

**Carroll County Public Library
Board of Trustees Meeting
Wednesday, February 25, 2009**

Minutes

1. Roll Call and Declaration of Quorum

Mr. Knight called the meeting to order at 7:00 p.m. and announced there was a quorum present.

Present:

Board:	Kathleen Campanella	Todd Herring	Gilda Hogan
	Keir Knight	Nancy Lynch	Joyce Muller
	Richard Soisson		

Staff:	June Bitzel	Tony Eckard	Kelley Gordon
	Lisa Hughes	Scott Reinhart	Muffie Smith
	Dorothy Stoltz	Stephanie Szymanski	Lynn Wheeler
	Ann Wisner		

2. Minutes of January 28, 2009

The Board approved the Minutes of January 28, 2009.

3. Financial Statement

Mr. Eckard reviewed the Carroll County Public Library (CCPL) financial statement ended January 31, 2009. Cash balances are strong. There is \$170,000 tied up in projects that will be reimbursed by the County. Income statement reflects that revenues are \$31,000 stronger than budget revenue but slightly lower than last year at this time. Fines are ahead of budget and last year's pace; interest is ahead of budget but behind last year. Gift funds are running half the level of last year. Salary savings are \$40,000 due to turnover created while replacing staff who moved into Finksburg and conservative use of substitute budgets. Mileage reimbursement is overspent by \$3200. Telephone expense is overspent by \$13,000, however, a large credit was received this week from Verizon. Materials expenditures are at \$583,000 which is \$11,000 ahead of last year's pace. Special Funds reflect that Internet Accounts revenues are \$28,000 behind this time last year and \$25,000 behind budget. Following the termination of service announcement, Internet Account refunds are being sent to customers who are finding service elsewhere. Restricted Funds reflect collection of grant related funds for the YRead Community Partnership and Parents as Teachers. We have spent \$28,000 in contractual services for

the Westminster facelift to pay for removal of the brick pavers and \$47,000 in equipment and supplies for the electrical system upgrade. Mr. Knight asked if we will see additional expenditures for Finksburg and Taneytown. Mr. Eckard said there will still be some bills trickling in as final touches are completed. The Board thanked Mr. Eckard for his report.

4. Correspondence and Announcements

The Westminster Astronomical Society sent a thank you letter to Eldersburg branch manager, Jacqueline Sollers for allowing them to put out a bucket for donations during the programs they presented for free at the branch. They received \$1,437 toward the building of the observatory at Bear Branch. Groundbreaking for the observatory was on February 22. Ms. Wheeler recognized Mr. Soisson's work in developing the Society's relationship with the Bear Branch.

5. Citizen's Time

No citizens were present.

6. Director's Report

The Director's Report was reviewed. Circulation was up 3.2% in January and up 7.6% year to date. The Community Information Database continues to be heavily used. The Durham County library system in North Carolina called Ms. Wisner to find out how we set up the green bag circulation program. Since its inception, green bags have circulated 29,000 times.

Staff recently met with County budget analyst, Cecilia Devilbiss who confirmed that salaries will be flat lined for FY 10. Ms. Muller asked if there have been any problems regarding health benefits. Ms. Wheeler said that we are fortunate to be included in the County's health benefits and we have not heard anything regarding the cost to staff for FY 10. The County works very hard to keep increased costs for staff to a minimum. Mr. Soisson said since the County is self-insured it depends on how much they have to spend on health costs each year. Ms. Smith said that for the past several years we have had to take an additional one percent reduction for retirement benefits from paychecks. She was happy to report that there won't be any additional taken out this year for retirement.

Agency budget hearings with the Commissioners will be held March 31 – April 2. Ms. Wheeler asked for Board representation if possible, and will share the date and time when it is determined.

The Point of Sale software has been installed at all the branches. Ms. Wheeler noted the hard work of Eric Bodvin, Ed Leiter and Mr. Eckard on this project. Staff will begin work on putting together the County permit and bill paying project that will be piloted at Eldersburg.

Work continues at the Westminster branch. The back hall and small meeting room have been painted. A tremendous amount of electrical work has been done. The carpet bid was approved by the Commissioners.

Ms. Wheeler received a call from General Services director, Tom Rio asking that we begin a survey on parking availability at Finksburg to determine if additional parking is needed.

In the three days Finksburg was open in January, the branch circulated 7,621 items. So far in February there have been 19,128 items checked out; 3,994 holds picked up; and 876 borrowers registered including 533 new borrowers. The collection size is 48,000. Ms. Muller complimented the look and efficiency of the self-check stations at the branch.

