

MEETING SUMMARY
Carroll County Public Library Board of Trustees
October 11, 2023

Location: North Carroll Branch

Members Present: Kendra Hart
Virginia Harrison
Garima Chaturvedi
Joyce Muller
Marcus Robinson (6:52 pm)

Members Absent: David O’Callaghan

Present with the Board were the following people: Andrea Berstler, Lisa Picker, Bob Kuntz, Joe Thompson, Jillian Edelen, Ed Leiter, Rita O’Brien and Laura Bavetta, Headquarters and Darrell Robertson, Branch Manager, North Carroll

CALL TO ORDER/WELCOME

Chair Hart called the meeting to order at approximately 6:30 pm.

ESTABLISHMENT OF A QUORUM

Four members of the Board were present and a quorum was in attendance. Mr. Robinson arrived at 6:52 pm and five members were present.

REVIEW AND APPROVAL OF AGENDA

On motion of Ms. Chaturvedi, seconded by Ms. Muller and carried, the Agenda was approved.

REVIEW AND APPROVAL OF MINUTES

On motion of Ms. Muller, seconded by Ms. Chaturvedi and carried, the Minutes from June 28, 2023 were approved. On motion of Ms. Chaturvedi, seconded by Ms. Muller and carried, the Minutes from September 21, 2023 were approved.

AUDIT

Ms. Edelen introduced Cheri Amoss, Auditor, CLA; Ed Leiter and Rita O’Brien, CCPL. Staff reviewed the audit and explained some differences between last year’s audit and this year’s. The Board discussed differences between short term and long-term obligations, actual expenses and operating expenses, and the size of the liability for compensated absences. Ms. Amoss stated there will be a new standard for compensated absences in the near future and the Board can revisit that issue at a later date. Ms. Amoss thinks the new standards are at least three years out.

Ms. Amoss stated the audit went well and the Library received the highest level of assurance of the financial information.

The Board asked staff to provide a trend line of the net position over the last five years.

Ms. Edelen stated she will provide that information at the November meeting.

On motion of Ms. Muller, seconded by Ms. Harrison and carried, the Board voted to accept the audit.

STAFF PRESENTATION

Mr. Robertson presented an overview of the services provided and staff and community highlights of the North Carroll Branch. Chair Hart thanked Mr. Robertson and his team for providing such wonderful services and programs to the community.

FINANCIAL STATEMENT

Ms. Edelen presented the October 2023 Financial statement to the Board. The Board discussed the purchase of a new van, to replace the 2005 van. The van will be owned by the County but funded through the Library budget. Mr. Robinson asked what happens to the old van. Ms. Edelen stated it is County owned and they will be responsible for taking it to auction. Mr. Robinson asked if electric vans are available to buy, knowing that all libraries have electric charging stations. Ms. Edelen stated electric vans are very expensive and there is a two year waiting list to purchase one.

On motion of Ms. Muller, seconded by Ms. Harrison and carried, the Board voted to move \$53,000 of unassigned fund balance to purchase a new van.

Ms. Edelen discussed the process of an updated MOU through discussions with the budget analyst and County Director of Management and Budget.

CORRESPONDENCE AND ANNOUNCEMENTS

CHAIR COMMENTS

A. BOARD OF TRUSTEES VACANCY

Chair Hart expressed appreciation for Ms. Griffith's service to the Board and announced a new vacancy due to Ms. Griffith's resignation. Executive Director Berstler explained the process of how new Board members are appointed.

B. NOMINATING COMMITTEE

Ms. Muller and Ms. Chaturvedi volunteered to be a part of the nominating committee. The Board discussed the timing of members' terms and the process of being Chair and Vice Chair. The Board agreed the new Trustee will start with a fresh five-year term as opposed to finishing the remainder of Ms. Griffith's term.

C. EXECUTIVE DIRECTOR EVALUATION

Chair Hart stated the Board will go into Closed Session during the November meeting to discuss the Executive Director's evaluation.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Berstler reviewed her report which summarized activity since the last

meeting. This report highlighted current programs, training and professional development for staff, strategic planning for the future, current talking points and the upcoming FY 2025 Budget.

ADMINISTRATIVE MATTERS

- **STATE STATISTICS**

Executive Director Berstler reviewed the 2022 State Library Statistics:

Carroll is:

- 9th in total population
- 8th for size of our physical collection
- 6th in total collection size
- 5th in revenue per capita
- 5th in total programs
- 4th in attendance per capital for young adult programs
- 4th in number of meeting room uses
- 3rd in circulation of children's materials per capita
- 3rd in total number of children's programs (ages 0-5)
- 3rd in attendance at those children's programs
- 2nd in total number of program's per capita
- 1st in attendance per capita for all programs
- 1st in circulation per capita – both for all items and physical items

- **2024 MEETING DATES**

The Board reviewed next year's meeting dates.

- **2024 HOLIDAYS AND CLOSINGS**

On motion of Mr. Robinson, seconded by Ms. Muller and carried, the Board approved the 2024 Holidays and Closings.

OLD BUSINESS - CCPL NAMING POLICY – DISCUSSION

Executive Director Berstler reviewed the Naming Rights Policy that was previously presented to the Board. Ms. Chaturvedi would like to move the "Criteria for Naming of Facilities" to the first page, ahead of "Criteria for Naming Interior/Exterior Spaces."

On motion of Ms. Muller, seconded by Mr. Robinson and carried, the Board voted to accept the policy as presented with the amendment of moving the "Criteria for Naming of Facilities" to the first page, ahead of "Criteria for Naming Interior/Exterior Spaces."

NEW BUSINESS - CCPL FOOD VENDOR POLICY – DISCUSSION

Bob Kuntz, Director of Operations and Innovation, presented the Food Vendor Policy. Mr. Kuntz stated the purpose was to primarily separate the procedures from the policy. Per Ms. Chaturvedi's suggestion, staff will add the following language under Vendor Responsibilities:

- Provide insurance necessary to cover any personal/private legal action taken regarding the food provided on Library property **in accordance with all applicable regulations.**

On motion of Ms. Chaturvedi, seconded by Ms. Harrison and carried, the Board voted to approve the Food Vendor Policy with the added language suggested by Ms. Chaturvedi.

STAFF ASSOCIATION AND FRIENDS BOARD

Sarah Stone, Staff Representative for the North Carroll Branch, stated the new President is Angela Strobe, Eldersburg Branch, and the new Vice President is Mark Foley, Taneytown Branch.

Ms. Chaturvedi, Liaison for the Friends Board, reported the Friends have been intensifying their volunteer campaign, there will be consideration of a Family membership and the annual meeting is December 1st.

GENERAL PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

On motion of Ms. Muller, the meeting adjourned at approximately 8:33 pm.