

**Carroll County Public Library
Board of Trustees Meeting
Wednesday, October 22, 2008**

Minutes

1. Roll Call and Declaration of Quorum

Ms. Lynch called the meeting to order at 6:14 p.m. and announced there was not a quorum.

2. Close Meeting to Discuss Personnel Matter

Ms. Lynch announced that she had proxies from Mr. Herring and Mr. Knight to close the meeting and work on the personnel matter. She asked for a vote to close the meeting. Ms. Muller moved to close the session. Ms. Campanella seconded. Mr. Herring and Mr. Knight arrived during the closed session.

Ms. Lynch re-opened the meeting at 7:05 p.m. and declared there was a quorum present and welcomed Commissioner Zimmer and Ted Zaleski to the meeting.

Present:

Board:	Kathleen Campanella Nancy Lynch	Todd Herring Joyce Muller	Keir Knight
Absent:	Gilda Hogan	Richard Soisson	
Staff:	Tony Eckard Craig Patterson Muffie Smith Lynn Wheeler	Gail Griffith Scott Reinhart Jackie Sollers Ann Wisner	Krystel Padilla Mary Sadaka Stephanie Szymanski

Also Present: Carroll County Commissioner Mike Zimmer; Ted Zaleski, Director, Carroll County Management & Budget.

3. Minutes of September 24, 2008

Ms. Muller moved to approve the minutes of September 24, 2008. Ms. Campanella seconded. Approval was unanimous.

4. Financial Statement

Mr. Eckard reviewed the Carroll County Public Library (CCPL) Financial Statement ended September 2008. Fund Balance is at \$616,162. Accounts Receivable reflects receipt of \$96,000 towards technology replacement capital purchases from the County. Encumbrances are still high due to the Finksburg opening day collection. There is still money to be spent, but the process is winding down. On the Income Statement major revenues are currently at budget. Fines are ahead by \$11,000 and Interest is ahead by \$3,900 but behind last year at this time. Gifts for the first quarter of FY 09 total \$2,240, which is \$500 ahead of last year. Mr. Eckard pointed out the unexpended prior year actual of \$174,000 will give the library some flexibility as the County faces an uncertain budget year and in preparation for Capital grant matches. Expenses – Salaries reflects salary savings because the vacant Finksburg positions have been figured into the budget figure. The Materials department has spent \$166,000 so far this year in comparison to \$142,000 at this time last year. Special Funds budget is behind in revenues due to the timing of invoicing of e-book project partners and DHMH libraries for Horizon. Internet accounts are behind budget by \$12,000 and \$18,000 behind this time last year. Telephone bills have been higher than expected, but staff hopes to resolve this with vendors very shortly.

Gifts include funds from the Gilder-Lehrman Institute to support programs associated with the Lincoln exhibit at the Eldersburg branch. The Mt. Airy branch received a gift from the Woodbine Recreation Council to purchase Wii games for the branch console and a gift from former staff member Sandie Litsinger of \$500 to go towards children's furniture. The Westminster branch continues to benefit from the Fraternal Order of Eagles' gift to purchase large print books.

Ms. Wheeler applauded Mr. Reinhart's diligence in applying for Universal Service Credit or e-rate funds. The applications are complicated and time consuming.

Mr. Eckard said that we should be receiving budget direction from the County early in November and a preliminary FY 2010 budget request will be presented at the November Board meeting.

5. Correspondence and Announcements

Ms. Lynch shared a letter from Jeanne Laudermilch, President of the New Windsor Heritage Committee thanking the library for holding the New Windsor community open house on Saturday, September 27. Mr. Wheeler sent a note to Ms. Laudermilch thanking the New Windsor Heritage Committee for their support and participation in the event.

6. Citizen's Time

No citizens were present.

7. Director's Report

The branches are very busy. Circulation is up 13.5 percent from last September. Ms. Wheeler reviewed draft statewide statistics for FY 2007. CCPL once again had the highest per capita circulation at 20.50. The average for the state is 9.58. CCPL is 6th in operating income. We are very proud of our programming statistics, 128,000 attend programs in FY 07, which is 6th in the state in overall attendance – a direct result of staff programming efforts. Staff presented more than 5,000 programs in FY07.

The Governor's recent announcement of budget cuts did not include a cut in State Aid to libraries. The Division of Library Development and Services will have to swap out LSTA funding for some State funding. Due to that, there will not be a round of competitive grants this year. We expect there will be another budget announcement from the Governor in December.

Mr. Reinhart reviewed the Finksburg and Taneytown building projects. At this time the contractor is waiting for the concrete to dry at Finksburg to allow for carpet and tile installation. Lights are now on inside and outside of the branch. The shelving is tentatively scheduled to be shipped and installed the week of November 10. At Taneytown, the wall was broken through to the new space. It is expected that Taneytown could have one more closing to connect water service between old and new sections. Taneytown customers have been very understanding about previous closings. The Taneytown branch is beta-testing a new DVD dispenser machine called Disc Express II. It doesn't require locking cases or sequestering discs and holds 2,000 discs (DVDs, CDs and games).

Plans for the Westminster renovation are continuing. Mike Whitson, Chief of County Facility Maintenance has ordered samples of the light fixtures specified for the branch. Ms. Wheeler reported that we have had additional questions from the State regarding our FY 10 capital requests to renovate the Westminster garden area and the Eldersburg Branch. New lights have been ordered to improve lighting in the meeting room and the children's area at Mt. Airy.

