

**Charles County Public Library
Board of Library Trustees
Minutes
Thursday, October 16, 2008
9:15 a.m. --- La Plata Branch**

In Attendance:

**Henry Scharles, President
Christopher Iekel, Vice-President
Stephanie Possehl, Treasurer
George Harrington
Jason Faherty
Candice Quinn Kelly**

**Emily Ferren, Director
Alison Sherwell, Ref Supv -
Potomac
Mary Tomlinson, Br Mgr. -
P. D. Brown Memorial**

Excused:

Miriam Kimball

- 1. Call to order:** President Henry Scharles called the meeting to order at 9:15 a.m. in the Director's office at the La Plata Branch Library.

- 2. Approval of Minutes – September 2008:** Mr. Scharles asked for comments, corrections, or questions from the Board members with regard to the September 2008 minutes. Mr. Harrington moved to accept the minutes as reported. The motion was seconded. The motion carried.

- 3. Financial Audit FY 2008:** Mrs. Ferren reported that Mr. Tim Murphy, *Murphy & Murphy, CPA, LLC*, was undergoing a surgical procedure today. Therefore the audit would not be presented today but at the December 4th Board meeting. She went on to say that this audit was a most thorough audit. It went back twelve years to the previous Director. No deficiencies were noted. The Board members will receive a copy of the audit in the mail prior to the meeting on December 4, 2008. Mrs. Ferren gave an audit narrative, stating that *CCPL* is ready to start with the fourth branch. (*See Management Analysis FY 08.*) Mrs. Kelly offered to provide names of possible contacts for help with fundraising.

- 4. Security:** Mr. Scharles inquired as to the status of the security systems at all branches, focusing particularly on adequate lighting. Mrs. Ferren reported that all systems are up to speed with good lighting.

5. Director's Report: Mrs. Ferren introduced Alison Sherwell, Reference Supervisor at Potomac, who was in attendance as an Employee Council representative and Mary Tomlinson, who was acting secretary. She then proceeded to name all of the recent community activities in which CCPL staff participated.

(See *Community Events - Board Packet*.) Mrs. Ferren also pointed out that the next Long Range Planning meeting would be held on October 31st at the La Plata Fire Hall. Also noted was the *One Maryland One Book* event at North Point High School on October 22nd.

Mrs. Ferren asked if any Board members would be interested in attending a *SMRLA (Southern Maryland Regional Library Association)* workshop dealing with how to respond to the media. Dates for that workshop are November 5th and November 13th (from 9 – 12 and 1 – 4 respectively). She also extended an invitation to all Board members to accompany her and Mr. Scharles to the Annual Trustee Meeting in Baltimore on November 8th.

Mrs. Ferren pointed out a budget change: \$2000 was added to staff development funds. Mr. Faherty made the motion to accept these funds. The motion was seconded and carried. Mr. Harrington made the motion to accept the financial report. The motion was seconded and carried.

6. SMRLA Report: Mr. Harrington reiterated the information regarding the workshop at *SMRLA (Southern Maryland Regional Library Association)* for dealing with the media, citing the attention currently focused on the “penguin book” in Calvert County. Mr. Iekel mentioned the orientation *SMRLA* is offering for new employees in November. He also discussed the current delivery system, noting that there is a signed contract for the next 3 years. At the end of the 3 years *SMRLA* will take on the delivery of materials. There should be a new delivery truck by January 1, 2009 per the contract. Motion to accept the report by Mrs. Kelly. The motion was seconded and carried.

7. Comments from Trustees: Mr. Harrington had some questions about form 990 from the IRS with regard to our *Citizens* group. If the policies or guidelines are requirements for the *Citizens*, could we find someone to help the *Citizens*? It is not the intent of the Board of Trustees to interfere, but to offer assistance by way of professional help. The *Citizens* are tremendously helpful and the Board does not wish for them to become overwhelmed. Mrs. Ferren has nominated the *C4CCPL (Citizens for Charles County Public Library)* for the *Non-Profit of the*

Year Award. Mr. Iekel made the motion to close the Comments from the Board. The motion was seconded and carried.

Public Comments: None

Adjourned: The public meeting was adjourned at 9:50 a.m.

Date of the next meeting: The next Board meeting is scheduled for Thursday, December 4, 2008 at 9:15 a.m. in the Director's Office of the La Plata Branch Library.

Respectfully Submitted,

Mary Tomlinson

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Acting Board Secretary