

MEETING SUMMARY
Carroll County Public Library Board of Trustees
December 13, 2023

Location: Westminster

Members Present: Kendra Hart (7:00 pm)
Virginia Harrison
Garima Chaturvedi
Joyce Muller

Members Absent: David O’Callaghan

Present with the Board were the following people: Andrea Berstler, Lisa Picker, Bob Kuntz, Joe Thompson, Jillian Edelen (Zoom), Karen Gonsman and Laura Bavetta, Headquarters.

CALL TO ORDER/WELCOME

Vice Chair Harrison called the meeting to order at approximately 6:08 pm.

ESTABLISHMENT OF A QUORUM

Three members of the Board were present and a quorum was in attendance. Chair Hart arrived at 7:00 pm and four members were present.

CLOSED SESSION – PERSONNEL

On motion of Ms. Chaturvedi, seconded by Ms. Muller and carried, the Board voted to close for personnel issues at 6:09 pm.

REVIEW AND APPROVAL OF AGENDA

At 7:10 pm the meeting opened. On motion of Ms. Chaturvedi, seconded by Ms. Muller and carried, the Board voted to amend the Agenda and move the Proposed FY 2025 Budget Item to follow the Financial Statement so Ms. Edelen could leave the meeting if she needed to.

REVIEW AND APPROVAL OF MINUTES

On motion of Ms. Chaturvedi, seconded by Ms. Muller and carried, the Minutes from November 15, 2023 were approved.

GENERAL PUBLIC COMMENT

There were no public comments.

STAFF PRESENTATION

Christina Ogle, Branch Manager, presented the Branch Report. Ms. Ogle described the connections the Westminster Branch makes with the community through programming and partnerships with the Chamber of Commerce, Carroll County Public Schools, McDaniel College and numerous other groups and clubs.

STAFF ASSOCIATION REPORT

Angela Strobe, President of the Staff Association, announced the Staff Association donated 440 pounds of food from the food drive and raised \$225 for Hospice. Ms. Strobe stated there will be a survey to decide which charities to support in 2024.

FRIENDS REPORT

Ms. Chaturvedi highlighted recent events including the Symposium for a Better Carroll and the Friends annual meeting which included an author interview with Ted and Lory from Two Sides of the Story. Ms. Chaturvedi noted the Friends voted to support an increase in the membership cost, which is the first ever increase.

FINANCIAL STATEMENT

Ms. Edelen presented the December 2023 Financial statement to the Board. Chair Hart asked how the increase in the minimum wage would affect the library. Ms. Edelen stated several employees fall into this category and would cost the library around \$150,000 more a year.

PROPOSED FY 2025 BUDGET

Ms. Edelen stated the library is asking for a 5% increase in budget from the County to cover an increase in staff salaries, software contracts and to renegotiate security contracts for the Westminster and Taneytown Branches. Also expected is the possibility to outsource custodial services and passport service fees may increase.

On Motion of Ms. Muller, seconded by Ms. Harrison and carried, the Board voted to approve the budget proposal for FY 25.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Hart gave a big shout out to Kati Townsley for her work on the Symposium and noted the nominating committee for new board members recommended two individuals to continue the application process with.

B. OTHER BOARD MEMBERS

There were no other reports.

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, current talking points and the upcoming FY 2025 Budget.

A. ADMINISTRATIVE MATTERS

Executive Director Berstler did not have any additional Administrative Matters.

B. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

A. EMPLOYMENT VERIFICATION, REFERENCES AND RECOMMENDATIONS

This update will be brought back at a future meeting.

NEW BUSINESS

A. PROPOSED FY 2025 BUDGET

See above.

B. UPDATE ON THE LIBRARY'S SOCIAL MEDIA

Ms. Picker reported that the library's social media presence will change a bit in the new year. Ms. Picker stated there have been some challenges with social media platforms and to mitigate some of the challenges, individual branches will no longer have their own Facebook pages. The library will continue to have a CCPL main page, an Events page and an Exploration Commons page. Ms. Picker expressed the desire for the library to be more customer focused by using real photos instead of stock photos and collecting meaningful stories through customer submissions.

ADJOURNMENT

On Motion of Ms. Chaturvedi, seconded by Ms. Muller and carried, the meeting adjourned at 9:06 pm.