

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, November 6, 2025, 6:00 p.m.

Approved date: January 8, 2026

1. Call to Order - 6:00pm by Patricia Vaira
2. Roll Call / Establish Quorum:
 - a. Attendance: Patricia Vaira, Donald Ely, Ruth Anderson-Cole, Robin Brown, Rebekah Carmichael, Jessica Jennings, Christopher Alberts
3. Approval of Minutes
 - a. Motion to accept the meeting minutes as presented: Ruth Anderson-Cole
 - b. Seconded: Robin Brown
 - c. Motion carried unanimously
4. Reports - 3 minutes allowed
 - a. Board Report - Pat Vaira
 - i. Welcome to CCPL Foundation Board Members attending the meeting.
 - ii. SMRLA passed an AI Policy. More to come at a later date.
 - iii. A Community Member vacancy on the SMRLA Board. Pat requested to receive the names of citizens interested in joining the Library's Board in order to pass those names on to SMRLA.
 - b. Executive Director - KennethWayne Thompson
 - i. Holiday Break Closing request for December 24, 2025 - January 3, 2026 presented
 1. Motion to approve the Holiday closure for December 24, 2025 - January 3, 2026: Rebekah Carmichael; Seconded: Ruth Anderson-Cole; Unanimously passed.
 - ii. CCPL 2026 Closing Dates presented for approval
 1. Motion to accept the 2026 Closing Dates as presented: Ruth Anderson-Cole; Seconded: Donald Ely; Unanimously passed
 - c. Finance - Barbara Mazor
 - i. Finance Reports for August and September presented. The August report reflects the beginning of the fiscal year. Income accounts are running with the budget with steady income from donations, meeting room fees, and photocopying. Miscellaneous expenses are

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

over budget at this time because items owned by other libraries were checked out by Charles County customers and reported as lost. CCPL pays the other counties for their items; however, when customers return the items, we refund the customers. Repairs and Maintenance over budget due to towing and repairs for the Discovery Lab. September income is steady also and the same items were over budget as in August. We also received a credit from credit card rewards, documented under Miscellaneous Income.

ii. The Audit Report is forthcoming. That report should be ready for the next meeting.

iii. Question:

1. Have Passport Processing fees increased since the closing of the Port Tobacco Passport Processing office? Answer: No

iv. Motion to accept the August and September Finance Reports: Ruth Anderson-Cole; Seconded by Christopher Alberts. Motion passed

d. Deputy Director - Lloyd Jansen

i. Branch News

1. Citizens for the Charles County Public Library's Fall Book Bizarre held at the La Plata Branch October 17-25. Funds raised support Library programs and services. The Citizens reported this was the most successful bizarre since the shutdown

2. Potomac staff report an increase in foot traffic as well as an increase in library card registrations. Staff have been sharing State and local resources with those affected by the Government shutdown.

3. West and Potomac staff worked together to upload the files for the new CCPS student accounts. Students who opt in to the program receive a virtual student library card to use at CCPL branches

4. A customer letter shared where they expressed that "the library has become more than just a place to work and do my research. It has become a place that encourages personal growth, community connection and optimism for the future."

e. Associate Director Community Engagement - Erin Del Signore

i. In August & September we had 277 programs with over 6,000 attendees. More popular program topics included wills and estate

- planning, Medicare, live music with the Steve Potter band and Art Exploration Teen Edition.
 - ii. We attended or hosted 5 outreach events engaging with over 350 community members
 - iii. Grant funded Mobile Computer Lab launched in September visiting 3 locations: Lifestyles White Plains Day Center, James Fuller Transitional Housing for Men and Angels Watch.
 - iv. CCPL Mobile App update including improved look, easier navigation, better integration with our events calendar. Families can manage multiple cards in the app. Library cards can be added to Apple Wallet or Google Wallet. The Scan to Go feature can be used anywhere in the branch to check out materials.
- f. Human Resources - Jessica Cruse
- i. Trailiant Compliance, an ongoing training, launched and assigned to all staff. Training includes: Active Shooter Response, Cyber Security Awareness, Drug and Alcohol in the Workplace, Fire Extinguisher Safety, and Workplace Harassment and others.
 - ii. Four new hires in October and one part time staff accepted and started a full time position at the Potomac Branch.
 - iii. We received 3 proposals for the Classification and Compensation Study: Salary.com, PRM and Paypoint HR.
- g. Development - Shannon Bland
- i. We were awarded a grant from the Maryland State Library Agency to install telehealth booths at Potomac Branch and P D Brown Branch. The priority use is for telehealth visits and secondarily used for tutoring or quiet study. This grant is just shy of \$40,000 and will cover the cost of the booths, installation, laptops and laptop accessories. Talkbox is the vendor providing the booths. Each booth will be wrapped in photos of Charles County sites including Smallwood State Park and Mallows Bay. We expect to receive the booths by the end of November, 2025.
 - ii. We started mailing the Thank You Campaign coloring sheets to donors in September. Recently, a customer sent a thank you card to the Library for the thank you coloring sheet card they received which was colored by 3 year old Breann saying. The customer shared, "It's wonderful to learn that books thrill young readers today as much as they have for me in the past 80 years...Thank you and all the staff at the Potomac Branch for continuing to provide readers reading pleasure everyday."

