

**Carroll County Public Library
Board of Trustees Meeting
Wednesday, April 22, 2009**

Minutes

1. Roll Call and Declaration of Quorum

Mr. Knight called the meeting to order at 7:13 p.m. and announced there was a quorum present. He noted the delayed start due to the Board's participation in a focus group to gather information for an update to the State Trustees' Manual.

Present:

Board:	Kathleen Campanella Nancy Lynch	Gilda Hogan Joyce Muller	Keir Knight Richard Soisson
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Staff:	Tony Eckard Scott Reinhart Lynn Wheeler	Lisa Hughes Helen Sparks	Kathy Miller Stephanie Szymanski
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Also in attendance: Ted Zaleski, the Director of the Carroll County Management and Budget Office.

2. Minutes of March 25, 2009

Ms. Lynch moved to approve the minutes of March 25, 2009. Ms. Campanella seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard reviewed the Carroll County Public Library Financial Statement ended March 31, 2009. Cash balances are \$250,000 behind last year at this time, because of last year's higher balance due to the Finksburg opening day collection funds. The unspent balance reflects a net surplus that is \$101,000 less than this time last year. Revenues are \$114,000 stronger than budgeted, \$74,000 is due to the unexpended prior year budget. Fine revenue is higher this year than last by \$11,000. Interest continues to lag behind due to low interest rates, earnings are at 0.8 percent. Salaries are still under budget because of the Finksburg salary appropriation. The last quarterly County appropriation will be shorted by \$215,000 to account for midyear Finksburg opening. Mileage is overspent by \$5,000. Staff members are traveling to branches more due to the many construction projects. Computer maintenance is overspent now and may be overspent by \$20,000 by the end of the year due to several maintenance contracts for items such as the firewall and system backups. Materials spending is moving along as expected, and is ahead of last year's pace by \$80,000. Special Funds Report reflects refunds being given to Internet customers who are finding service elsewhere. Mr. Reinhart's diligent work on the

Universal Service Credit (e-rate) will add \$19,000 to the Special Funds revenue. Restricted funds report reflects expenses for Maryland eLearning and Westminster Facelift grant projects. The Board thanked Mr. Eckard for his report.

4. Correspondence and Announcements:

Mr. Knight noted an informational survey from the City of Westminster regarding their upcoming planning efforts. Ms. Wheeler will answer the survey.

5. Citizen's Time

No citizens were present.

6. Director's Report

Ms. Wheeler thanked the Board for participating in the focus group to gather information to update the State Trustees' Manual.

Circulation was up 12.1% in March, bringing the year-to-date increase to 8.1%, Finksburg circulated more than 31,000 items in March. There were 98,267 visits in March. Community Information database had 27,597 visits and 159,640 views in March. This is up from 23,370 visits and 125,610 views in February. It is also substantially higher than the 24,694 visits and 129,086 views in March 2008.

We received good news from the State; the legislature restored a portion of State Aid. We will be funded at the FY 09 level of \$14.00 per capita. However, we will take a \$50,000 cut because of last year's calculation error at the State. The legislature also fully funded our capital grant requests for phase three of the Westminster renovation and improvements to the Eldersburg branch. Mr. Zaleski confirmed that the County's match for these projects is included in the proposed FY 10 capital budget.

Ms. Wheeler thanked Mr. Herring, Ms. Lynch and Mr. Soisson for attending the budget hearing before the Commissioners. Mr. Herring did a wonderful job thanking the Commissioners for their support of the library. Mr. Knight thanked everyone for attending the hearing.

The Westminster branch will be closed for four weeks beginning May 18. Christina Kuntz and the renovation team laid out a detailed plan of all action to occur during those four weeks. The shelving and furniture vendor was included in the discussion as their contractor will be putting shelving in place. The light fixture installation is coming along and County staff is working hard on all aspects of the renovation. Next week the Outreach department will get new carpet. The County also replaced the garage doors at the branch.

On Friday, April 24, the City of Westminster will be hosting State Capital Day which includes a visit from the Governor and his cabinet. McDaniel is hosting the cabinet meeting. City Manager Marge Wolf invited Ms. Wheeler and Ms. Kuntz to join the walk down Main Street to update the Governor on the renovation plans at the branch.

The Finksburg branch will be getting 22 new parking spaces.

Ms. Wheeler congratulated Mr. Reinhart for an excellent job in setting up four Integrated Library System (ILS) demonstrations. The participants were most impressed by Polaris in this preliminary view of the marketplace. We will prepare a Request for Proposal (RFP) to give everyone in the marketplace an opportunity to bid. Mr. Reinhart and Bob Kuntz, working with staff from Hoover and the community college library have started developing the RFP.

The recently released MSDE Reading Readiness Update was featured at the April Local Management Board (LMB) meeting. Lynda Gainor, Carroll County Public Schools (CCPS) noted that kindergarten readiness in Carroll County went up significantly. Dorothy Stoltz reported that the training workshops for day care providers being offered by CCPL Outreach staff are contributing to the increase in kindergarten readiness. The workshops are in great demand. Ms. Stoltz has been invited to give a presentation to the Parents as Teachers conference to talk about the impact of that program, which is funded by the LMB.

The US impact survey sponsored by the Bill and Melinda Gates Foundation will be available on CCPL's website this week. The survey asks simple questions about how our customers use the library's computers, website, databases, Internet connections, and other electronic resources, and how it has helped them. Responses will help improve library computer services throughout the country. We were happy to help in collecting this information.

