

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**

Thursday, September 11, 2025, 6:00 p.m.

Approved date: November 6, 2025

1. Call to Order - 6:01pm by Patricia Vaira
2. Roll Call / Establish Quorum:
 - a. Attendance: Patricia Vaira, Donald Ely, Ruth Anderson, Robin Brown, Rebekah Carmichael, Jessica Jennings
 - b. Absent: Christopher Alberts
3. Approval of Minutes
 - a. Motion to accept the meeting minutes as presented: Rebekah Carmichael
 - b. Seconded: Donald Ely
 - c. Motion carried unanimously
4. Reports - 3 minutes allowed
 - a. Executive Director - KennethWayne Thompson
 - i. New Board Packet format created to share and disseminate information easier. Feedback is welcomed
 - ii. Community Engagement Discussion with Senator Ellis, Delegate Davis and Delegate Patterson at Waldorf West on Wednesday, September 10, 2025. Several agencies invited to share pressing items occurring within their agencies. KennethWayne spoke briefly concerning public safety issues we have had in some of our branches. Data was shared to make them aware. We will continue the conversation to determine if there are any resources they can provide to further increase our public safety measures. The slides will be shared with the Board as well.
 - b. Finance - Barbara Mazor
 - i. Finance Reports for June and July shared
 - ii. While waiting for the Finance Reports to be shared, Donald Ely appreciated staff for the new Packet format, asked for clarification on the acronym SAILOR - State Agency Library Information Online Resource; appreciated & celebrated West staff Alaina, Kimberly and Jay for creating the Monster Book drop at the suggestion of a young customer; confirmed the location of the Mall display. It was

www.ccplonline.org    [@ccplonline](https://twitter.com/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

installed on September 9, 2025 in a store front by the children's area. Congratulations were given to Shannon Bland for receiving mini grants.

- iii. Questions:
 - 1. Has Libby usage increased with the discontinuation of Hoopla? Answer: Yes
 - 2. Are hotspots continuing to not be returned? Answer: Kenneth Wayne would follow up with Ray Reed, IT Manager
 - 3. Latest hotspot report will be shared with the Board
 - 4. Will CCPL hotspots be affected by the rescinding of a federal grant program? Answer: CCPL does receive funding through that grant and if rescinded, CCPL will be affected.
- iv. Motion to accept the June and July Finance Reports by Ruth Anderson. Seconded by Donald Ely. Motion passed
- c. Deputy Director - Erin Del Signore reported in Lloyd's absence.
 - i. CHAR
 - 1. Branch manager, Daniel Rheingrover is out on extended medical leave. Assistant Branch Manager, Leigh Batty is leading the branch with assistance from Customer Service Supervisor, Nat Miles and Youth Services Supervisor, Katlyn Gonzales very well.
 - 2. The Citizens for Charles County Public Library will host their Fall Book Bazaar October 18-25.
 - 3. The County fixed a leak and replaced ceiling tiles in the Community Engagement office after they collapsed over a workstation in August. Fortunately, no staff were injured and no equipment was lost.
 - ii. P.D Brown
 - 1. Erin shared a positive customer comment that was received on July 15 from Melwood staff. They wrote that they go to all the libraries, but always come back to PD Brown. The customers spoke highly of the staff reflecting how good they are with interacting with the Melwood people.
 - iii. Potomac
 - 1. Mary Hines, Customer Service Supervisor and Julianna Hieb, Waldorf West Branch Manager represented CCPL at the DSS Annual Back to School Event on August 8, 2025 engaging 85 people.
 - iv. Waldorf West

1. Elevator Car 2 was out of service for a number of days due to a fried circuit board, but is now repaired and functional. Car 1 was not affected.
 2. During the HOPE Team Harm Reduction community clean up day, a team of 21 volunteers cleaned up the Waldorf West grounds on July 26. The team collected 23 bags of trash and spoke to how kind and professional the West staff were.
- d. Associate Director Community Engagement - Erin Del Signore
- i. The Imagination Library surpassed delivering 100,000 books. There are currently over 3,200 active participants in the program with over 5,400 participants since the program began in 2021. The program is broadly shared via all library communications including our e-newsletter, our website, and paper forms in branches. Partner organizations including the Health Department, DSS and others help to disseminate information about the program. In English and Spanish. It was noted that only Charles is the only library in the Tri-County area with the Imagination Library.
- e. Human Resources - Jessica Cruse
- i. We received the Notice of Grant Award from Maryland State Library Agency for FY26 Staff Development Grant in the amount of \$16,700. Funds are used to send staff to conferences including the MLA Conference in May
 - ii. Koree Brewer (Potomac Branch) and Sarah Jones (La Plata Branch) recently received their Masters in Library Science
 - iii. Several vacancies from this summer have been filled including Public Services positions, Youth Services positions and the Collection Development position. Outstanding vacancies to fill include part time circulation positions.
 - iv. Currently working with Charles County Government to coordinate safety training, fire drills at each branch and active shooter training.
 - v. Vendor, Black Out Security to begin Saturday shifts at PD Brown branch on Saturday, September 20 to assist CCSO.
- f. Development - Shannon Bland
- i. Grant application for approximately \$40K submitted to the Maryland State Library Agency to install privacy booths at Potomac Branch and P D Brown Branch. The primary purpose is for telehealth visits and secondarily used for tutoring or quiet study. This grant will cover the cost of the booths, installation, laptops and laptop accessories. Award notice is expected mid September.

