

Charles County Public Library
Board of Library Trustees
Amended Minutes
Thursday, January 19, 2012
8:00 a. m.
Hilton Garden Inn
10405 O'Donnell Place
Waldorf, MD

In Attendance:

Henry Scharles, President
Christopher Iekel, Vice-President
Jason Faherty
George Harrington
Samuel Worsley
David Thomas

Emily Ferren, Director
Charles Owens, CECC

Excused:

Stephanie Possehl, Treasurer

Breakfast was served between 8 and 8:30 a.m. in the restaurant of the *Hilton Garden Inn*, 10405 O'Donnell Place, Waldorf, MD 20603.

1. **Call to order:** President Henry Scharles called the Board meeting to order at 8:30 a. m.
2. **Approval of Minutes-December 2011:** Mr. Scharles asked for comments or questions with regard to the December 2011 minutes. Mr. Iekel moved to accept the minutes as recorded. Mr. Worsley seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
3. **Director's Report:**
 - **Recommendations:**
 - **Policy Change-DVDs:** A policy change was presented to the Board members for their approval: Effective February 1, 2012, to extend the entertainment DVD loan period to 7 (seven) days. Customers will be limited to 10 (ten) adult entertainment DVDs and 10 (ten) Juvenile entertainment DVDs. Mr. Harrington moved to approve the Policy change as written. Mr. Worsley seconded the motion. The motion carried.
 - **Pension News from Annapolis:** Governor O'Malley has presented the Budget FY2013 to the Maryland State Legislature. One of the recommendations included passing one half of the *Maryland State Pension* costs from State to County funding statewide. Mrs. Ferren estimates that the cost added to the FY2013 Budget for the library system would be \$300,000, requiring approximately a nineteen percent reduction in library operating funds. Maryland State legislative sessions started on January 11, 2012 and should close 90 days later. She stated that we have enough saved to cover one year of pension costs.
 - **Wednesday, January 25, 2012:** Legislative Day will be held in Annapolis on January 25, 2012. All county Library Directors are planning to attend the legislative session.
 - **Waldorf WEST Announcement:** Mrs. Ferren advised the Board members that supervisors have requested a blanket statement (script) be written by the Director and approved by the Board members and the Charles

County Commissioners about the opening date of the Waldorf WEST branch. Employees do not wish to make statements to customers that would be misleading or inappropriate.

- **Credit and Check Cards:** She reported that she had a meeting Wednesday, January 18, 2012 with Branch Managers, Circulation Supervisors, IT, the Bookkeeper and PNC Bank Representatives to discuss the implementation of credit and check card acceptance from customers. The PNC Bank representatives will attend the February 2012 Board meeting.

4. Long Range Plan/Actual Short-term Strategic Plan January 2012 – June 2013

Draft: The draft of the *Short-term Strategic Plan January 2012-June 2013* was presented to the Board members for their approval. Supervisory staff worked on the preparation of timelines for three strategic goals. The long-range plan would commence July 2013 and be presented at a future Board meeting. A discussion followed.

- **Strategic Direction 1.1:**

- **Action Item 1:** Hire a Human Resources consultant to:

- **a.)** analyze the staffing needs of the CCPL, creating positions such as Assistant Director, Humans Resources Officer, J/YA Coordinator, Programming Coordinator, Marketing Specialist, Outreach Supervisor and
- **b.)** Create job descriptions for the new positions reflecting authority and responsibility.

The Director and Supervisors have interviewed a Human Resources consultant and the recommendation was to hire Ms. Judith Tapiero, *The Organized Library*, P. O. Box 27110, Baltimore, MD., 21230-00110, to perform the staffing analysis.

- **Strategic Direction 1.2:**

- **Action Item 1:** Hire a consultant to review trustee training, roles and responsibilities, and board meeting dynamics. A discussion followed.

Mr. Harrington commented that he did not think this action necessary as he has “participated in many Board meetings and is very familiar with *Roberts Rules of Order* and I think that Mr. Scharles, (Board President), runs the Board meetings properly, and that it would be a total waste of money to hire someone to tell us how to do our job”. ~~Another Board member Mr. Sam Worsley~~ asked why this subject was a topic of discussion and Mrs. Ferren replied that the Supervisors would like the Board members to take a stronger advocacy role, visit all the branches and feel more of a partnership with the Board. The discussion continued.

Mr. Harrington moved to adopt and have Mrs. Ferren proceed with Strategic Direction 1.1, 1.2 and 1.3 “with consideration being given to Strategic Direction 1.2 and the cost be propagated before we proceed with that”. Mr. Worsley seconded the motion. The motion carried.

5. CML Report: Mr. Scharles is Vice-President of the (CML) *Citizens for Maryland Libraries*. A meeting was held on January 7, 2012 introducing the new executive director who is very proactive in legislative processes.

6. Comments:

- Mr. Scharles complimented Mrs. Ferren for her fortitude and persistence in the pursuit of improving the Charles County Library system.
- Mr. Harrington commented that the State Board of Education is the entity that controls how funds are divided among the school system, the college

and the library system.

- Mr. Owens commented that staff is constantly exposed to new technology. Constant change requires the staff to learn something new all the time.

Adjourned: The public Board meeting was adjourned at 9:25 a.m.

7. Executive Session: Mr. Harrington moved to go into executive session to discuss land acquisition at 9:25 a. m. Mr. Iekel seconded the motion. The motion carried. There was nothing to report.

Adjourned: The meeting was adjourned at 9:37 a. m.

Board Member Completes Term Limits: Mr. Jason Faherty served as a Board member for Charles County since January 2004 and completed two four-year terms of service. A group photo was taken and the Board members thanked him for his dedicated service to the library system.

Tour of Waldorf WEST Branch: Mr. Greg Stansbury, Construction Engineer, *Scheibel Construction, 115 Prospect Drive, Huntingtown, MD 20639* hosted a tour of the Waldorf WEST branch library for Mrs. Ferren, the Board members, Charles Owens, Chairman, CCEC and Ms. Bowie, Board Secretary. Construction is on schedule and the Charles County Government will become the landlord of the WEST branch library on July 1, 2012. Furnishings, computers and library materials will be installed and the finished Waldorf WEST branch is estimated to open to the public October 1, 2012.

Date of the next meeting: The next Board meeting is scheduled for **Thursday, February 2, 2012** in the Director's Office at the La Plata Branch library at 8 a.m.

Respectfully Submitted,

Sharon P. Bowie

Sharon P. Bowie
Board Secretary

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Approved as Amended

Henry Scharles, President

2/2/2012