Carroll County Public Network (CCPN) will most likely apply for Federal Stimulus Package funding to help complete the building of the fiber ring connecting schools, libraries, the community college and County government. The County has invested \$9 million in the CCPN project. Another \$3 million is needed to finish the redundancy ring. Once application details are released, we will consider submitting a proposal to the Governor's Information Technology Office. Deadline could be as early as June 10.

Ms. Wheeler reported that Dr. Alva Baker distributed results of the Elder Health Needs Assessment at the Partnership for a Healthier Carroll County retreat. Results show that the public library heads the list of services with which the participants are familiar. Ms. Wheeler passed around copies of the assessment.

There was a letter to the editor regarding the lighting at the Finksburg branch. The writer expressed concern at what appears to be lots of lights using a lot of energy in this green building. Ms. Wheeler called Chief of County Building Construction, Scott Moser who noted that all lights are run from electronic ballasts that use less energy than traditional lighting. Ms. Wheeler will write a letter directly to the individual who submitted the letter of concern. Ms. Muller suggested that an informational flyer be posted in the branch lobby regarding the lighting in the building.

Upcoming dates: Anyul Spelin' Be to benefit the Carroll Literacy Council is Thursday, April 23. The library will have a team of speller and a cheerleading team named the Fancy Nancys and Sparklin' Sam.

On Thursday, April 30 the Brethren Service Center will be celebrating its 65th anniversary with a book signing by R. Jan and Roma Jo Thompson, authors of *Beyond our Means, How the Brethren Service Center Dared the Embrace the World*. The Brethren Service Center, has been

responding to those in need around the world since 1944, providing service work in relief and development, disaster response, fair trade, social justice, and hospitality. Ms. Campanella noted that the book is a history of the campus from 1849 through to the present.

Mr. Knight and Ms. Wheeler asked Mr. Zaleski to address the Board about the upcoming FY 10 County operating budget. Mr. Zaleski said the Commissioners will release the proposed budget on Thursday, April 23, 2009. The entire County budget will go up by .5 percent or \$1.5 million. Most budgets are flat lined. The CCPS budget is going up due to the operating impact of the new high school. CCPS is anticipating cuts in State funding. The Community College is the only big winner in the State budget contest this year. Mr. Zaleski expressed great concern for budgets in the future. Ms. Wheeler noted what a difficult job he has and thanked him for doing as much as possible to support services in the County. The Board thanked Mr. Zaleski for the budget information.

7a. World Cat (First Search) Demonstration

Lisa Hughes presented a demonstration on First Search software and the global World Cat network of library catalogs and databases. The staff has used this tool since 2006 to help customers find materials across the country and around the world. Public, college and university libraries are represented on the database. There are over a billion holdings. Some materials can be borrowed for free and some require a charge. The World Cat subscription is funded by the Division of Library Development and Services (DLDS). Last year CCPS staff requested 765 items via First Search and filled 375 requests. The Interlibrary Loan workload has gone up in the past several years, First Search has added to the increased activity in that department. To help the department which has two part-time (one full-time equivalent) employees, five volunteers have been recruited. The Board thanked Ms. Hughes for her report

Mr. Knight asked about the work of volunteers in branches. Ms. Wheeler noted that in September, Assistant Director for Human Resources Muffie Smith will present information about CCPL's volunteer program.

7b. Taneytown Branch Report & Tour

Branch manager Helen Sparks reported on the Taneytown Branch activities. The past year was busy with the 5,000 sq. ft. expansion. The new space came in handy for the branch's 20th and 40th anniversary celebrations that featured Mayor McCaron and Board member Todd Herring. The staff will host a family reading night for Taneytown Elementary in May. An additional Saturday story time has been added to the branch calendar and is being done on the floor. Other programs from this past year included Barbie's 50th anniversary and Master Gardener programs. Although program attendance was down (possibly due to parking and access issues during the renovation), circulation was up for the branch. The staff is working on a grant proposal for additional landscaping. Circulation Supervisor, Pat Verdis took a suggestion from customers that the branch sell postage stamps. She worked with the CCPS Finance Staff to develop a plan for this service. Last month the branch sold 17 books of stamps. It has been a real help to customers, especially as Taneytown's Main Street is under construction, which makes it difficult to get to the post office. Ms. Sparks took Board members on a tour of the branch, highlighting

the new ITG Express machine that houses the DVD collection. The Board thanked Ms. Sparks for her report.

Item 8a: FY 09 Operating Budget Adjustment.

Mr. Eckard asked the Board to approve an adjustment to the FY 2009 Operating Budget to reflect a \$215,000 reduction in the County appropriation, the difference between full year budget and actual cost of staffing the Finksburg Branch. Mr. Eckard gave the Board a complete breakdown of the line item changes to the FY 09 budget, \$190,000 of this amount would have gone to salaries, the rest to social security and Medicare taxes.

Mr. Soisson moved to approve the FY 09 operating budget adjustment to reflect the return of \$215,000 to the County. Ms. Muller seconded. Approval was unanimous.

Ms. Wheeler passed around the latest NACO newsletter that featured Commissioner Gouge promoting NACO's prescription drug program, which has been very successful in Carroll County. Joyce Muller noted that Commissioner Gouge was named to the Circle of Excellence, marking the third time she had been selected as one Maryland's 100 Top Women.

There was some discussion about Board documents and the possibility of putting some documents online for Board members to access. Former staff member Gail Griffith will present the Board's By-Law revisions for approval. Ms. Campanella and Ms. Muller served as the bylaws committee and met with Ms. Griffith to update the document and determine the changes.

9. Adjournment

Mr. Soisson motioned to adjourn the meeting. Ms. Campanella seconded. The meeting adjourned at 8:50 p.m.

Keir Knight
President