With the addition of Finksburg and the continuing increase in reserved materials, the time required to do daily delivery and the amount of material that has to be loaded into the truck have increased. Scott Reinhart, Tom Sheets, and Bob Kuntz have just completed a delivery study in order to determine efficiencies that could be made in the run. By changing the order of stops, drive time was shortened by more than 30 minutes. Branch and HQ staff are now sorting materials by location which reduces the amount of time the driver has to sort materials. Reserves continue to grow, from an average of 26,000 per month in 2006 to 37,282 per month in 2009.

When CCPL ISP customers were notified that the service was ending, we received many compliments on the service we have provided over the years. In May, we will review the number of remaining customers to determine help desk staffing requirements for FY 10. In October, we will mail notices to all remaining customers reminding them that the service will end in January 2010. The results of the staff survey showed that only 29 staff members, 3 volunteers and 13 retirees still use the dial up service. At \$3,600 per line, it is not cost efficient for us to maintain a line for this cohort, so we will notify these folks that service will end on January 31, 2010.

The Director's column in the latest Currents features Library Link and its volunteers.

The 2009 On the Same Page selection is Bill Bryson's *A Walk in the Woods* for adults and for the first time there is a selection for younger readers: *Hoot* by Carl Hiaasen. Ms. Wheeler extended a warm thank you to Joyce Muller and McDaniel College for once again partnering with CCPL by purchasing additional copies of each of those selections for the program.

Ms. Wheeler thanked Board members for attending the Finksburg and Taneytown ribbon cuttings on January 28. She also thanked Mr. Herring for presiding over the Taneytown 40th Anniversary celebration, and Mr. Knight and Ms. Lynch for spending a very long day participating in Library Legislative Day activities in Annapolis. Ms. Wheeler attended the Eldersburg Eagle's Person of the Year celebration where Paula Langmead,

Director of Springfield Hospital received the reward and longtime Eldersburg library supporter, Ken Holniker was recognized as a nominee for the honor.

Ms. Wheeler reviewed an article about a new ranking *Library Journal* will be publishing of libraries by per capita service outputs. CCPL is very proud to receive 4 out of 5 stars based on the criteria.

Upcoming events include a March 4 tour for Commissioner Zimmer of Eldersburg, Westminster, the bookmobile stop at the Judy Center and the early literacy center at North Carroll. CCPL will participate in the Random House Book Fair on March 7. This year our staff served as judges for the writing contest. Staff members will also present story times and have a table to promote *On the Same Page*. The next Board meeting is March 25 at Finksburg. Ms. Wheeler will speak to the Carroll County Democratic Club on April 6, 2009.

7. Staff Report – Outreach Services

Dorothy Stoltz and Kelley Gordon gave the Outreach Services Report. Ms. Stoltz recognized and thanked the hardworking staff in the Outreach department: Dianne Black, Debbie Doxzon, Robin Dugan, Kelley Gordon, Lauren Keppel, Sue Kiesling, Ruthanne Lillis, Cindy Osborne, Erin Ostendorf-Snell, Peg Pond, Connie Wilson and Katrina Workman. Ms. Stoltz reviewed grant projects that involve the Outreach staff.

The Parents as Teachers grant has allowed Dianne Black to become a certified parent educator. She currently is serving 5 families with 28 children in 20 hours per week. The Local Management Board and Judy Center oversee the program. Through personal home visits, screening tools, access to a resource network and group meetings, the program helps parents prepare their children for school readiness. The program is aligned with the Maryland Model for School Readiness (MMSR). Carroll County received an award for its partnership work with the Judy Center.

The Spanish Language Outreach Project aligns with the Parents as Teachers grant by helping to provide parents and child care providers instruction in developing literacy skills. CCPL staff work with the Literacy Council and Community College to help those who need literacy training. This can include literacy in Spanish as well as English. Staff members attend the Sunday Social once a month after the St. John Spanish Mass, where they share information with parents, fill out a survey on needs, present a bilingual story time, offer a local agency presentation, provide service via the Bookmobile, and encourage families to use the library as a source for literacy training, reading materials and our other services. Ms. Stoltz recognized the Westminster branch's Children's Services Supervisor Jillian Dittrich for her assistance in training the bi-lingual story time presenters.

The Creating Connections Peer Coaching project is continuing. This project encourages peer coaching transfer of skills for story time presenters. Ms. Stoltz, CCPL staff member

Connie Wilson and their partner Elaine Czarneki are working on an article for a library periodical in the use of this technique.

A grant has also funded two emergent literacy learning activity areas at Eldersburg and North Carroll. These centers are modeled after those established at Baltimore County Public Library, which were created by Youth Services Coordinator, Marisa Connor, an early childhood educator and expert. The heart of the center is an activity unit that holds bins with word-themed early literacy activities. They include instructions for parents on how to use the educational toys inside. These activities can support vocabulary building, phonological awareness and many other literacy concepts. The areas also have comfortable furniture, colorful concept rugs, magnetic boards, and puppet theaters. Branch staff are developing themes and kits that can be rotated. The other branches will also receive funding for these centers.

