

Carroll County Public Library
Board of Trustees Meeting
June 28, 2023
Minutes
Eldersburg Branch Library

1. Roll Call and Declaration of Quorum

Dr. Hart called the meeting to order at 7:01 pm and declared there was a quorum.

Present:

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

Staff Present:

Andrea Berstler	Jill Edelen	Karen Gonsman	Kari Kelly
Bob Kuntz	Nadine Rosendale	Joe Thompson	Mikela Turek

2. Presentation of New Staff Handbook

Karen Gonsman, HR Director, presented the new staff handbook in conjunction with CCPL's HR consultant, Christine Walters, J.D., MAS, SHRM-SCP, SPHR. In July 2022, CCPL was awarded a grant to update its staff handbook. Karen and Andrea worked closely with Christine throughout the year to shorten the handbook from approximately 90 to 30 pages, eliminating procedures. Policies were reviewed and updated, as necessary.

Ms. Griffith moved to accept this document with minor amendments. Ms. Muller seconded. Approval was unanimous.

3. Eldersburg Branch Report

Branch Manager, Nadine Rosendale welcomed everyone back to the Eldersburg Branch Library. As it is PRIDE month, this presentation focused on libraries being for everyone. She highlighted the numerous services and programs we provide for all ages (babies to seniors, families, etc.) including, but not limited to book talks, summer reading, art projects, adult battle of the books.

4. Minutes of May 24, 2023

Mr. O'Callaghan moved to accept the Minutes of May 24, 2023. Ms. Harrison seconded. Approval was unanimous.

5. Financial Report

Jill Edelen presented a high-level Financial Report. To allow the budget to resemble our audit more closely, which is reported under government accounting standards, some changes to entries will be made. Passport services and interest are up considerably from what was budgeted. Overall, expenses are below our projected budget for the year. This is primarily due to payroll expenses being below expected levels (e.g., vacancies, new staff hired at lower rates than tenured staff). Finance is currently estimating a net surplus of approximately \$320,000 for the year, which will allow CCPL to restore our cash reserves, depleted after paying off Exploration Commons. Revenues for the fiscal year 2024 have been calculated based on funding allotments from the county and state. The budget includes a 4.55% cost of living increase for all staff beginning with the pay period 7/10. We also have increases related to contract price increases and inflation to consider.

In addition, we have moved forward with a new accounts payable system. By going paperless, this will save time paying bills, pulling files for auditors, etc.

6. Correspondence and Announcements

Andrea noted that there were some great articles about CCPL and a nice letter from Stephanie Szymanski too.

7. Citizens Time

There were no citizens present.

8. Staff Association

Mikela Turek, Circulation Clerk from Eldersburg attended as the Staff Association Representative. She introduced herself and thanked the Board for all their support.

9. Friends Report

The Friends group did not meet this month. Meetings will resume in August 2023.

10. Executive Director's Report

Andrea briefly highlighted her director's report. She and Bob Kuntz presented at the ALA conference the weekend prior providing an update on Exploration Commons. Joe Thompson spoke as the Immediate Past Chair of ALA's Committee on Legislation at an ALA preconference on the "Impact of Pandemic and Recent Elections on Information Policy." Andrea congratulated Joe as he has recently been elected as the new Chapter Councilor for MLA for a three-year term. Andrea referred the Board Members to the dates for mock trials stating it was sold out in three days. In addition, John Stamos sold out in less than 15 hours, there have been over 300 tickets to James Patterson sold and a Day for Book Lovers is also selling quickly. Board Members were encouraged to attend any events in which they were interested. Andrea also announced that CCPL's numbers are trending back-up towards pre-COVID. She is looking forward to Coffee and Conversations with Andrea.

A brief discussion was held regarding book bands/challenges. There is a state level initiative to bring legislation forward to ensure everyone's Freedom to Read. That legislative process has started.

11. Old Business

a. Presentation of Proposed FY 24 Budget

Jill Edelen presented the FY 24 Budget. A column was added to show the estimated FY23 spend. In addition, the budget now includes a 4.55% cost of living adjustment for all staff.

Mr. O'Callaghan moved to accept the FY24 Budget. Ms. Griffith seconded. Approval was unanimous.

b. Follow up on Open Meetings Act Certificate

Garima Chaturvedi completed the certification for the Open Meetings Act. Andrea has been designated as the Board's representative. Leeza Griffith suggested creating a schedule of who on the board has completed the training and when.

c. Naming Rights Policy (proposal)

Will be discussed at the October 11, 2023, board meeting. Andrea sent an email reply to the individual who asked about naming rights, but to date, she has not heard back.

12. New Business

a. Collection Development Policy

Shawn Norton, Materials Manager, introduced himself to the Board and presented a revision to the Collection Development Policy. Updates to the collection development policy included general updates, the removal of procedures to separate documents, changes to the reconsideration of materials section, and the replacement of the ALA documents with links to the current versions on the ALA website.

Ms. Muller moved to accept this document with minor amendments. Ms. Chaturvedi seconded. Approval was unanimous.

b. Board Orientation Scheduling

Andrea discussed the scheduling of Board Orientation for August or September. We will arrange for Marcus Robinson to have a tour of the Taneytown Branch.

c. Personnel Discussion (CLOSED SESSION)

Ms. Muller requested to move to a closed session. Ms. Griffith seconded. Approval was unanimous.

The meeting was closed at 9:00 pm.

Ms. Muller reopened the meeting. Ms. Chaturvedi seconded it. Approval was unanimous.

The meeting was reopened at 9:30 pm.

13. Adjournment

Ms. Muller moved to adjourn the meeting. Ms. Chaturvedi seconded it. Approval was unanimous.

The meeting adjourned at 9:34 pm.