

**Charles County Public Library
Board of Library Trustees
Minutes
Thursday, January 22, 2009
9:15 a. m. --- La Plata Branch**

In Attendance:

**Henry Scharles, President
Christopher Iekel, Vice-President
George Harrington
Candice Quinn Kelly
Samuel Worsley**

**Emily Ferren, Director
Mary Tomlinson, Br Mgr-Waldorf
Diane Johnson-Branch Mgr., La Plata**

Excused:

**Stephanie Possehl
Jason Faherty**

1. **Call to order:** President Henry Scharles called the meeting to order at 9:18 a. m. in the Director's office at the La Plata Branch Library.
2. **Executive Session:** Mr. Scharles requested a motion to go into executive session to discuss customer behavior and property acquisition. Mr. Iekel moved to go into executive session. Mrs. Kelly seconded the motion. The motion carried. Mrs. Johnson attended the executive session to report an incident with customer behavior to the Board members.
The public meeting reconvened at 10:10 a.m.
3. **Approval of Minutes-December 2008:** Mr. Scharles asked for comments, corrections, or questions from the Board members with regard to the December 2008 minutes. Mr. Harrington noted a correction to 5-a. and 5-b, as no discussion took place on agenda items *Overdue Notification* and *Certification Hours* during the December Board. Mr. Harrington moved to approve the minutes as corrected from *tabled* to *no discussion*. Mr. Iekel 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. **Overdue Notification:** Mrs. Ferren reported that a new e-mail notification option has become available to remind our customers of the due date on the items they have checked out. The Director in St. Mary's County has opted to use the e-mail notification service; the Director in Calvert County has declined. Charles County customers currently receive e-mail notification about special programs and overdue materials. A discussion followed. The consensus of the Board members was the additional e-mail could create the impression of "library spam", since other forms of notification are given at the time the materials are checked out. Mrs. Ferren said she would decline participation in this e-mail notification for Charles County.
 - b. **Certification Hours:** She reported a change in Maryland State Law (COMAR 13A.05.04.02) that requires librarians with an MLS (*Master of Library Science* degree) or LATI (a graduate of the *Library Associates Training Institute*) to acquire 90 contact hours during every five-year period

after employment.

The law was originally passed in October 2004 and stated that 60 contact hours were mandatory every five years. At the January 20, 2005 meeting, Board members adopted the *Personnel Certification Policy* requiring all employees, with the exception of *pages*, to complete the 60 contact hours of additional training.

Since *substitutes* work inconsistently, Mrs. Ferren asked for a policy change to exclude *substitutes* also. Mrs. Kelly moved to exclude *substitutes* and *pages* from the *Personnel Certification Policy* requirements and to increase the contact hours from 60 to 90. Mr. Iekel seconded the motion. The motion carried. There was one abstention.

- c. **Sales of CD-Rom:** Several customers have requested that the library offer CD-ROMs for sale. The library computers now have CD burners as standard equipment. Mrs. Ferren asked Board permission to sell CD's to customers for \$1.00 plus tax. Mr. Harrington moved to sell CD's to the customers for \$1.00 plus tax. Mrs. Kelly seconded the motion. The motion carried.
- d. **MAPLA:** She reported that the Budget was the topic of discussion at the MAPLA meeting.
- e. **Legislative Day-Wednesday, Feb 4, 2009-Annapolis, MD:** Mrs. Ferren presented the Board members with invitations to attend Legislative Day. The Directors from the 24 library systems in the State of Maryland have planned to attend.
- f. **Gates Grant-Second Year:** She reported that most of the public computers in all of the branches would be replaced in this fiscal year courtesy of the Gates Foundation Grant. She advised the Board members that an additional \$900 would be received from the Gates Foundation in this fiscal year. Mr. Harrington moved to accept the additional \$900 in funds from the Gates Foundation. Mr. Iekel seconded the motion. The motion carried.
- g. **WI-FI Grant-Town of La Plata:** Application for a \$60,000 grant to provide WI-FI connection in the town of La Plata has been submitted. If the grant is awarded, Civista Hospital, La Plata Town Hall, and all of the businesses within a two-mile radius will have WI-FI capabilities.
- h. **Verizon FiOS:** Verizon is currently installing FiOS (*Fiber Optic Service*) throughout the town of La Plata. The service will provide the opportunity for all town residents to receive high-speed Internet access and digital television service within the next three years.
- i. **Donation by Charles County Employee Council:** The CCEC (*Charles County Employee Council*) was responsible for a food drive that collected 474 pounds of food for the *Southern Maryland Food Bank*. A check for \$300 was also presented.
- j. **Partner with PBS:** PBS (*The Public Broadcasting System*) has donated stickers, bookmarks, and pages to color to hand out to our customers.
- k. **New Library Building for Waldorf:** She reported that she has been visiting all the new library buildings in the State of Maryland. Networking with the other Directors should create ideas and eliminate errors when designing the New West Waldorf Library. The building will be constructed "Green" (*Environmentally Friendly*).

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

Mr. Scharles reported the following:

- SMRLA is investigating an agreement for on-line tutorial software.
- SMRLS's delivery service has been working satisfactorily.

6. Comments from Trustees:

- Mrs. Kelly reported that a fundraiser for Civista Hospital would be held at the American Legion in La Plata on Saturday, February 14, 2009. The admission fee is \$40 per person. The fee includes dinner and a show. Comedic entertainment will be provided entitled "*Death by Disco and Chocolate*". The fundraiser theme will be 1970's.
- Mr. Scharles welcomed Mr. Worsley and congratulated him on his appointment as a Board member.

7. Public Comments: None.

Adjourned: Mr. Harrington moved to adjourn the Board meeting at 11:04 am. Mrs. Kelly seconded the motion. The motion carried. The public meeting was adjourned at 11:05 a.m.

Date of the next meeting: The next Board meeting is scheduled for Thursday, February 19, 2009 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 _____

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