and Rebekah Carmichael. Upon receiving the official letter from The Commissioners, the swearing in will be added to the agenda and then an orientation will be held for all Library Board of Trustees.

Q: Can the newly appointed Trustees be invited to the May 1, 2025 Board of Trustees meeting.

A: Yes, they can.

Pat asked Karen to share the newly appointed Trustees' contact information so that she can invite them to the May 1 meeting.

- **New La Plata Library Update** - Commissioners provided approval to move forward with the recommendation to demolish the Winkler House. Commissioners wrote to the Town of La Plata in January to inquire about any interest in taking responsibility for preservation of the home before proceeding with a potential demolition. The town responded in February, declining interest in this option. After demolishing the Winkler House, a pocket park is proposed to occupy the space where the home once stood. An exhibit will also be displayed in the La Plata Library commemorating the house and featuring preserved items.

- **Data and Statistics - Christine England** shared some highlights from two of the shared data dashboards. Highlights include:

- Nanjemoy Kiosk circulation statistics decreased especially DVD circulation. Decrease may be due to the Kiosk needing service during some of the Fall months
- Adult materials in the Kiosk have higher circulation numbers than Juvenile materials perhaps because picture books do not always fit into the Kiosk slots as well as adult books.
- The Detention Center Library has high circulation of materials which supports the increased staffing.
- Incidents Dashboard shows over half of the incidents occur at Waldorf West Branch.
- The Other category on this dashboard is the document incidents that do not fit into the other categories and as a means of documenting events for tracking purposes.
- The data is being used to inform decision making.

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- The dashboard will continue to be highlighted for the Board to show trends and inform decisions.
- **Financial Report - Barbara Mazor** December and January reports shared.
 - Miscellaneous expenses are over budget due to the Library paying other Library systems for books lost by CCPL card holders and also now being required by law to reimburse the lost book fee to customers when they return the item. The question was raised if CCPL will still take the payment for lost books if they may have to reimburse the customer if the item is returned. This decision is to be determined.
 - Ruth Anderson motioned to accept the December and January financial reports. Pat Vaira seconded the motion. All were in favor and the motion was carried unanimously.
- **Happy Birthday wishes to the February and March birthdays.**
- **Public Comment:** None
 - Donald thanked the staff providing Instagram posts, mentioning several specific posts he found informative and entertaining. He also noted the small number of likes for these posts. He suggested ways to increase likes including engaging library users to create posts or to be featured in a social media post. Lloyd Jansen shared how this idea ties into the 101 Reasons Why I Love My Library Statewide initiative, so hopefully we will start to see customer participation.
 - We cannot assume everyone knows how or is connected to social media. Perhaps the Library can have signage that asks people if they would like help accessing social media.
 - Still in need of a SMRLA representative. If there are other applicants their names can be submitted to the CCPL Board of Trustees to submit to SMRLA Board.
- **Adjournment:** Ruth Anderson-Cole motioned to adjourn the meeting. Don Ely seconded the motion. The motion was carried unanimously. The meeting adjourned at 6:58 pm.

The next meeting will be held on May 1, 2025 via an online platform.