

**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 1, 2025 6:00 p.m. **Approved July 10, 2025**

### Board Members In Attendance:

Ruth Anderson-Cole

Robin Brown

Pat Vaira

*A quorum was present*

**Call to Order and Roll Call:** The Board was called to order by Patricia Vaira at 6:02 pm.

- **Approval of Minutes:** Ruth Anderson-Cole made a motion to approve the March 6, 2025 Minutes as presented. The motion was seconded by Robin Brown. All were in favor. The motion to approve the minutes was carried unanimously.
- **Old Business**
  - None
- **New Business**
  - John Adelodun, Assistant Clerk to the Commissioners, spoke to the Library Board of Trustees to clarify the roles of the Clerk and Assistant Clerk to the Commissioners, the process for Board Appointments and By-Laws.
    - i. The Clerk and Assistant Clerk to the Commissioners serve as liaisons between the Library Board of Trustees and the Commissioners, providing support with coordinating appointments, maintaining official records and ensuring seamless communications between the Commissioners and the Library Board of Trustees. No daily operational support is provided to the Library Board of Trustees, however their office can provide guidance and help with clarifying processes.
    - ii. Appointment of Library Trustees occurs when a member's term expires or there is a vacancy. After the vacancy is posted publicly for applicants to apply, the Clerk's Office reviews the applications and presents them to the County Commissioners for approval. Reappointments are not

[www.ccplonline.org](http://www.ccplonline.org)    @ccplonline

**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 20662  
p: 301.934.9001

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

- automatic. The County Commissioners reserve the right to select and appoint applicants qualified for the role.
- iii. By-Laws outline the Library Board of Trustee’s internal governance, structure, responsibilities and processes. They ensure the Board of Trustees is operating under clear formalized rules that align with current State laws and best practices. By-laws also ensure consistency through future transitions.
  - iv. Electing Officials such as Chair, Vice Chair and Secretary provides necessary leadership and structure for Board operations. Officers are responsible for guiding meetings, overseeing committees, ensuring effective decision making, serving as point of contact for the County staff and the public to help with operational effectiveness. Maryland law specifies that each Board annually elects a Chair and may elect any other office it requires for the Library.
  - v. The Library Board of Trustees provided 3 recommendations for appointment to the Board. The Commissioners appointed the three recommended applicants, however it was also discovered that one Library Trustee had not been reappointed. The Clerk’s Office is working to determine if the Board is in compliance as well as how to move forward with the Trustee that was never reappointed.
  - vi. Recommendation from the Assistant Clerk was to have an Alternate Member who would step in when a primary member is not available. If an Alternate Member is established, the challenge with the 3 newly appointed Trustee and the serving Trustee who was not reappointed would be rectified because the newly appointed Trustees cannot simply be removed from the Board. The Clerk’s Office is in the process of confirming all applicants. If there was an appointed Trustee that did not confirm in writing within the prescribed time, the Commissioners would need to take action to remove that appointee.
  - vii. There will be a training session for all County Boards this summer to reiterate the processes and confirm all Boards are in compliance.
  - viii. Question: Is there a time of year when reappointments should take place? Answer: When a Trustee’s term is completed and they have not served more than 2 consecutive terms.
  - ix. Appointment Packets for 2 of the newly appointed Library Board of Trustees have been submitted. Their appointment is confirmed. Some one from the Clerk to the Commissioners Office will conduct the swearing in as there are currently no Officers on the Library Board of Trustees. After their swearing in, they will be full fledged Library Board of Trustee members.

x. According to Mr. Adelodun, his office does not have record of Pat Vaira being recommended for reappointment, however, since Mrs. Vaira has not received a letter from his office regarding her service being completed, she is still a serving member of the Library Board of Trustees. If the Board is in favor of reappointment for Pat Vaira and she wants to be reappointed, the Board would inform KennethWayne Thompson via email who would inform the Clerk to the Commissioners office. Ruth Anderson-Cole, Robin Brown and Donald Ely terms still hold and no reappointment documentation is needed for them at this time.