Kelley Gordon gave information on her LATI (Library Associate Training Institute) project. She created readiness kits for day care providers that the Day Care Vans visit every month. Ms. Gordon has a degree in music education and had been a day care provider for 15 years. This gave her understanding of home day care challenges and needs. The kits were developed with this in mind, as well as knowledge of brain research on child development, demands and expectations of kindergarten readiness, and provider's limited resources, time and creativity. The prototype focused on using music to teach skills. Ms. Stoltz procured grant money to create 12 more kits, all of which are theme based but centered on a school readiness skill. The kits can include books, CDs, DVDs, manipulative toys, and puppets. There is a tip sheet for the provider to help them use the kits effectively with their day care children. One other item is a log book that gives providers an opportunity to share their ideas on how they use the kits with their kids. These kits are very popular among providers. Staff hope to create more kits. The Board thanked Ms. Stoltz and Ms. Gordon for their reports.

New Business

9a. Auditor Recommendation

Mr. Eckard updated the Board on the auditor selection process and the team of evaluators' recommendation. The team consisted of Board member Todd Herring, County Accounting department staff member Doreen Hazelip, CCPL Financial Analyst Ed Leiter, Ms. Wheeler and Mr. Eckard. Responses from five credible firms were received in response to the Request for Proposal (RFP) to provide audit services for the next five fiscal years. The firms were Abrams, Foster, Nole & Williams; Reznick Group; Rager, Lehman and Houck; SB and Co.; and Clifton Gunderson LLP. The team reviewed the responses on Friday, February 13, 2009. The evaluation criteria (and points) included understanding of project requirements and ability to meet them; feasibility of proposed schedule; proposed project approach and methodology, (these items made up 40 percent of the score) references, staff qualifications and experience, the number of hours that would be devoted to our audit; previous library experience, (30

percent of the score) and price of services (30 percent of the score). The RFP also requested that the firms include a price for a single audit if it was required depending on how much federal grant money CCPL received in a fiscal year. Each proposal was reviewed by the team and they came to a conclusion to further investigate SB & Co. and Clifton Gunderson. After checking references and noting a lack of library experience for SB & Co., the team recommended that CCPL continue its relationship with Clifton Gunderson LLP. Mr. Herring said that although he participated in the evaluation process he declined to recommend an auditor and asked the other team members to make their recommendation. There was discussion regarding the price offered by SB & Co., which was considerably lower than Clifton Gunderson, based on the number of hours that would be required for the audit. Mr. Eckard said he called several of SB & Co's references and received favorable reports but the information from the Baltimore County Public Schools caused staff to feel they may not be the right auditor for CCPL, because we have very similar financial complexity and components as BCPS. Mr. Knight noted that even with Clifton Gunderson being priced higher they did not quote a price higher than what they charged CCPL in FY 2008. Mr. Herring said the team was comfortable with recommending Clifton Gunderson because of their previous experience doing library audits.

Ms. Muller moved to contract with Clifton Gunderson to provide auditing services. Mr. Herring seconded. Approval was unanimous.

9b. Mileage Reimbursement

The last change to mileage reimbursement was in September, to mirror the County's increase to \$.53 per mile. Since then the County has decreased the reimbursement to \$.50 per mile due to a decrease in fuel prices. The County looks at IRS recommendations for mileage reimbursements which include gas usage and reasonable wear and tear on personal vehicles that are used for work purposes. Rather than come to the Board each time mileage increases or decreases a few cents, Ms. Wheeler asked the Board to approve a change to reflect its intent to align with the County's mileage reimbursement rate.

Mr. Soisson motioned to follow County guidelines for mileage reimbursement. Mr. Herring seconded. Approval was unanimous.

Ms. Wheeler polled Board members on which day of the week would be more convenient to attend the Maryland Library Trustees Annual meeting. In the past it has been held on a Saturday. The State would like to know if Trustees prefer a weekday or a Saturday. Board members agreed that a weekday would be preferable.

CCPL is once again partnering with the Ballet Slipper. The Westminster branch sells tickets for the recitals and CCPL sells refreshments during the intermission. Proceeds benefit the Westminster branch renovation. Ms. Wheeler asked Board members to attend and present a welcome on behalf of the library at each recital. Mr. Soisson volunteered to

present greetings at the Friday recital, Mr. Knight volunteered to for the Saturday recital, and Ms. Muller volunteered for the Sunday recital.

Ms. Muller noted that author and former CIA employee Melvin Goodman would be presenting a program at McDaniel College at Noon on Monday, March 2. She invited everyone to attend.

10. Adjournment

Mr. Knight adjourned the meeting at 9:05 p.m.

Todd Herring
Secretary/Treasurer