

**Charles County Public Library
Board of Library Trustees
Minutes**

**Thursday, November 19, 2009-Final edited & corrected.
8:00 a. m. --- La Plata Branch**

In Attendance:

Henry Scharles, President Emily Ferren, Director
Christopher Iekel, Vice-President Charles Owens, CCEC, Chair
Jason Faherty
George Harrington
Samuel Worsley

Excused: Stephanie Possehl & Candice Quinn Kelly

- 1. Call to order:** President Henry Scharles called the meeting to order at 8:00 a. m. in the Director's office at the La Plata Branch Library.
- 2. Approval of Minutes-October 2009:** Mr. Scharles asked for comments, corrections, or questions from the Board members with regard to the October 2009 minutes. Mr. Faherty moved to accept the minutes as presented. Mr. Harrington seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 3. Audit for FY2009- Murphy & Murphy, CPA, LLC (Management Letter as part of Board Packet):** Mrs. Ferren mailed a copy of the FY2009 Management Letter to each Board member. She reviewed the procedures put into effect to correct the administration of grant expenditures for FY2010.
- 4. Financial Statement-through October 2009-FY10:** The Financial Statement through October 2009 was presented to the Board members for their review. A discussion followed. Mr. Harrington moved to accept the Financial Statement through October 2009 as presented. Mr. Faherty seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 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. Approval for Proposed Budget-FY2011:** Mrs. Ferren presented the Proposed Budget FY2011 to the Board members for their review. A discussion followed. Mr. Faherty moved to accept the Proposed Budget FY11 as presented. Mr. Harrington seconded the motion. The motion carried.
 - B. Maryland Independent Newspaper/Library Articles:**
 - a. Wi-Fi Collaboration:** She showed the Board members an article about Charles County Public Library's alliance with the Town of La Plata to provide Municipal Wi-Fi. The La Plata Town Council voted to pay for the installation, which will be provided by the library IT Department. The town will hire a company to maintain the system.
 - b. Political/Educational Dignitaries Visit:** A front-page article in this week's *Maryland Independent Newspaper* reported that Mrs. Nancy S. Grasmick, Ph.D., Maryland State Supr. of

Schools, Congressman Steny Hoyer, 5th Congressional District of Maryland, and Mr. Arne Duncan, United States Secretary of Education, visited Charles County. A press conference was held at *The Judy Center*, Waldorf, Maryland. Mr. Duncan announced that President Obama will present to Congress a plan for a National Program for Preschoolers requiring eight billion dollars. The program is designed to advance early education. *The Judy Centers* will be used as the model for this nationwide program. The Charles County Public Library, *Borders Books*, and *The Judy Centers* have joined forces for the past ten years to provide programs to enhance early childhood development. Story times are provided by library staff members at *The Judy Centers* and *Borders Books* in Waldorf, Maryland.

- C. Flash Drives for Sale:** Mrs. Ferren recommended the sale of flash drives, which have replaced many other forms of data storage. The Board approved a price of \$9.75 including sales tax. Mr. Harrington moved to approve the sale of flash drives. Mr. Faherty seconded the motion. The motion carried.
- D. Computer Usage:** She reported that the library computers were used by 104,716 individuals within the last year reflecting an increase in usage. A computer management system tracks the number of users. Circulation of material has increased slightly over the past two years.
- E. 2009 Annual Conference-for Trustees and Citizens for Maryland Libraries:** Mrs. Ferren and Mr. Scharles attended the annual trustees' conference on Saturday, November 7, 2009. Updated trustee manuals were distributed to those in attendance and copies will be made available to all trustees in January 2010.
- F. Summit on the Future of Libraries:** The summit was presented by the *Montgomery County Public Library*, Rockville, Maryland. Several county library systems had representatives attend the summit. Mr. Steven Abrams, *SIRSI Dynex Corporation*, addressed the attendees. He is a technology specialist. Mr. Thomas Mack, futurist, also spoke to the future of libraries. A magazine published by *SIRSI* entitled *The Futurist* was given to the attendees. The information provided will help in designing the new branch in Waldorf.
- G. Fund Raiser/Newcomb-Hart Foundation:** Mrs. Ferren reported that a fundraiser is in the planning stages and several different ideas are being considered. The date selected is Sunday, February 28, 2010. The La Plata Fire Hall has been reserved. Mrs. Ferren will keep the Board members and staff informed of developments.
- H. Update-New Building:** She reported that the "Concept Phase" of the architectural plan has been completed showing where the building will be located on the property. Phase two begins with the design of the building. Selected staff members will meet with Mrs. Ferren and the architect to offer their suggestions on ways to streamline the design to ensure maximum efficiency and functionality. A staff orientation will be offered November 20th, and the meeting with the architect is scheduled for November 23rd.

- I. Capital Clubhouse/Ice Skating Rink:** The Charles County Commissioners have asked that the library take over some of the space at the clubhouse to offer children's programs. A suggestion was made to place some of the library's used computers in that location. IT would maintain the computers for the clubhouse. Negotiations are in process.
- J. Dance Contest:** The Children's Librarians are planning a dance contest. Mrs. Ferren has contacted two professional dancers to serve as judges. The date, time, and location will be announced.
- K. Comments for CCEC:** Mr. Scharles requested that comments from CCEC (*Charles County Employee Council*) be added to the Board meeting agenda each month.

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

7. Comments from Trustees:

- Mr. Harrington asked Mrs. Ferren about delivery of supplies to the other branch locations. She replied that there is not a problem now, but if SMRLA makes the proposed changes to the delivery service, Charles County will have difficulty delivering supplies to the Waldorf and Potomac branches.

8. Public Comments:

- Mr. Scharles, Board President, met informally with Mr. Owens and the other CCEC (*Charles County Employee Council*) reps on Wednesday, November 18, 2009. Mr. Owens, Chair, CCEC, mentioned that *Survey Monkey* technology could be utilized to gather information from staff members should the Board need staff input.

The Board members voiced that they value the staff and are willing to listen to their opinions, but may not be able to include those suggestions when reaching a final decision. The Board members stated that their first responsibility is to the library customers of Charles County.

Adjourned: The public Board meeting was adjourned at 9:23 a.m.

Executive Session: None.

Date of the next meeting: The next Board meeting is scheduled for **Thursday, January 21, 2010 at 8:00 a. m.** in the Director's Office of the La Plata Branch Library.

- **There will not be a Board meeting in December 2009.**

Respectfully Submitted,

Sharon P. Bowie

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Board Secretary

*Approved by Henry Scharles
1/21/2010*

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