

**Charles County Public Library
Board of Library Trustees
Minutes
Thursday, February 18, 2010
8:00 a. m. --- La Plata Branch**

In Attendance:

Christopher Iekel, Vice-President
Jason Faherty
Candice Quinn Kelly
George Harrington
Samuel Worsley

Emily Ferren, Director
Charles Owens, CCEC, Chair

Excused: Henry Scharles & Stephanie Possehl

- 1. Call to order:** Vice-President Christopher Iekel called the meeting to order at 8:05 a. m. in the Director's office at the La Plata Branch Library.
- 2. Approval of Minutes-January 2010:** Mr. Iekel asked for comments, corrections, or questions from the Board members with regard to the January 2010 minutes. Mrs. Kelly moved to accept the minutes as presented. Mr. Worsley seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 3. Financial Statement through January 2010:** Mrs. Ferren presented copies of the January 2010 Financial Statement to the Board members. A review and discussion followed. Mr. Faherty moved to accept the Financial Statement as presented. Mr. Worsley seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
 - **Budget Change #4-FY2010:** Grant funding was received from the following sources: *Charles County Arts Allowance* \$2400, *Chaney Foundation* \$500, and *Palinet/Gates* \$15,600. Revenue and Expenses were adjusted accordingly. Mr. Harrington moved to accept Budget Change #4 as presented. Mrs. Kelly seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 4. 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. Snow/Double Blizzard Report:** Mrs. Ferren reported meeting with the Charles County Government Department Heads on Thursday, February 4, 2010 to discuss the blizzard expected to arrive in the greater Washington, DC area on Friday, February 5, 2010. Governor O'Malley had announced a *Declaration of Emergency*, requesting Maryland residents to stay off the roads unless it was a necessity. The snow fell for over 24 hours. After a difficult road, sidewalk, and parking lot cleanup, a second snowstorm arrived on Tuesday, February 9, 2010. Mrs. Ferren informed the Board members that the snowstorms caused fallen limbs at the La Plata branch. At the Potomac branch, a loss of power damaged the telephone system, and an ice jam in the gutters caused a leak in the community room. Books were damaged at P. D. Brown Memorial in Waldorf by a leak in the roof. She praised Charles County Public Facilities for their responsiveness and efficiency in clearing the sidewalks and parking lots at all locations and the

clearing away the tree limbs at La Plata. She reviewed the dates the library was closed to the public. Mrs. Ferren will write a letter of appreciation to Charles County Public Facilities.

- b. Board Election for Officers-Phone Vote-Thursdays, January 21, 2010:** Three Board members were excused from attending the January 21, 2010 Board meeting. Mrs. Ferren contacted all Board members for their vote by phone. The vote was unanimous. Mr. Henry Scharles will continue as President, Mr. Christopher Iekel will continue as Vice-President, and Ms. Stephanie Possehl will continue as Treasurer.
 - o A letter was sent to the Charles County Commissioners requesting approval for Mr. George W. Harrington to serve a second term from Jan 1, 2010 through January 1, 2014.
- c. Town of La Plata Municipal Wi-Fi:** She advised the Board members that within a few weeks Charles County Public Library would sign a *Memorandum of Understanding* with the Town of La Plata concerning the Municipal Wi-Fi to be installed in various locations. The town of La Plata will own the equipment. The library will own any content that it posts on the Municipal Wi-Fi. Installation should start in the spring of 2010. Official announcement of the availability of the Municipal Wi-Fi will be made by the Town Council.
- d. 4H Partnership-Photoshop 4.0:** *Charles County 4H Club* applied for a grant from the *National 4H Program* entitled *Creative Technology for Teens*. *CC4H* is one of four pilot states to receive this grant. When awarded, the \$3500 grant funds will be used to purchase *Photoshop* software. The *4H, Charles County Public Library, and the Charles County Health Department* will share the software licensing. The software will be used by the library to enhance its website. The library also plans to provide programs for teens in conjunction with the Health Department.
- e. SMRLA Processing:** A conference call was held with Charles County branch managers, Technical Services staff, and Mrs. Ferren on Wednesday, February 17, 2010. The staff voted for the following procedures:
 - o The *Universal Product Code* (UPC) located on the back cover of items have been covered by SMRLA staff. Charles County voted to discontinue that procedure, thus saving processing time, supplies, and money.
 - o Staff voted to continue placing the property stamp and barcode on the front of materials. Self-checkout computers are planned for all Charles County branch locations. This placement is most convenient for customers and staff members.
 - o Books on CD and DVD sets will continue to be packaged together for the convenience of listening to the audio book or watching the entire series without interruption.
 - o Staff voted that accuracy in labeling and numbering was more important than processing speed. They encourage SMRLA to use a double-check system before releasing the items to the branches for circulation.
 - o The staff did not make a decision about the processing of donated materials.

A meeting is scheduled for Thursday, February 25, 2010 at 2 p. m. at SMRLA. The tri-county branch managers and technical services staff will discuss consistency in processing practices.