- h. Data & Statistics - Christine England
 - i. The Public Library Survey, a national survey every public library in the country submits, was completed and submitted on time.
 - ii. The Annual Report was completed and submitted to the MSLA
 - iii. The Grant Report for the Imagination Library was completed and submitted. As the Imagination Library seeks additional funding for programs across Maryland, this data informs the decisions to continue funding and hopefully expand programming. Data Librarian and Community Engagement staff agree that a survey is needed to get more feedback on the academic and development outcomes of the program to report to the State.
 - i. IT - Ray Reed
 - i. Public PCs have been replaced at the La Plata and PD Brown Branches. Potomac Branch PC replacement is scheduled to take place November 10-14 and Waldorf West is scheduled to begin November 17. Old computers will be donated to Lifestyles and a second local business seeking donated computers.
 - ii. We received 40 free hotspot replacements and IT staff are working on getting them activated and circulating.
 - j. Collection Development - Jessica Hubbard
 - i. Since the last Board Report, 2,453 physical items have been added to the collection.
 - ii. Koree Brewer joined the Collection Development Department as a Collection Development Librarian.
 - iii. Libby recently updated their holds suspension policy. Moving forward holds that become suspended must be manually unsuspending. Average hold time has decreased by about a week.
 - iv. Baker & Taylor, a major book distributor, is going out of business. They've been in business since 1828. CCPL's book distributor is Ingram so we are insulated from the worst of the fallout from the closing. Ingram may have increased demand now which could look like more titles on backorder and copies selling out faster. Jess reiterated that CCPL is in a good place.
5. Old Business
- a. 2026 Meeting Dates
 - i. Meetings will be held on Thursdays at 6pm in the odd months plus June, alternating in person and virtual.
 - ii. January 8th, March 5th, May 7th, June 25th, September 3rd and November 5th

- iii. January 8, 2026 meeting in person location to be determined by the Library staff.

6. New Business

a. Policies for approval

i. Code of Conduct Policy - External facing

- 1. Reformatted the document; clarified smoking, dress code and customer behavior; changed language to reflect what is enforceable under the law; included digital protections

ii. Customer Code of Conduct Policy & Procedures

- 1. No changes to this document that guides staff when handling situations in the Library; defines appropriate and inappropriate conduct; explains grounds for suspension and includes the progressive steps for misconduct. Any disruptive behaviors, harassment or threatening language are covered in this policy.

iii. Program Policy

- 1. Minor changes including job title changes; clarified/updated marketing activities

iv. Social Media Policy

- 1. Updated job titles; further clarified content removal for Library Social Media platforms

v. Social Media Policy for the Employee Handbook

- 1. Minor edits including removing the general description of social media and added software as an example of library equipment

- b. Motion to accept the policy revisions: Ruth Anderson-Cole; Seconded: Robin Brown; Approval of all the policies passed unanimously.

7. Announcements / Correspondence

- a. Happy Birthday to everyone celebrating in September, October & November

- b. Work Anniversaries acknowledged for those celebrating in September, October & November

8. Public Comment

- a. Christopher Lindstrom, CCPL Staff/Lead Organizer/Bargaining Team Member, spoke on the news article that came out a week before the meeting regarding union busting. He believes it is important that the Bargaining Team and Staff become partners. Asks to be able to sit down and have a good faith conversation with the Board of Trustees.

- b. Ashley Littleton, member of the CCPL non-supervisory bargaining unit, expressed concern with the lack of clear communication around the ongoing negotiations. She requests greater transparency and regular updates as negotiations continue.
 - c. Amanda Stewart, Commissioner for Charles County District 3, shared her personal view that union organizing plays an important role in protecting and empowering employees, however she does not believe changing the rules to accommodate a few is the right way to do that. She hopes that some of the concerns brought forth will be quashed and we can work together to ensure the best reasonable outcome for all is achieved.
 - d. Rebecca Turner, recently called the library and learned that the Library now charges for meeting rooms. Why does Charles County charge for meeting rooms used for community purposes while the other two Counties do not charge? Executive Director requested Rebecca Turner give their contact information in order to have written documentation regarding that change forwarded to them.
9. Patricia Vaira extended wishes for everyone to have a safe and joyous holiday.

10. Adjournment

- a. Motion to enter Closed session - Rebekah Carmichael
- b. Seconded - Ruth Anderson-Cole
- c. Motion carried at 7:23pm