

Carroll County Public Library  
Board of Trustees Meeting  
Virtual (Zoom)  
April 26, 2023  
Minutes

**1. Roll Call and Declaration of Quorum**

Dr. Hart called the meeting to order at 7:04 p.m. and declared there was a quorum.

Present:

Leza Griffith	Virginia Harrison	Kendra Hart	Joyce Muller
Dave O'Callaghan	Marcus Robinson		

Staff present:

Andrea Berstler	Jillian Dittrich	Jill Edelen	Karen Gonsman
Lori Holecheck	Bob Kuntz	Greta McNally	Lisa Picker
Joe Thompson			

**2. Staff Reports**

Jillian Dittrich, Branch Manager, gave a report on the Taneytown branch. The Taneytown branch has a small staff of around 18 people, and currently have some openings. Their second retirement of the year is coming up. Ms. Dittrich shared that while things have been hectic, there's always a lot of exciting programming happening.

Ms. Dittrich took the group back to Summer 2022. Summer reading is always a busy time at the branches. Taneytown held a Summer Reading Kickoff Day, where they had a caricature artist, balloon animals, and had tables stationed around the branches where customers could stop to stamp their "Summer Reading Passport." At the end of the event customers could turn in their passport for a treat. This day was a great way for the branch to incorporate community partners and get everyone excited about summer reading.

The Taneytown branch also held a Lunch at the Library initiative over the summer, which provided lunches to community members. 3219 lunches were distributed in partnership with the schools. There was also a breakfast option added in July, where 1242 breakfasts total were distributed. There were almost 4500 meals distributed total. Adult lunches were also funded by Sharing and Caring, a community partner.

Taneytown opened a Story Stroll in Memorial Park on June 18, 2022. This was an Eagle Scout project which took months of planning and work with community partners.

Taneytown had a few big events in the fall. They did Mascot Night at Taneytown Elementary and had a Bear Hunt at the branch where 21 families attended. They had a library night at Elmer Wolfe Elementary school, which CCPS liaisons assisted with. Taneytown had a Family Book Bingo event, which was an after-hours program. They had leftover books that were donated from Random Penguin House for summer reading that were given out as prizes. It was a Friday

evening event that drew around 100 people. Taneytown will be having another Book Bingo on May 19, 2023.

Moving into winter this year, Taneytown wanted to have a Winter Reading Kickoff because of the success of their summer reading event. They had a harpist, a balloon artist and a visit from Santa. They also collected toys for Toys for Tots.

The Taneytown branch has numerous programs, from adult craft events, junior gardener workshops, storytimes, and messy masterpieces, there's always something to do at the library.

### **3. Staff Association Report**

Lori Holecheck represented the Staff Association. The group sent out an email on April 26 with a survey so staff could vote on which charity CCPL should support this year. There were around 10 choices, and each of the library branches will hold a fundraiser to raise money for the selected charity.

The Staff Association will be coming together to make fidget quilts. They are sensory items that keep the hands busy. They are good for Alzheimer's patients, and the group will donate the quilts to community members in need.

The Staff Association recently shared information with staff on how to get discounted Hershey Park tickets. Those who buy a discounted ticket will receive a discount on their meal and parking as well.

The group is still providing quarterly smiles, where they bring in a treat to a library branch to thank them for all that they do. Ms. Holecheck also thanked CCPL's Human Resources department for all the treats they provided during National Library Week.

### **4. Minutes of March 22, 2023**

*Ms. Muller moved to approve the Minutes of March 22, 2023. Mr. O'Callaghan seconded. Approval was unanimous and the Minutes were approved.*

### **5. Financial Statement**

Ms. Edelen presented on the Financial Statement. She reported that CCPL has been invested in the MLGIP for around two weeks and the investment has done well so far. The plan with this investment is to continue to monitor and see how it does before relying on it as a revenue source. Revenues are up overall, due to passports. More customers are using passport services at the library branches now that travel restrictions due to the COVID-19 pandemic have been lifted.

Ms. Edelen and the finance department are in the process of finalizing the FY24 budget and hope to present it to the board for approval by June.

### **6. Correspondence & Announcements**

The Carroll County Times had many articles about CCPL in March and April. They shared CCPL's upcoming events, an article about the budget, an article about the library's Chromebooks, and a pro-library article about CCPL's ask for bonuses.

## 7. Citizen's Time

No citizens were present.

## 8. Executive Director's Report

Ms. Berstler gave the Executive Director's report. She shared that the county is currently in the proposal piece of the budget cycle. The county's proposed budget increase from FY23 to FY24 was 3%. CCPL had three meetings with the county commissioners over two weeks, where Ms. Berstler advocated for the library. The 3% recommendation would not cover the three additional positions/benefit packages the library requested for FY24. CCPL also hoped to reinstitute merit pay in FY24, which the current recommendation would not cover. Ted Zaleski, Director of Management & Budget, will go around to all the libraries in April to present the proposed budget. Community members can attend and ask questions. May 9 is the public budget hearing, which CCPL will attend to make their final request. The commissioners must vote the final budget in by May 23.

Ms. Berstler reported that programming is going very well. CCPL has numerous author events coming up in June. Battle of the Books after hours will be moving to October and will be held again in October 2023. The Light of Carroll Awards will be held on November 1, 2023.

Ms. Berstler and Mr. Thompson met with representatives from CCPS to begin planning the creation of a two-day mock trial workshop over the summer. The workshop would be designed for 6<sup>th</sup>-9<sup>th</sup> grade students and would teach them valuable presentation and critical thinking skills.

Ms. Gonsman is in the process of finalizing the revised Staff Handbook. Ms. Berstler and Ms. Gonsman worked with an outside consultant to cut the handbook down to under 30 pages. Ms. Gonsman hopes to present the revised handbook to the board in June for their approval. The Human Resources department will be transitioning into using Paycom for their recruitment and evaluations. Paycom is a full-service human capital management (HCM) system with integrated payroll, human resources and talent management features.

Covalent Spirits, local business in downtown Westminster, gave a 10% discount to anyone showing their library card during National Library Week.

## 9. Adjournment

***Mr. O'Callaghan moved to adjourn the meeting. Ms. Harrison seconded. Approval was unanimous.***

The meeting adjourned at 7:50 p.m.

**\*\*A portion of this meeting may be closed pursuant to the General Provisions Article Annotated Code of Maryland, §3-305(b). The CCPL Board's next planned meeting is on May 24, 2023 at the Mt. Airy Branch Library starting at 7 p.m.**

*Kendra Hart /s/*