

It was good luck and college friendships that first seduced Mr. Hiatt from his southern roots. With a freshly minted degree in English from the distinguished liberal-arts college Catawba in the foothills of his home state of North Carolina, Mr. Hiatt traveled north to begin his teaching career at the New Windsor School. He taught grammar, writing and the great literary works while never refusing the call for additional assignments including advising the student yearbook or prom committees. After his secondary school students moved into Key, Mr. Hiatt taught there too, before taking a position with Baltimore County Public Schools where he taught at Milford Mill and Franklin high schools. Later, he became a media specialist at Franklin.

During his 30-year career as a teacher, he was a regular patron at the Westminster Library and was first enlisted by director Martha Makosky to help move boxes of books from the old Davis Library to the new Main Street branch when it opened in 1980. His strong mind—and back—have served us well. Hundreds of thousands of donated and withdrawn books, tapes and videos have been organized by Mr. Hiatt for the annual summer book sale that has raised \$60,000 for CCPL, funds that are used to purchase new materials and equipment for the Westminster Library. Framed by his safari-style hat, he perches in front of the Westminster branch and surveys the shoppers who gather, encouraging them with ample bags to fill with books to their hearts' desire. His eagle eye as an editor and proofreader also was proven in the review of the annual Community Information Directory, "The Purple Book" and other selected projects.

The Maryland Library Association has recognized his stalwart work; however, this Board wishes to join in those tributes to personally and publicly thank Mr. Hiatt for his devotion and role model for CCPL's volunteer program.

To quote one of Mr. Hiatt's favorite authors, it was P.D. James who said:

"It shows considerable wisdom to know what you want in life
and then to direct all your energies towards getting it."

Mr. Hiatt's unselfish sharing of wisdom and work is testimony that each of us should follow our passion to give back. We are most grateful for all he has contributed to Carroll County Public Libraries. With greatest appreciation, we submit this report to tonight's minutes.

Trustees of Carroll County Public Library
January 27, 2010

Mr. Hiatt said he enjoys volunteering for the library and thanked the Board for the recognition. The Board thanked Ms. Muller for writing a wonderful piece.

Mr. Hiatt left the meeting.

3. Close Meeting for a Personnel Matter

Ms. Lynch moved to close the meeting to discuss a personnel matter. Ms. Hogan seconded. Approval was unanimous. The meeting closed at 7:10 p.m.

The meeting re-opened at 8:15 p.m.

Ms. Wheeler introduced Debbie Dustin from the Materials Management department who was in attendance representing the Staff Association. She works hand in hand with Nancy Haile ordering children's materials. Ms. Dustin's daughter Kattie Dustin works as a circulation clerk at the North Carroll branch.

5. Minutes of December 16, 2009

Mr. Knight read the following statement: On December 16, 2009 the Board voted to close the meeting per the Maryland Open Meetings Law Section 508-10a to discuss a personnel matter. Approval was unanimous, the meeting closed at 8:55 p.m.

Mr. Soisson moved to approve the Minutes of December 16, 2009. Mr. Herring seconded. Approval was unanimous.

6. Financial Statement

Mr. Eckard reviewed the Carroll County Public Library (CCPL) Financial Statement and Summary Variance Report ended December 31, 2009. Mr. Knight asked what happens if the budget is overspent in one line item and not in another by the end of the fiscal year. Mr. Eckard said we can move things from line to line as long as the total of all expenditures does not exceed the budget. Mr. Knight asked about the budget carryover process. Ms. Wheeler responded that Ted Zaleski, County's Management & Budget Director, suggested we request carryover authority from the Board and the Commissioners at the time that we needed to move money forward for the Finksburg opening day collection. Fortunately the Board and Commissioners approved this authority so that we can carry a balance of unexpended funds from one year to the next. This has allowed us to assist in meeting the local match required for State Capital Grants. The Board thanked Mr. Eckard for the report.

Ms. Wheeler reminded the Board that this is the last month of CCPL's ISP service, which was a successful entrepreneurial initiative for 15 years. She was happy to report that it seems most of our customers have found other providers.

