

**Carroll County Public Library
Board of Trustees Meeting
Taneytown Branch
Wednesday, April 28, 2010
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 Nancy Lynch	Gilda Hogan Richard Soisson	Keir Knight
Staff:	Renee Brown Scott Reinhart Stephanie Szymanski	Tony Eckard Muffie Smith Lynn Wheeler	Kathy Miller Helen Sparks

2. Minutes of March 24, 2010

Ms. Lynch moved to approve the Minutes of March 24, 2010. Mr. Soisson seconded. Approval was unanimous.

Mr. Knight read the following statement: On March 24, 2010 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 8:31 p.m.

3. Financial Statement

Mr. Eckard reviewed the Carroll County Public Library (CCPL) Financial Statement and Summary Variance Report ended March 31, 2010. Fine income is year-to-date \$17,000 stronger than this time last year and may end the fiscal year at \$390,000. Fines are budgeted at \$380,000 in FY 2011. Special Funds activity reflects collection of \$15,000 in e-rate, thanks to Mr. Reinhart's continued diligence in applying for these funds. Restricted Funds report reflects reimbursement for grant projects including Maryland eLearning, the Westminster Renovation Project and the Drive-Up Window in Eldersburg.

Mr. Eckard pointed out the better detail on the County Bill Collecting Transaction Report. There were 31 real estate transactions, most of which were at Eldersburg. There is currently an end-of-year moratorium on tax bill collections, other than at the County Office Building. Staff will receive a refresher course from County staff on procedures prior to July 1. There was discussion regarding possible uses for the vacated South Carroll Senior Center and whether the County may decide to use that as an office for these transactions. Ms. Wheeler said that the County is very happy using the library for the transactions because the library's service hours are more convenient for citizens.

4. Correspondence and Announcements

There was no correspondence or announcements.

5. Citizen's Time

No citizens were present.

6. Director's Report

The Director's Report was reviewed. Ms. Wheeler thanked Mr. Reinhart for being so diligent in applying for e-rate funds. Circulation was up 4.2 percent in March 10. Year to date circulation is up 11.2 percent. That number will continue to drop now that Finksburg has been open for more than a year, however, we should end the fiscal year with a double digit increase. There were 102,000 branch visits in March.

Ms. Hogan asked about cumulative visits over the fiscal year. Ms. Wheeler showed that visits are included on the circulation report and are at 853,000 year-to-date. Ms. Hogan said she is interested in seeing the effects of weather and the peak times of usage throughout the year. Staff will create a chart that shows visits per month.

Budget Information

Ms. Wheeler thanked Mr. Herring, Mr. Knight, Ms. Lynch, Ms. Muller and Mr. Soisson for attending the budget hearing with the Commissioners, and for Mr. Herring's words of thanks to the Commissioners for their continued support. After hearing concerns from the library, community college and public schools over losing the technology replacement line in the CIP, the Commissioners asked their staff to look for any additional funds that might be used for this purpose. Ms. Wheeler received a call from Commissioner Gouge letting her know that the County did indeed find some capital funds and have awarded CCPL a one-time grant of \$650,000 for technology replacement. The State General Assembly did not reduce library capital projects for FY 11. This means the Eldersburg furniture and carpet replacement and North Carroll driveway and furniture replacement projects should go forward. Mr. Eckard reported that the Commissioners are scheduled to adopt the County's FY 11 operating budget on May 24, 2010.

Facilities Update

Two bids were received in response to the RFP for a deck in the Westminster Branch park. All Season Unlimited was chosen. Project Manager, Chris Batten is holding a meeting next week with everyone involved including Thomas Bennett Hunter, who will be redoing all of the sidewalks. Mr. Knight asked if cleaning the standing brick is included in the project. Ms. Wheeler said it will be. Adler Display is preparing the children's area of the Westminster branch for installation of the train-themed fabrication. It will be ready for the Flower and Jazz Festival. When the entire Westminster project is finished we will hold a celebration.

Staff visited two branches in Harford County that have busy drive-up service windows and talked to staff about operations. There will be a meeting next week on the progress of the drive-up window project at Eldersburg.

Assistant Director for Public Services Interviews

Ms. Wheeler thanked Ms. Lynch for serving on the interview team for a new Assistant Director for Public Services. James Kelly, currently the branch manager at the C. Burr Artz branch in Frederick, was chosen. He will come to the May Board meeting, and will start at CCPL on June 1.

Farm Partnership

The Farm Bureau partnership is going very well and staff is looking forward to the farm dinner on September 11. Amy Miller procured a \$5,000 gift from Mrs. Finch toward *Wild Imaginings*.