- f. **Read 2 Minutes for 30 Days:** The State of Maryland is sponsoring a month-long program to encourage reading.
- g. **Images Magazine:** She showed the Board members the advertisement for Charles County Public Library in *Images Magazine*.
- h. **Library Legislative Day:** The Legislative Day for Libraries, originally scheduled for Wednesday, February 10, 2010, has been rescheduled for Wednesday, March 17, 2010.
- i. **Self Check Out Stations:** She reported that P. D. Brown Memorial would receive a second self-checkout station. La Plata and Potomac will receive one station each. The installations should occur before the end of FY10.
- j. **New Waldorf Branch Library:** The architectural design of the new library must be presented to the St Charles Review Board for approval. Groundbreaking is anticipated to occur in autumn of 2010. The building will have two stories with a total of 28,000 square feet. The library will share parking with the *Hilton*. Staff parking will be located in a gated area separate from public parking. A lake and a park will be located nearby. The park area will have covered canopies to allow for outside activities.

The technology consultants for the new building include Richard Aldridge, Director, Fiscal and Administrative Services-IT-Administration Charles County Government (CCG), Richard Brannon, CCG Network Specialist III, and Fred Lively, *Networx, LLC*. Mr. Aaron Krebeck, Information Technology Librarian, will also work closely with the consultants in obtaining the latest technology.

The Board members expressed concern about sharing parking with the *Hilton*. A discussion followed. Mrs. Ferren will consult with CCPF.

- k. **Library Closing (Corrected) for Calendar Year 2010:** Mrs. Ferren inadvertently left off the following holidays when preparing the list of closings for SMRLA for calendar year 2010:
 - *Election Day, Tuesday, November 2, 2010*
 - Christmas falls on a weekend in 2010: Closed *Friday, December 24, 2010 for Christmas Eve* and closed *Monday, December 27, 2010 for the day after Christmas*.
 - The 4th of July falls on a Sunday in 2010: Closed *Monday, July 5, 2010*.

Mr. Harrington moved to approve the closure of the library system on *Election Day, Tuesday, November 2, 2010, Christmas Eve, Friday, December 24, 2010, and the day after Christmas, Monday, December 27, 2010*. Mrs. Kelly seconded the motion. The motion carried.

- l. **Elizabeth Hall Memorial Fund:** The family of Elizabeth Hall has requested that donations in her memory be made to the Charles County Public Library. Mrs. Hall passed away on Friday, February 12, 2010. Her first term as a Board member began in April 1993. She served as Vice-President from 1997 until January 2001, the end of her second term. Her special interests were the expansion of the P. D. Brown Memorial Branch and promoting and supporting the interests of students. Mrs. Ferren asked for a moment of silence to honor Mrs. Hall.

Mrs. Ferren will contact Mrs. Hall's family members and ask how they would like the memorial fund to be allocated.

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

- o Mr. Iekel reported that the SMRLA Corporate Meeting scheduled for

Tuesday, February 9, 2010 was cancelled because of the blizzard and rescheduled for Wednesday, February 24, 2010.

- Officers on the SMRLA Board will continue to serve in their same capacities.

6. Comments from Trustees:

- *C4CCPL Fund Raiser:* Mr. Harrington asked if a fundraiser has been planned. Mrs. Ferren responded, stating that the *Citizens for Charles County Public Library* have a fundraiser in the planning stages. The location selected is *Mimi's Café*, 3016 Waldorf Marketplace, Waldorf, MD. She will have more information after the next *C4CCPL* Board meeting. *Mimi's Café* will donate a percentage of their total food sales.
- *Damaged Landscaping:* Mrs. Kelly expressed concern about damage to trees and shrubs by the snowstorms. She requested that Mrs. Ferren have public facilities remove any landscaping that could be a potential threat to individuals' safety.
- *Closings for Snow-Hours of Operation:* Mrs. Kelly questioned why the library system was open from 9 a.m. until 11 a.m., on Tuesday, February 9, 2010. She stated that the weather did not become dangerous that day until late afternoon and she deemed it inefficient to open for only two hours. A discussion followed. Mrs. Ferren explained the parameters and reasons for her closing decisions and reported that *SMRLA* was closed February 9th.
- *Outreach Services:* Mr. Iekel commented about a resident of the Charles County Nursing Home who is an avid reader. The man has told Mr. Iekel that he is pleased with the Outreach service that our library provides.

7. CCEC (Charles County Employee Council) Comments:

- Mr. Owens mentioned that while working circulation at the Waldorf branch a customer approached him with a \$5 cash donation stating, "This is the only place I go to where I get good service."

8. Public Comments: None.

Executive Session: None

Adjourned: Mr. Harrington moved to adjourn the meeting at 9:15 a.m. Mrs. Kelly seconded the motion. The motion carried.

Date of the next meeting: The next Board meeting is scheduled for **Thursday, March 18, 2010 at 1:30 p.m.**

Respectfully Submitted,

Approved: Henry Scharles, President
Thursday, March 18, 2010

Sharon P. Bowie

Sharon P. Bowie
Board Secretary