

**Charles County Public Library  
Board of Library Trustees  
Minutes  
Thursday, April 17, 2008  
9:15 a. m. --- La Plata Branch**

***In Attendance:***

<b>Henry Scharles, President</b>	<b>Emily Ferren, Director</b>
<b>Christopher Iekel, Vice-President</b>	<b>Mary Tomlinson, Br Mgr-Waldorf</b>
<b>Miriam Kimball</b>	<b>Deborah Knott, Asst Br Mgr-Waldorf</b>
<b>George Harrington</b>	<b>Andrea Traynham, CCEC Chair</b>
<b>Jason Faherty</b>	
<b>Candice Quinn Kelly</b>	

***Excused:***

**Stephanie Possehl, Treasurer**

- 1. Call to order:** President Henry Scharles called the meeting to order at 9:20 a. m. in the Director's office at the La Plata Branch Library.
- 2. Approval of Minutes-March 2008:** Mr. Scharles asked for comments, corrections, or questions from the Board members with regard to the March 2008 minutes. Mr. Iekel moved to accept the minutes as reported. Mr. Harrington seconded the motion. The motion carried. (*See documentation in the Board notebook.*)
- 3. Financial Statement-Mar. 2008:** Mrs. Ferren distributed copies of the March 2008 Financial Statement to the Board members for their review. A discussion followed. Mr. Harrington moved to accept the Financial Statement as presented. Mr. Iekel seconded the motion. The motion carried. (*See documentation in the Board notebook.*)
- 4. PNC Bank Representative:** Mrs. Sharon Walker, PNC Web Security, was unable to attend the meeting due to scheduled vacation plans.
- 5. Director's Report:** Mrs. Ferren provided the Board members with a written Director's Report. (*See documentation in the Board notebook.*) In addition to the written report she commented on the following:
  - A) LSTA Grant:** Mrs. Ferren reported that the LSTA grant had been denied. She went through an appeal process and the grant was awarded. She explained that federal law mandates grant restrictions and therefore does not allow gifts to be purchased for children with grant funds. She said that was the reason for the grant being denied originally. The grant funds will provide twenty-six additional storytimes in connection with the Judy Center and the Board of Education. The C4CCPL (*Citizens for Charles County Public Library*) have purchased books for all children that participate in the storytimes. The donated materials will be marked as gifts from C4CCPL.
  - B) Volunteer Handbook:** The revised Volunteer Handbook was presented to the Board members for adoption. Mrs. Ferren reviewed the clarifications made at the request of Board members at the previous Board meeting. Mr. Harrington moved to adopt the Volunteer Handbook as amended. Mr. Iekel

seconded the motion. The motion carried.

The library was awarded a *Volunteer Maryland* Grant. The grants team will be developing the concepts and a volunteer coordinator will be hired through *Volunteer Maryland* to start employment on September 12, 2008.

- C) Long Range Strategic Plan for Charles County Public Library-FY2008 thru FY2011:** Mrs. Ferren presented the Long Range Strategic Plan developed as a result of the administrative council analyzing information from internal and external surveys taken by staff members, Board members, and customers during the summer/fall of 2007. Mrs. Ferren requested permission for an in-service day during the month of August. The strategic initiatives would be announced to all staff. Staff members would be given the opportunity to work in groups to create action plans for each initiative. A discussion followed. The Board members asked Mrs. Ferren to arrange for training without closing the library. Mrs. Ferren will re-evaluate and report back at the May Board meeting.
- Mr. Harrington moved to accept the Long Range Strategic Plan as presented. Mrs. Kelly seconded the motion. The motion carried.
- D) Budget FY2009:** She reported that she and Mr. Scharles have attended all library Budget negotiations with the Charles County Department of Fiscal Services and the Commissioners. The next session is scheduled for April 22<sup>nd</sup> at 9:30 a. m.
- E) Public Budget Hearing:** She advised the Board members that the Charles County Public Budget Hearing has been changed to Wednesday, May 14, 2008. The library will present the budget at 4:30 p. m.
- F) Gates Foundation-“Turning The Page”:** Mrs. Ferren, Mrs. Linda Gateau-IT Librarian, and Mr. Scharles attended training April 1<sup>st</sup> through April 3<sup>rd</sup> in Annapolis, MD. The training is a requirement of the Gates Foundation to qualify for \$62,400 in grant funding that will be awarded over two years- FY2009 and FY2010. The training emphasized leadership and advocacy.
- G) MAPLA (Maryland Association of Public Library Administrators):** She shared samples of a “quotable fact card” created by the State Library Directors and introduced at the MAPLA meeting. The card will be used as an advocacy tool when promoting library services.
- H) Staff Blogsite:** Mrs. Olivia Wallio, Public Services Librarian-Waldorf, has created a staff blogsite announcing all activities and programs scheduled at the library.
- I) Charles County 350<sup>th</sup> Anniversary Celebration:** Mrs. Ferren advised the Board members that she attended the planning meetings. The library display cases will be used throughout the year to disseminate information. The library will also be the distribution point for printed materials. The library has some relevant programs scheduled throughout the year.
- J) “We the People” Bookshelf-ALA (American Library Association):** The ALA has provided one bookshelf for each branch location entitled “We the People”. History books will be provided for adults and children. Mrs. Ferren asked Congressman Steny Hoyer to read at a planned kick-off event. The date has not been determined.
- K) 1<sup>st</sup> Annual Government Day-April 12, 2008:** She reported that the library and several other agencies participated in an event held at the Charles County Government Building to celebrate the *1<sup>st</sup> Annual Government Day* on Saturday, April 12, 2008. Those in attendance were encouraged to visit the C4CCPL Book Bazaar.

**6. SMRLA Report (Southern Maryland Regional Library Association):**

- The SMRLA Board approved a 3.5% COLA for SMRLA Employees.
- The consultant's review of the delivery study was presented to the SMRLA Board.
- In FY009, SMRLA will automate the SIRSI software to electronically phone customers about their hold requests.

**7. Comments from Trustees:**

- Mr. Scharles asked the Board members to visit the new Calvert County Library in Prince Frederick. He reported that he was impressed with the whole concept of building a library in a shopping area, and considered it to be a desirable arrangement for the Charles County Public Library system when seeking new branch locations.
- Mr. Harrington commented that he thought the redesign of the Library Rules of Conduct sign was more concise. Another Board member requested further changes.
- Mrs. Kimball stated that she is unable to attend the Board meetings in May and June.

**8. Public Comments:** Mr. Scharles asked for public comments.

- Ms. Debbie Knott stated that in-service days are held in St. Mary's and Calvert County so that employees may receive training and/or conduct library business.

**Adjournment:** The public meeting was adjourned at 10:30 a.m.

**Executive Session:** Mr. Scharles requested a motion to go into executive session in compliance with *Statutory Authority to Close Session, State Government Article §10-508(a):(3) To consider the acquisition of real property for a public purpose and matters directly related thereto and (14) Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.* Mr. Faherty moved to go into executive session at 10:30 a. m. Mr. Iekel seconded the motion. The motion carried.

Executive session adjourned at 10:55 a. m. No actions were reported.

**Date of the next meeting:** The next Board meeting is scheduled for Thursday, May 15, 2008 at 9:15 a. m. in the Director's Office of the La Plata Branch Library.

Respectfully Submitted,

**Sharon P. Bowie**

Sharon P. Bowie  
Board Secretary

**Approved: Hank Scharles, President**  
**6/19/08**