

Charles County Public Library
Board of Library Trustees
Minutes
Thursday, February 21, 2008 9:15 a. m. --- La Plata Branch

Deleted: ¶

In Attendance:

Christopher Iekel, Vice-President
Stephanie Possehl, Treasurer
Miriam Kimball
George Harrington
Jason Faherty

Emily Ferren, Director
Jo Anne Ellison, Consultant,
JAE Facilitation &
Training, Inc.
Mary Tomlinson, Br Mgr-Waldorf

Excused:

Henry Scharles, President
Candice Quinn Kelly

1. **Call to order:** Vice-President Christopher Iekel called the meeting to order at 9:22 a. m. in the Director's office at the La Plata Branch Library.
2. **Long Range Planning Process:** Mrs. Jo Anne Ellison, Consultant, *JAE Facilitation & Training, Inc.*, reviewed the Long Range Planning process with the Board members. She explained that the process started in June 2007 with the participation of Mrs. Ferren, and twelve Administrative Council members chosen from among the staff. A discussion followed. Mrs. Kimball and Ms. Possehl requested a draft copy of the objectives and initiatives developed thus far from the data received from surveys of the Board members, staff, C4CCPL, and customers.
3. **Approval of Minutes-January 2008:** Mr. Iekel asked for comments, corrections, or questions from the Board members with regard to the January 2008 minutes. The corrected January minutes will be presented at the March board meeting for approval. Mr. Harrington moved to accept the minutes as corrected. Ms. Possehl seconded the motion. The motion carried. (*See documentation in the Board notebook.*)
 - Mr. Harrington and Mrs. Kimball asked Mrs. Ferren to follow up with the State librarian to obtain a complete explanation of the "per Capita" formula.
4. **Budget Change #4 FY2008:** Grant funds of \$500 received from *SMECO (Southern Maryland Electric Co-op)* were earmarked for Long Range Planning. Revenue and expenses were adjusted accordingly. Ms. Possehl moved to accept budget change #4 as presented. Mr. Faherty seconded the motion. The motion carried. (*See documentation in the Board notebook.*)
5. **Financial Statement-January 2008:** Mrs. Ferren distributed copies of the Financial Statement for January 2008. A discussion followed. Ms. Possehl moved to accept the Financial Statement as presented. Mr. Faherty seconded the motion. The motion carried. (*See documentation in the Board notebook.*)
 - **FY2007 Budget & Financial Audit:** Mrs. Ferren reported that a letter was received from the Maryland State Department of Education stating that the FY2007 Budget and Financial audit was accepted.
6. **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:
 - **Security Review:** Mrs. Ferren reported that Charles County Public Facilities has responded most satisfactorily with necessary corrections/repairs to all of the buildings as a result of the security review provided by the Charles County

Sheriffs Department. Evacuation plans, both regular and emergency, should be posted in all three-branch locations in March 2008.

- **RFP for FY2008 Audit:** Mrs. Ferren advised the Board members that a *Request for Proposal* for the FY2008 Audit would be mailed out to three CPA firms on March 1, 2008. The bidding process is performed every three years.
- **Vandalism-P. D. Brown Memorial Branch:** The Waldorf branch was vandalized by graffiti on Friday night, February 15, 2008. The brick will have to be painted to hide the damage. The middle school was also vandalized on the same evening.
- **March 2008 Board Meeting Highlights:**
 - Policy change requests for cell phone use, bottled water use, and meeting room use are on the Board meeting agenda. A discussion followed. Mrs. Ferren will address the Policy & Procedures committee with the Board members' concerns.
 - A group of four staff members has created a volunteer manual. It will be presented to Board members for their review and possible adoption.

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

Mr. Iekel reported on the following:

- The Information Technology Plan (ITP) developed at SMRLA for the regional and tri-county library systems was adopted at the February 2008 SMRLA Board meeting. The goal of the plan is to provide uniformity of services. Mr. Iekel reported that as part of the ITP, standard equipment, standard computer software, a power generator at SMRLA, and a help desk provided by SMRLA staff are four of the key objectives. A fifth objective is co-operative purchase of toddler stations, gaming stations, and laptop computers for staff and public use.

8. Comments from Trustees:

- Ms. Possehl inquired if additional hourly staff would be hired to accommodate Sunday hours. Mrs. Ferren responded that the county is under a hiring freeze.

9. Public Comments: None.

Adjournment: The public meeting was adjourned at 10:15 a.m.

Executive Session: Mr. Harrington moved to go into executive session at 10:14 a. m. Ms. Possehl seconded the motion. The motion carried. The executive session was held under provision of *Statutory Authority to Close Session, State Government Article § 10-508 (a), #1 (ii)- Any other personnel matter that affects one or more specific individuals, and #3-To consider the acquisition of real property for a public purpose and matters directly related thereto.*

Executive Session was adjourned at 11:00 a.m.

Date of the next meeting: The next Board meeting is scheduled for Thursday, March 20, 2008 at 9:15 a. m. in the Director's Office of the La Plata Branch Library.

Respectfully Submitted,

Sharon P. Bowie

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Board Secretary