

MEETING SUMMARY
Carroll County Public Library Board of Trustees
March 27, 2024

Location: Finksburg Branch

Members Present: Virginia Harrison
Garima Chaturvedi
Joyce Muller
David O'Callaghan

Members Absent: Kendra Hart

Present with the Board were the following people: Stephen A. Wantz, Carol Gorsuch, Andrea Berstler, Lisa Picker, Bob Kuntz, Jillian Edelen, Karen Gonsman and Laura Bavetta.

CALL TO ORDER/WELCOME

Vice Chair Harrison called the meeting to order at approximately 6:05 pm.

ESTABLISHMENT OF A QUORUM

Four members of the Board were present, and a quorum was in attendance.

CLOSED SESSION – PERSONNEL

On motion of Ms. Chaturvedi, seconded by Mr. O'Callaghan and carried, the Board voted to close for personnel and legal issues at 6:07 pm.

REVIEW AND APPROVAL OF AGENDA

On motion of Ms. Muller, seconded by Ms. Chaturvedi and carried, the meeting opened at 7:06 pm. On motion of Ms. Chaturvedi, seconded by Mr. O'Callaghan and carried, the agenda was approved.

REVIEW AND APPROVAL OF MINUTES

On motion of Mr. O'Callaghan, seconded by Ms. Chaturvedi and carried, the Minutes from February 28, 2024, were approved.

GENERAL PUBLIC COMMENT

There were no public comments.

STAFF PRESENTATION

Heather Owings, Branch Manager, updated the Board on the staff, programming and community involvement of the Finksburg branch. Ms. Owings highlighted the gardens, garden programs and backpack kits and stated that teens are able to earn Service hours by volunteering in the gardens during the summer. Ms. Owings also noted the many neurodivergent and sensory sensitive programs the branch offers, robust Veteran's bookclub, window paintings courtesy of the branch custodian and other multigenerational programs offered.

STAFF ASSOCIATION REPORT

Shawn Essed, Staff Association Representative, stated this year's charity will be the Humane Society.

FRIENDS REPORT

Ms. Chaturvedi stated the Friends had 175 new memberships in 2023 for a total of 457 Friends. The Friends have Sponsored the Battle of the Books and generously donated \$2,000 as a Gold sponsor and will have Friends tables at each Battle. The Friends will be involved in the upcoming National Library week, recognizing each branch and all staff, and have activities lined up for National Friends week in the Fall and supporting Staff Day in October.

FINANCIAL STATEMENT

Ms. Edelen presented the financial statement to the Board. Ms. Edelen noted the Security expense for the year is down since the provider is currently unable to supply personnel at the Westminster branch. An RFP went out in March and we hope to have a new provider soon. An updated Battle of the Books budget will be provided in April once battle season is underway. Ms. Edelen stated a subcommittee was formed to enter into discussions with TIAA in an effort to identify better investment options for our staff. The subcommittee consists of Al Morrison, Financial advisor, Dave Peloquin, industry expert and Jill.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Hart was absent and Vice Chair Harrison did not have anything to report.

B. OTHER BOARD MEMBERS

Mr. O'Callaghan praised the staff of the Finksburg Library as the branch he frequents the most.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programming since the February Board meeting. Ms. Berstler updated the Board on the status of the Eldersburg Feasibility study and the steps moving forward. The consultant will provide a report that will be presented to the Board in the near future. Ms. Berstler presented the Policy project schedule which outlines each library policy and when it will be discussed and updated. Mr. O'Callaghan suggested forming a subcommittee to review the policies before they are presented to the whole Board to make the process more efficient.

Ms. Berstler announced she nominated the Executive Leadership Team for an award through CML and they will be presented the award at a later date.

A. ADMINISTRATIVE MATTERS

There were no other Administrative Matters.

B. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

A. EXECUTIVE DIRECTOR COMPETENCIES

Ms. Berstler reviewed the Competencies outlined for the Executive Director and ELT staff. The Board will respond by April 15th with any suggestions.

B. APRIL MEETING DATE – DISCUSSION

The Board discussed changing the April meeting date since there is now an author event scheduled for the same evening. The Board decided to change the meeting to Tuesday, April 23rd and the location will be moved to Headquarters.

ADJOURNMENT

On Motion of Ms. Muller, seconded by Ms. Chaturvedi and carried, the meeting adjourned at 8:30 pm.


Approved