

**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, January 8, 2026, 6:00 p.m.**

**Waldorf West Meeting Room C**

**Approved March 5, 2026**

1. Call to Order by Jessica Jennings at 6pm
2. Roll Call / Establish Quorum
  - a. Christopher Alberts, Jessica Jennings, Rebekah Carmichael and Robin Brown were present
  - b. Quorum was established
3. Approval of Minutes
  - a. Motion to approve the November 9, 2025 Meeting Minutes as written by Robin Brown
  - b. Seconded by Rebekah Carmichael
  - c. No discussion; Motion carried unanimously
4. Reports - 3 minutes allowed
  - a. Board Report -
    - i. Jessica Jennings reported that Patricia Vaira and Donald Ely resigned from the Library Board of Trustees
  - b. Executive Director
    - i. Lloyd Jansen reported the annual insurance renewals will be coming up in February. Updates and revisions will be shared with the Board.
    - ii. Library Legislative Day 2026 is scheduled for Tuesday, February 10, 2026 in Annapolis. Maryland Libraries meet with State lawmakers to discuss library legislation and issues as well as appreciate the elected officials for their support. Board of Trustees are welcome to attend and asked to inform staff if they will attend
    - iii. Waldorf West Branch is scheduled to get new carpet and flooring on the lower level. The tentative schedule is early - mid February and the branch will be closed during the installation and staff will be reassigned to other locations.
    - iv. The most recent audit report was completed and can be found on our website. Everything was good with the audit.

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**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

- v. Cases with suspicious substances were found in the bookdrops at Potomac Branch and Waldorf West Branch. Law enforcement was notified and they are investigating the case. The substances are being tested. Similar incidents occurred at libraries in Prince George's, St Mary's and Calvert Counties. A press release from law enforcement may be coming out. Staff have been encouraged to use precaution when emptying the book drops including wearing gloves.
- vi. Branch highlights
  1. La Plata Branch - December 6, 2025 Humane Society program: Talking Bones CSI. There were 28 attendees including children and their parents. Patrons were highly engaged and several inquired about more programs like this.
  2. Potomac Branch - Happy Hour Crochet & Knitting program attendees made 62 hats and 3 scarves for donation to individuals in Charles and Prince George's Counties. Additionally, the branch received a \$350 donation on Giving Tuesday from longtime customers Mr and Mrs Chamberlain and Ms Radtke. Their generosity is greatly appreciated.
  3. Waldorf West Branch - November 24, 2025 The Maryland Food Bank hosted a Mobile Market mobile food bank in the parking lot from 3pm-5pm and provided food to our customers and people driving by. Additionally, on December 10, 2025, Miranda Krebs and Sarah Jones attended the 3rd Annual No-Questions-Asked Resource Hour at the CCSO Headquarters. The connected with several CCPS students and highlighted some of our online resources including Peterson's Test Prep, Mango Languages and Brainfuse's live tutoring
  4. P. D. Brown Branch - A customer submitted the following comment, "I saw the kids story time at 10am and it was beautifully engaging for kids and families. Kudos to the story time librarians!"
- c. Finance - Barbara Mazor
  - i. Finance Reports for October and November presented. It was noted that on the Highlights for the October 31, 2025 Financial Report and the Highlights for the November 30, 2025 Financial Report, Miscellaneous Income was listed under Expenses. The

Finance Manager stated that it would be updated for the next meeting.

- ii. Motion to approve the financial report was made by Rebekah Carmichael and seconded by Robin Brown. No discussion. The motion was carried unanimously.
  - d. Associate Director Community Engagement - Erin Del Signore
    - i. Programming Highlights - In October and November we held 265 programs with over 5,550 attendees. The 3 most well attended programs were The Humane Society Presents: Getting a BAT Attitude, The Humane Society Presents: Talkin' Turkey and Cute and Courteous Canines
  - e. Human Resources - Jessica Cruse
    - i. Compensation Study Highlights - We are currently in the Discovery Phase. There are a total of 5 phases which are expected to be completed in a total of 16 weeks. This phase includes background data collection, comprehensive job description reviews, stakeholder interviews and developing a communication & compensation philosophy plan.
  - f. Development - Shannon Bland
    - i. A total of \$25,107.90 was raised in the month of December which includes a generous donation of \$17,705.00 from the Citizens for the Charles County Public Library for 2026 programming. The remaining \$7,402.9 was raised by individuals.
    - ii. Over \$42,000 was raised in 2025
  - g. Data & Statistics - Christine England
    - i. In July 2025, Community Engagement rolled out a new program survey. As of early January, 860 responses were received. Many favorable and above average responses have been received.
  - h. IT - Ray Reed
    - i. The Public PC replacement project was completed December 18, 2025. CCPL will be donating old computers and laptops to local non-profit organizations including Hope Behavioral Health and Lifestyles of Maryland.
  - i. Collection Development - Jessica Hubbard
    - i. 1965 new items added to the collection
    - ii. At the last Board meeting it was reported that a competitor book vendor was closing. Wait times have now leveled out and getting materials stabilized as well.
5. Old Business

- a. There was no old business
6. New Business
  - a. There was no new business
7. Announcements / Correspondence
  - a. Congratulations to everyone celebrating a birthday or anniversary
8. Public Comment
  - a. Jacob Lang - library patron and on behalf of the Southern Maryland DSA, spoke in support of collective bargaining for library employees and discussed the importance of labor in providing public services. The commenter raised concerns about the pace of negotiations and the allocation of funds toward legal expenses. The commenter requested accountability from library leadership and encouraged community members to engage with the Library Board and elected officials on labor-related matters via provided emails.
  - b. Allison Heldreth - County resident, library patron, parent, and representative of the Southern Maryland DSA spoke in support of library employees' efforts to negotiate a collective bargaining agreement. The commenter highlighted the importance of literacy and library programming to the community and expressed appreciation for library staff. Concerns were raised about the length of negotiations and the use of taxpayer funds, along with a request for the Board to address these matters. The commenter also noted community support for library employees and stated an intention to continue attending meetings on this issue
  - c. Christopher Lindstrom - Library employee commented to the Board that Jackson Lewis was hired to delay union contracts and he referred to the money spent as "a wildly inappropriate waste of public money..." He further stated he believed the Board is misled to use public funds as such. He stated "we wanted a more collaborative system and we wanted modest improvements" while "unfortunately relations with library leadership have only worsened." He closed by remarking that it should be recognized that library workers are worthy partners and let's work together to make CCPL a better place to work.
9. The next meeting date March 5, 2026 via Zoom
10. Adjournment
  - a. Motion to adjourn by Rebekah Carmichael; Seconded by Robin Brown. There was no further business or discussion; the meeting adjourned at 6:30pm