7. Correspondence and Announcements:

1. Ms. Wheeler passed around a copy of the approved final 403b plan prepared by Marika Ostendorf and filed with the IRS.

8. Citizen's Time

No citizens were present.

9. Director's Report

Ms. Wheeler reported that circulation was up 14% in December. Overall, circulation is up 14.3% for the fiscal year. Visits were at 80,032.

Westminster branch manager and Audio Access team leader, Christina Kuntz, showed the Board how the labeling for fiction audio books has been changed to make it easier for customers and staff to find items on the shelf. The team worked with the technical services department and circulation supervisors to create this more effective way to file audio books. The new labels show the first four letters of the author's last name, rather than a Dewey Decimal number. Catalog designations were also changed. Now customers can find these items with much more ease. Ms. Wheeler congratulated the team on finding a plan that improved access to these popular non-print materials.

Facilities update:

A&A Tree Experts have completed trimming and removing trees in the park area at the Westminster library. Ms. Wheeler reported that the Request for Proposal (RFP) for the sidewalk and landscape is being finalized now and should be ready for posting on the library's website next week. We notified the City of Westminster that the park will not be completed in time for the Flower and Jazz Festival in May.

There will be a meeting at Eldersburg on January 28 to discuss the drive up window State Capital Grant project.

The sound baffling installed in the large meeting room at Finksburg has fixed the echo problem in the room. The Roaring Run Lions hosted a dinner meeting at the branch and invited Ms. Wheeler, Ms. Hughes and Ms. Rosendale to attend. Commissioner Gouge was the keynote speaker who reviewed the history of the Finksburg library project. The Lions Club, Finksburg Planning and Citizen's Council and Reese Volunteer Fire Company presented the library staff with a check in the amount of \$6,300, representing their fundraising efforts on behalf of the Finksburg branch. Everyone who attended the dinner was complimentary of the library and effusive in their appreciation for the new branch. Ms. Rosendale will purchase exterior benches and a bright board display for the branch. The branch's first anniversary is January 28 and the staff is planning a weeklong celebration.

On the Same Page

The On the Same Page team has chosen *See You in 100 Year*, by Logan Ward as the 2010 selection. It is an account of his family's move from New York City to live on a farm in rural

Virginia using only the technology available in 1900. Ms. Wheeler thanked Ms. Muller and McDaniel College for their financial partnership, which allows for the purchase of multiple copies of the book. Mr. Ward will speak at the Eldersburg Branch on April 29. *Carroll Magazine* is going to do an article about On the Same Page.

Budget news.

The Governor's FY 11 budget does not show a cut in State Aid for libraries. The County's capital budget includes funding for all three of the library's FY 11 capital improvement project requests. Staff met with budget analyst Cecilia Devilbiss about FY 11 operating needs. Ms. Devilbiss asked us for cost saving strategies we have put into place in FY 10. Mr. Eckard is creating a list of actions we have taken, including reduction in the number of database subscriptions, and holding open some vacant positions.

Ms. Wheeler asked Board members to plan to attend the library's budget hearing before the commissioners when scheduled. We will also ask some customers to attend representing major user groups including birth-to-five, technology, and reader services. We were very pleased that both Commissioner Gouge and Commissioner Zimmer mentioned the work of the library as a point of pride during their State of the County luncheon in January. She thanked Todd Herring and Nancy Lynch for joining the staff at the luncheon. Mr. Knight was there too as part of this year's Chamber of Commerce Leadership Carroll class.

Last year the Board approved CCPL's changing mileage reimbursement when necessary to follow changes made at the County. The County recently lowered mileage reimbursement to \$.45 per mile, so we notified staff that we will do the same effective January 1, 2010.

This meeting will be Lisa Hughes' last Board meeting. She accepted a position at Baltimore County Public Library as a branch manager. Staff are planning a nationwide search for a new Assistant Director for Public Services. Board members will be asked to be involved. There was some discussion about the hiring process.

