

**Charles County Public Library
Board of Library Trustees
Minutes
Thursday, January 21, 2010
8:00 a. m. --- La Plata Branch**

In Attendance:

Henry Scharles, President	Emily Ferren, Director
Christopher Iekel, Vice-President	Charles Owens, CCEC, Chair
Candice Quinn Kelly	DauVeen Walker, Public Services Libr.
Samuel Worsley	Megan Burroughs, Outreach Libr.

Excused: Stephanie Possehl, George Harrington, & Jason Faherty

- 1. Call to order:** President Henry Scharles called the meeting to order at 8:10 a. m. in the Director's office at the La Plata Branch Library.
- 2. Approval of Minutes-(Final Edited & Corrected)-November 2009:** Mr. Scharles asked for comments, corrections, or questions from the Board members with regard to the Final Edited & Corrected Minutes for November 2009. Mr. Worsley moved to accept the Final Edited & Corrected minutes as presented. Mr. Iekel seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 3. Financial Statement through December 2009:** Mrs. Ferren presented copies of a financial report to the Board members for review purposes only. After posting the *Auditors Entries* for FY09, there are questions about the Bilingual Grant, which started in April 2008 and ended August 2009 spanning three fiscal years. She will contact Murphy & Murphy and question the Bilingual grant fund balance carried over into FY10. She reviewed the financial report with the Board members. *(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. Charles County Arts Alliance Grant (CCAA)-FY10:** Mrs. Ferren reported that she and Mr. Scharles attended the CCAA reception on January 9, 2010 to receive \$2400 in grant funds. In the past, the library had received \$500. She stated that our community partnerships are responsible for the increase in allotted funding.
 - B. Advocacy Training-Tuesday, January 26, 2010-SMRLA:** She reminded the Board members that SMRLA has contracted Ms. Stephanie Vance, the Advocacy Guru at *Advocacy Associates, LLC* to offer training in advocacy techniques. She invited the Board members to attend.
 - C. State Budget-FY10:** She announced that so far, the information received from the Governor's Budget Office indicates that none of the library systems in the State of Maryland would receive further budget cuts through June 30, 2010, for FY10. The library directors have hired a lobbyist.
 - D. State Budget-FY11:** She reported that the State Budget funding has been "flat-lined" for FY11.
 - E. County Budget-FY11:** She advised that Maryland legislators have

removed \$330 Million from the State budget. The local governments must absorb those cuts in FY11. The Charles County FY11 funding is an unknown at present.

- F. Partnerships with Community Entities:** Businesses that participate in sponsoring a library event receive acknowledgment on the library website and in local publications.
- G. Processing Policies at SMRLA:** *SMRLA (Southern Maryland Regional Library Association)* hired a consultant to evaluate current processing procedures. They now plan to cross-train staff members and change some procedures to improve efficiency. Mrs. Ferren will gather input from CCPL staff and then meet with SMRLA.
- H. Donation of Nintendo Wii Equipment:** The Citizens for Charles County Public Library (*C4CCPL*) donated the funds to purchase one Nintendo Wii and several Nintendo Wii games.
- I. Social Media Policy:** Leigh Batty, Reference Supervisor- La Plata, Megan Burroughs, Outreach Librarian, Suzanne Kuch, Children's Librarian-La Plata, and DauVeen Walker, Public Services Librarian-La Plata researched and created a *Social Media Policy*. Mrs. Walker and Mrs. Burroughs presented a demonstration of a library *Facebook* page along with a demonstration of how it could be implemented. Using social media provides free Internet advertisement. The library would notify the public of upcoming events, library locations, and hours of operation using a *Facebook* webpage. *Facebook* provides an area for the customers to comment. Library staff will review the content and relevancy of those comments prior to posting those comments publicly. Mrs. Walker also demonstrated how her *Apple iPhone* could connect to *ICosmos*, surf the library database, place a hold on any item, and arrange a pick up at any library location. A discussion followed. Concern was expressed about bloggers and message boards. The following addition was included in the policy: **No blogs or message boards.** Mrs. Kelly moved to accept the *Social Media Policy* with **No blogs or message boards** as an amendment. Mr. Iekel seconded the motion. The motion carried. (*See documentation in the Policy Notebook and the Board notebook.*)

5. SMRLA (Southern Maryland Regional Library Association) Report: None.

6. Comments from Trustees:

- Mr. Scharles commented that he had a very productive meeting with the *CCPL Employee Council*. He encouraged the Board members to meet with the Council on a rotating basis at their bi-monthly meetings. Mr. Owens will contact the Board members with the next meeting location, date, and time. The Director will be kept informed of the meeting times.

7. CCEC (Charles County Employee Council) Comments:

Mr. Owens reported that a survey was taken by staff members about the purchase and circulation of Wii and XBOX games. The staff voted NO.

8. Public Comments: None.

Executive Session: Mrs. Kelly moved to go into executive session to discuss a personnel issue at 9:30 a.m. Mr. Iekel seconded the motion. The motion carried. No action was reported. Executive session adjourned at 9:49 a.m.

Adjourned: The public Board meeting was adjourned at 9:30 a.m.

Date of the next meeting: The next Board meeting is scheduled for **Thursday, February 18, 2010 at 8:00 a. m.** in the Director's Office of the La Plata Branch Library. Mr. Scharles will be out of the country and Mr. Iekel will preside over the Board meeting.

Time Change for March 18, 2010 Board Meeting: Mrs. Ferren has a prior commitment with the tri-county director's involving a presentation for *Leadership Southern Maryland* the morning of March 18, 2010. She requested a change of date or time. A discussion followed. **The time for the Board meeting has been moved to 1:30 p.m. on Thursday, March 18, 2010.**

Respectfully Submitted,

Approved: Christopher J. Iekel
Vice-President
2/18/2010

Sharon P. Bowie

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Board Secretary