

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

July 10, 2025 6:00 p.m.

Approved September 11, 2025

Board Members In Attendance:

Christopher Alberts

Robin Brown

Bekah Carmichael

Donald Ely

Jessica Jennings

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:** Donald made a motion to accept the May 1, 2025 Minutes as presented. The motion was seconded by Patricia Vaira. All in favor. The motion to approve the minutes was carried unanimously. Donald Ely made a motion to accept the June 23, 2025 Special Board Meeting minutes Robin Brown seconded. All were in favor. The motion was approved unanimously.
- **Old Business**
 - Michael Pheulpin presented the [Internal Audit Report](#) from the internal audit conducted by the Charles County Government Internal Auditors Office in February, 2025
- **New Business**
 - Board Update - We now have a full Board with 7 sworn in Library Trustees. Next is to schedule an orientation for all Board members to attend.
- **Executive Director Update - Kenneth Wayne Thompson**
 - The Discovery Lab, acquired in January 2023 with grant funding from the American Rescue Plan Act, has required a number of repairs prompting a conversation with John Mudd, Chief of Fleet & Inventory Management to hear his professional opinion for the vehicle. John recommended a full MD Inspection,

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which will be completed by the repair shop currently working on the Discovery Lab. The results from the inspection will be shared with the Board as the chief concern is the safety of staff that operate the vehicle.

- Executive Director shared background information for the Discovery Lab with Library Board of Trustees
 - Vehicle cost \$158,000
 - Purchased to be a technology focused library vehicle bringing access to state of the art equipment to community members unable to come into our physical branches. Including laptops, printers, 3D printers, STEM and STEAM activities
 - Many of the repairs have been completed under warranty however it is no longer under warranty
 - Items purchased for use on the DL can be repurposed and used in other library areas.
- Moving forward we would like to receive agenda items from the Board that they would like discussed at the meeting. Agenda items should be shared with Karen and she will incorporate them in the agenda. This will give voice to the topics the Board would like to discuss. The idea was received well. The Board requested that Election of Board Officers be added to the September agenda.
- A question was raised regarding the status of the New La Plata Library. Executive Director reported that a virtual meeting with Capital Services was being held on Friday, July 11, 2025 at 2pm to provide an update on the New La Plata Library. The link would be shared with the Board who is welcome to attend the meeting. Following the meeting, the Executive Director will share a synopsis of the meeting.
- A second question was raised regarding the drastic change in new social media followers. Associate Director Erin Del Signore shared that the drastic change in the number of new followers is due mainly to a past marketing push to gain new followers. Social Media is currently one way we share information but not our main way of communicating.
- One Board Member noted they loved reading the positive comments received by Library staff. Is there a way to highlight the positive comments the Library receives? According to the Associate Director, a monthly philanthropy e-newsletter is sent to customers which highlights the positive work done at the Library as noted by customers' comments. The Library is also working in partnership with SMRLA on the 100 Reasons Why I Love My Library Campaign. Content is being created to share this positive feedback as well.
- Congratulations were given to Lloyd Jansen who is contemplating retirement next year and as such has shared the idea of recording interviews for passing along institutional knowledge.

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- A Board Member asked about grant funding to acquire and install Brave Sensors, overdose detection sensors for public restrooms and other locations people may use drugs alone. The Deputy Director shared this project is in the very early infancy stage and that he has polled the Branch Managers to hear their feedback. No decisions have been made for or against this product, however, grant funding is possible should the Library move in that direction.
- Why the cancellation of Hoopla was revisited. Its subscription based model made it difficult to budget for the number of items circulated via that platform, thus making it very expensive to maintain. Additionally, Hoopla began to include unvetted AI generated content, taking customers to unmentionable sites. All Southern Maryland Libraries have removed Hoopla from its offerings and CCPL has been marketing the other online platforms for customers to use including Libby.
- Has the Health Department been asked to provide Narcan training in light of the questions around Brave Sensors? CCPL has offered Narcan training and some Branches offer it more than others. Waldorf West staff received Narcan training in January, 2025 and everyone received free Narcan. Additionally, staff are trained in how to administer Epi Pens during first aid training which is also provided for staff.
- **Financial Report**
 - The Finance Administrator gave highlights of the April and May Finance Reports.
 - Bekah Carmichael motioned to accept the April and May Financial Reports. Jessica Jennings seconded the motion. The motion was carried unanimously.
- **Happy Birthday wishes to the July and August birthdays.**
- **Public Comment:** None
- **Adjournment:** Donald Ely motioned to adjourn the public meeting. Jessica Jennings seconded the motion. The motion was carried unanimously. The meeting adjourned at 7:15pm.
- Library Board of Trustees moved into a closed session via Google Meet

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

The next meeting is to be determined

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