In order to apply for State capital grants we will need to have a new strategic plan in place. Toward that end, planning consultant June Garcia will be coming into town to assist in creating an update to the plan that ends in 2011. Ms. Garcia will be here the week of President's Day. Ms. Wheeler asked Board members to find a day during that week when they could attend a meeting with Ms. Garcia. She also suggested pulling together the group of citizens that helped us prepare the current plan to update them on what has been accomplished and get their feedback for the next few years.

Upcoming Events:

Thursday, January 28 is the breakfast with Bart Walter event at the Westminster library to promote the sculpture project to Main Street business owners. February 10 is Library Legislative Day in Annapolis. Mr. Knight and Ms. Lynch are participating. Both the Senate and

House are reading library day proclamations. The day is capped off with the Maryland Library Association Leadership Reception.

The next Board meeting is on February 24 and will include the Outreach annual report.

Ms. Wheeler informed the Board that after visiting libraries around the State, the union that represents Montgomery and Prince Georges County library staff has found a legislator to sponsor a bill to allow collective bargaining for all libraries in the State. The bill will come before the committee sometime in February. The CCPL Staff Association invited the union to talk with their officers and shared that information with the staff. The Staff Association held a vote of their members. The members voted 141 against, 16 abstained and 9 for the union. Union dues are \$10 per week or \$520 per year for eligible staff member. There are also costs to the library in attorney fees and time off for shop stewards.

Ms. Wheeler wrote a letter to Delegate Nancy Stocksdales who is on the committee that will hear the bill expressing the library's concerns that this bill will have a fiscal impact both on the individual staff members and the system. The Staff Association will also write a letter to our Delegation asking them not to support this bill. The Library community in the State is also asking that the committee not support this bill because of the assurance that there would be annual ongoing costs. Ms. Wheeler asked Board members if they would be willing to attend hearings near the end of February asking that this bill not be considered. Board members agreed if they are available they will go to Annapolis to be present at the hearings.

Ms. Muller asked about plans for the breakfast at the Westminster library for the local Westminster businesses. Ms. Wheeler said that we hope to have about 30 local business people there in addition to Commissioners' Gouge and Zimmer. Mr. Walter will talk about the sculpture and his hopes to have Wild Imaginings in the park at the branch. A video showing him at work and the foundry process will be played during the event. She also said that the Westminster branch staff decided to donate their winnings for the Risk Taker's Network prize to the sculpture effort.

10a. Internet Acceptance Use Agreement

Ms. Wheeler presented the staff's recommendation that two statements be added to the Internet Acceptable Use Agreement. These are needed to protect the branch Internet computers from customers trying to hack into the network and non-public software. The lines to be added are: *The library provides access to the Internet and to Microsoft Office and digital imaging software;* and the library prohibits: *Accessing any programs or files outside of the installed Internet browsers and Microsoft Office and digital imaging software.* This additional language would allow the staff to tap into the Behavior Guidelines policy that authorized them to deny computer access and evict customer if necessary for attempting to hack into the library's computers.

Ms. Campanella moved to accept the changes to the Internet Acceptable Use Agreement. Ms. Muller seconded. Approval was unanimous.

10b. Board Succession Planning

Ms. Lynch asked the Board to form a small committee to discuss succession planning for unexpected Board vacancies. She suggested talking to folks involved with the Chamber's Leadership Carroll classes and with CCPL branch managers for sources of volunteers who are passionate about the Library. Mr. Knight and Mr. Soisson agreed to serve on the committee as did Ms. Lynch. They will report back at another meeting.

Mr. Knight asked if there is any other new business or announcements. Ms. Hogan and Ms. Wheeler will attend the Pratt Booklover's Breakfast to hear author Harper Hill speak. Ms. Hogan said she is representing the Board at the 20th Anniversary Celebration at the North Carroll branch.

11. Adjournment

Ms. Soisson moved to adjourn the meeting. Ms. Hogan seconded. Approval was unanimous. The meeting adjourned at 9:27 p.m.

Keir Knight
President