Upcoming Events

Logan Ward, the author of *See You in 100 Years*, will speak at the Eldersburg branch on April 29. The Board meeting in Mt. Airy will be on May 26. The move to Polaris is on May 27, staff has received training in preparation. May 28th is the Cheryl Wheeler concert to benefit the *Wild Imaginings* project. The June 23 Board meeting will be at Headquarters. The American Library Association (ALA) Conference begins June 24 in Washington, DC. Ms. Wheeler invited Board members to visit the exhibits on Saturday June 26. Mr. Knight inquired about the Maryland Library Association (MLA) conference. Ms. Wheeler said it was a successful conference. Finksburg staff member, Heather Owings did a program on graphic novels. There were several other staff members who presented programs. Baltimore County Public Library (BCPL) previewed their excellent virtual staff orientation, which is based on CCPL's model of using an online game board. They gave CCPL credit for the idea. The Maryland Association of Counties (MACO) Conference will be held on August 18-19. The Carroll County Farm Dinner will be on September 11 at 6 p.m. at the Finksburg library.

Helen Sparks, Taneytown branch manager, introduced Kathy Miller, circulation assistant and Staff Association representative and Renee Brown, Children's Services Supervisor.

Item 7a: Summer Reading 2010

Ms. Brown gave an overview of this year's upcoming "Make a Splash, Read" Summer Reading program. The program will start on May 3 and run through August 14. She handed out the first clue for this year's Alternate Reality Game (ARG). Made of origami, it introduces kids to the website and tells them how to participate. Heather Owings is once again leading the Alternate Reality Game project. Ms. Brown distributed copies of this year's reading logs, which kids will receive after they sign up for the program. Starter incentives are provided by Baugher's; the Burger Kings in Taneytown, Westminster and Finksburg, and the Frederick Keys. Ms. Brown explained that kids fill out the game boards to earn prizes. New this year is a game board for babies that includes activities for parents to do with their children. There will be an art contest held in cooperation with the Town Mall. Board members asked if the adults who participate are parents of children that participate in the program. Ms. Sparks explained that it was a separate initiative appealing to adult customers who read a lot and want to join in the fun and win a prize.

This year kids are being challenged to read one million hours over the summer. When the goal is met, a tree or shrub will be planted at each library location. Taneytown will be holding a family reading night with a local elementary school in May. Ms. Brown gave a demonstration of online summer reading registration and features. Maryland libraries participate in the nationwide program that chooses illustrators for the child and teen programs. Maryland libraries produce a complementary t-shirt that can be sold for profit to help support their summer program. Ms. Hogan asked if kids must read the titles from the suggested reading list. Ms. Brown said kids are free to read anything, these titles are featured in book talks given at schools by our staff and more copies of these titles are purchased for the system. Board members asked about the age of participants and the number of staff on the team. Ms. Brown said that the peak age for participants in Taneytown is around 7 and there are 12 staff members on the team. The Board thanked Ms. Brown for the report on this important program.

7b. Taneytown Branch Report and Tour

Branch manager Helen Sparks, reported on activities at the Taneytown branch. The branch has seen a significant increase in business since the expansion of the building. Year-to-date Taneytown has had an increase of 15.6% in circulation and more than 98,000 visits. Ms. Sparks gave a PowerPoint presentation highlighting the many programs the branch provided over the past year, including Summer Reading 2009, the 4-H petting zoo (teen volunteers love to help with this one), magician Roger Lindsay, face painting, Richard Anderson with the Snyder Foundation, a horse, Mt. Airy staff member Sam Eddington's sing-a-long, a Fancy Nancy program, Bubble painting and storybook character Franklin. Special programs that were highlighted included the Fairy Festival and the Pirate Party that featured a Johnny Depp lookalike pirate who will appear at all the library branches this summer. Other programs included a Lego Party, a Barbie program that lots of moms attended; Music and More, science programs, flower arranging with the Silver Fancy Garden Club, crocheting and knitting programs, and health programs on Yoga and smoking cessation.

Ms. Sparks gave the board a tour of the branch, highlighting the Snap Wall bulletin boards recently added to the branch. Ms. Sparks noted Ms. Brown's ingenuity in putting together the Play and Learn Center and children's area which includes dress display racks purchased on Craig's List and used for displaying Concept Kits. The Board thanked Ms. Sparks for an informative presentation.

9a. Assistant Director Interviews

Ms. Wheeler reported on the interviews for the Assistant Director for Public Services position. After reviewing the applications the staff decided to interview only those from Maryland because they were an outstanding pool of candidates. James Kelly was selected. Mr. Kelly worked at the Charlotte Mecklenburg Library (NC), known for being a very innovative library system, prior to coming to MD to work for the Frederick County Public Library. He was quickly promoted to his current branch manager position. Mr. Reinhart said that he has a wonderful reputation around the State.

Mr. Knight asked if there was any new business. There was none.

10. Adjournment

*Ms. Campanella moved to adjourn the meeting. Mr. Soisson seconded.
Approval was unanimous. The meeting ended at 8:30 p.m.*

Keir Knight
President