- **Executive Director Update - KennethWayne Thompson**

- The previously scheduled orientation has been postponed until the full Library Board of Trustees are in place.
- A question was raised regarding the Executive Assistant to the Executive Director serving as Secretary for the Library Board of Trustees at one point in time. KennethWayne shared that his office had been doing the job of the Library Board of Trustees Secretary, however, moving forward when the full Board is in place, he recommends that the bylaws be revised and that an election takes place to elect the Chair, Vice Chair and Secretary. Once the Secretary is elected, his office will share how agendas and minutes are handled. The Board of Library Trustees Secretary will be responsible for driving the meeting agendas moving forward.
- Christopher Alberts, new appointee, asked how he could access the bylaws. The bylaws and other Library Board of Trustee documents are in a shared Drive and upon his swearing in, he would then receive full access to the Drive.
- CCPL established the CCPL Foundation. Charles County Charitable Trust featured a story on the newly formed foundation on their website
- CCPL received a letter of certification from the United Food & Commercial Workers Local 1994 Union. We are in the process of scheduling future negotiations with the Union and scheduling a date for our attorneys to give the Library Board of Trustees a high-level overview of the Union process. That date will be shared with the Library Board of Trustees once it is finalized.
- A question was raised about the Foundation's role with the Library. The Foundation's purpose is to enable the Library to pursue grants and fundraising opportunities limited to organizations with 501(c)(3) status. An example includes seeking capital campaign funding for the new La Plata Library. The Foundation will serve as an arm for raising funds for the Library.

- **Financial Report**

- Approval of \$350,000 restricted funds from prior year's reserves for the new La Plata Library was previously discussed at a Board meeting, however there are no minutes reflecting the discussion and or approval. The Executive Director is asking the Library Board of Trustees to approve the use of \$350,000 restricted

[www.ccplonline.org](http://www.ccplonline.org)    @ccplonline

**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

from prior year's reserves for the new La Plata Library as recommended by the County's Department of Fiscal and Administrative Services. Funds would be used to purchase additional books and materials, new technology, furniture fixtures and equipment.

- **Patricia Vaira made a motion to move the \$350,000 into restricted funds for the use of supplementing the Capital Improvement for the new La Plata Library. Seconded by Ruth Anderson-Cole. Motion carried unanimously.**
- Kenneth Wayne stated he would inform the Department of Fiscal and Administrative Services of the decision made via email and cc: the Board of Library Trustees and the Library's Financial Administrator
- The Finance Administrator gave highlights of the February and March Financial Reports.
- The Internal Auditor's report has not been completed as originally shared in a previous meeting. Barbara expects to have a report to share at the next Library Board of Trustees meeting.
- Discussion was raised on the large number of lost/stolen hot spots. Hot spots are disabled once they are overdue and customers' accounts are charged. Moving forward into the next fiscal year, the Library is working on how to restructure hot spot circulation.
- Ruth Anderson-Cole motioned to accept the February and March financial reports. Pat Vaira seconded the motion. The motion was carried unanimously.
- **Happy Birthday wishes to the April, May and June birthdays.**
- **Public Comment:** None
- The Executive Director called to confirm that the July meeting will still be held. Robin Brown asked if the Trustees could take that offline and confirm with each other then let the Executive Director know. It was agreed that the Library Board of Trustees would confirm the next meeting date at a later time.
- The Executive Director thanked Christopher Alberts and Rebekah Carmichael for their attendance. If they have any questions, they are welcome to contact his office to receive any clarity. He further offered to meet with Mr. Alberts or Ms. Carmichael in person if they preferred.
- Kudos to the staff for the success of Books, Bites and Beats Fest.
- **Adjournment:** Ruth Anderson-Cole motioned to adjourn the meeting. Patricia Vaira seconded the motion. The motion was carried unanimously. The meeting adjourned at 7:15pm.

The next meeting is to be determined

[www.ccplonline.org](http://www.ccplonline.org)    @ccplonline

**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