- ii. Thank You Campaign in the branches. We created thank you cards that customers can color on one side and write their favorite book on the other. Included is the preprinted message, thank you for donating to your library. These thank you cards will be mailed to our donors.
- g. Data & Statistics - Christine England
 - i. Currently working on completing an annual report.
 - ii. Highlights of FY25 metrics that increased over FY24
 - 1. Hours of Operation: Total Hours open was a 2% increase which includes the Branches, Outreach vehicles and the Charles County Detention Center (CCDC) which had a 248% increase in the number of staff hours.
 - 2. CCDC had an 18% increase in the number of checkouts from FY24 to FY25 - just over 10,000 check outs.
 - 3. Programs had a 12% increase in the number of programs held.
 - 4. Digital Circulation increased 14% including Kanopy in Digital Circulation Count
 - 5. Hotspots saw a 56% increase in check outs
 - iii. Question was asked if the Library still has Rec Passes to circulate. Answer: Yes, we have 25 and they are consistently checked out
- h. IT - Ray Reed
 - i. Branches received 50 new hotspots in June. The new agreement with T-Mobile replaces lost or stolen hotspots for free for life. Currently there are 38 overdue and 23 lost/stolen.
 - ii. A new website is in the works for the new CCPL Foundation. Staff or working with a project manager at GoDaddy on this project. More information to come.
 - iii. IT staff offered customer assistance to a customer needing help with finding a quiet space in the library
 - iv. All public PCs will be replaced
 - v. Question: When hotspots are overdue, can customers still use them? Answer: Overdue hotspots are automatically deactivated on the first day they are overdue. If returned, IT staff are alerted and they start the process to activate the hotspot. Question: Has there been an increase in returned hotspots since they are deactivated? Answer: We have been deactivating overdue hotspots since we started so deactivating has not increased or decreased returning. Question: If someone has an overdue hotspot can they check out

another? Answer: They would need to return the first hotspot or pay down their fine in order to check out another hotspot. Question: What will be done with the replaced (old) PCs? Answers: We donate half or more to Lifestyles and keep the others for backups. They do not get recycled if we can help it.

- i. Collection Development - Jessica Hubbard
 - i. Lea Altman, Collection Development Librarian resigned July 10, 2025 to go to university full time. Jessica has kept the Department running as smoothly as possible. New Wowbrary Newsletters continue to go out weekly with new content. Ordering well underway for FY26, hoping to have new Collection Development staff soon.
 - ii. Digital resources - SMRLA increased funding for Libby Advantage Collection, copies only for the Southern Maryland Libraries; Chilton's Car Repair Database has returned; Little Pim Children's Language Learning and ASL Language Learning have been added to Mango Languages; SMRLA has added access to The New York Times and The Baltimore Banner
- 5. Old Business
 - a. New La Plata Library Update
 - i. *Charles County has been working diligently to advance the new La Plata library project. Unfortunately, the County has encountered some unanticipated delays that have significantly impacted the project timeline. These delays are primarily related to additional traffic study requirements and necessary updates to the facility's design. County staff remain committed to moving the project forward and will proceed with permit acquisition and the construction procurement process once these outstanding issues are resolved. At this time, it is difficult to provide a definitive construction start date, but the County will continue to keep the public informed as progress is made.*
 - ii. The Town of La Plata has identified a consultant to prepare the traffic impact study scope and review. As soon as we receive the scope for the study from the Town's consultant, we can hire a firm to conduct the study and prepare a report.
 - iii. Kenneth Wayne contacts the office of Britta Hertling, Chief of Capital Services for Charles County Government office every 10 days for updates. Received updates will be included in his Executive

Director's report moving forward. As changes occur, he will inform the Board.

- iv. Shannon Bland and Lloyd Jansen submitted the Maryland State Library Agency's Capital Grant Application and we are awaiting their decision.
- v. Question: Did they allow us to transfer the water? Answer: That is still under discussion.

6. New Business

a. Officers elected

- i. Nominations for President
 - 1. Ruth Anderson nominated Patricia Vaira; Robin Brown seconded. Unanimously voted for Patricia Vaira for President
- ii. Nominations for Vice President
 - 1. Patricia Vaira nominated Jessica Jennings; Robin Brown seconded. All voted in favor for Jessica Jennings for Vice President
- iii. Nominations for Secretary
 - 1. Jessica Jennings nominated Rebekah Carmichael for Secretary; Patricia Vaira seconded. All voted in favor for Rebekah Carmichael for Secretary
- iv. Nominations for Treasurer
 - 1. RobinBrown nominated Ruth Anderson Cole for Treasurer; Donald Ely seconded. All voted in favor for Ruth Anderson Cole for Treasurer
- v. President - Patricia Vaira
- vi. Vice President - Jessica Jennings
- vii. Secretary - Rebekah Carmichaels
- viii. Treasurer - Ruth Anderson Cole

7. Announcements / Correspondence

- a. Happy Birthday to everyone celebrating in June & July

8. Public Comment

- a. No public comments

9. The next meeting date is Thursday, November 6, 2025 virtually

- a. Upcoming discussion
 - i. Rebekah Carmichael will share the Board meeting dates for the 2026 calendar year with the Executive Office
 - ii. The Board will discuss hosting future in person and virtual meetings

10. Adjournment

- a. Motion to adjourn - Robin Brown

- b. Seconded - Rebekah Carmichael
- c. Motion carried
- d. Meeting adjourned at 6:55pm