Ms. Wheeler thanked Ms. Campanella for her gracious remarks at Community Day in New Windsor on September 27. She also thanked Mr. Zaleski for attending. Over 200 people attended the event. We captured a lot of memories, some of which are now on the CMC Local History webpage. The library, Community Media Center (CMC) and Arts Council hosted the premiere of the History Project at the Arts Center on October 3, which over 100 people attended. Our staff will be working with the Maryland Digital Cultural Heritage Staff at the State Library Resource Center to learn how to make these histories more accessible.

Ms. Wheeler announced that the kickoff for the Career and Technology Education: Don't go to College Without It statewide public awareness campaign, a partnership between the Maryland Department of Education and local school and library systems, will be held at

the Eldersburg Branch on Friday, November 7. Dr. Nancy Grasmick will speak at the celebration, along with Dr. Ecker and students from Carroll County Public Schools CTE. Carroll County's Career and Technology (CTE) culinary students will be preparing the food for the event. On November 8, the Annual Trustee/Citizen's for Maryland Libraries meeting will be held at the Reginald Lewis Museum, from 10 a.m.-2 p.m. Kathleen Kennedy Townsend will be speaking. The next Board meeting will be at HQ on November 19. James Swanson, the author of *Manhunt* will be speaking at the Eldersburg Branch on November 20 at 7 p.m. The December 17 Board meeting will be held at the Westminster Branch and Ms. Griffith's retirement party will be on Friday, January 9 from 5 – 7 p.m. at the Arts Center.

8a. Staff Reports - Technology

Ms. Griffith reviewed some web sites and interesting technology related to books. The first site *Flowing Data: 12 Cool Visualizations to Explore Books* depicted a collage of covers from science fiction magazines. Each magazine cover could be clicked for detail. Another drew from amazon.com where any typed word will result in a "drawing" of book covers associated with the word. Ms. Griffith also highlighted several other sites: Barnes and Noble Studio, Book Videos.tv and YouTube. These offer authors and publishers new ways to reach their reading audience. One draws on the movie maker's technique of a movie trailer. Publishers are beginning to make book trailers to attract an audience to their books. These techniques are also being used by self-publishing authors. Lisa Back, Public Relations Specialist has suggested that participants in the 2009 summer reading teen program produce a video. Ms. Griffith also highlighted a book cover game on the *American Libraries* website. She will be attending the Massie Conference in a week and will present information on that conference in November. The Board thanked Ms. Griffith for her report

8b. Summer Reading Report

Krystel Padilla, Library Associate at Eldersburg presented the 2008 summer reading report. Ms. Padilla, a very creative librarian at Eldersburg; headed up the summer reading team this year. The children's theme was Catch the Reading Bug and the teen theme was Metamorphosis. This year CCPL and all Maryland libraries participated in the national collaborative program. Over 1,000 more children participated in 2008 than in 2007 and 400 more young adults signed up in the public schools alone to participate in Metamorphosis. Branch staff went to elementary schools to enroll kids and this year the team piloted a program with Oklahoma Road Middle School to get kids to sign up for the young adult program. Working with the schools was a great success. All branches plan to work with their local middle schools in 2009. The team also worked with summer camps and private schools this year to increase participation. Overall, 11,965 kids participated in the program. The young adult program featured a Howard County library initiative of a silent auction for prizes. This was piloted at Eldersburg last year and went systemwide this year with great success. It will be repeated in 2009. In its third year, adult summer

reading program participation rose to over 1,000. The Board thanked Ms. Padilla for her report.

Ann Wisner reported on Maryland's participation in the national summer reading program. Library systems were happy with this year's program even though they could not use the national graphics provided by Highsmith on any items that were sold for profit. The State committee decided to have a Sneaks t-shirt created by BCPL staff artist, Tom Sollers that could be sold for profit. Some of Maryland's library systems count on t-shirt sales to support their summer reading initiatives. Enough t-shirts were sold this year to make it worthwhile to have a Maryland shirt in 2009. The 2009 theme for children is Be Creative at Your Library; the teen theme is Express Yourself. The Board thanked Ms. Wisner for her report.

Ms. Wheeler thanked Ms. Wisner for producing the CCPL FY 2008 wallet card that was distributed to the Board.

8c: Eldersburg Branch Report

Ms. Wheeler introduced Craig Patterson, Eldersburg's assistant library manager and the staff member who suggested opening branches at 9 a.m. He reported that the new opening time is very popular with customers. Branch manager Jacqueline Sollers gave the Eldersburg branch report, which highlighted branch progress toward strategic planning goals, information on new services, staff implemented innovative ideas and branch team work. The branch held over 129 programs in FY 2008 with 3,671 attending. Staff started an AHA Science program series for preschoolers, continued work with Art Explorers, and Little Hands sign language story times. Two major exhibits, Picturing America and Abraham Lincoln: A Man of His Time; A Man for All Times will be at Eldersburg this year. The Picturing American exhibit features large prints of American art work and photographs. It is sponsored by the National Endowment of the Humanities. North Carroll and Mt. Airy branches are also participating in this program. In partnership with the CCPS art education program, the entrance to the YA area will feature clay hands created by students at South Carroll High. The branch is continuing technology programs, including internet consumer health; Blogging 101; digital photography; gaming for grown ups; internet job search; creating a resume on the internet and drop in computer instruction. Ms. Sollers and Mr. Patterson attended training in New York for the Lincoln Exhibit, sponsored by the Gilder Lehrman Institute for American History, which will be at the Eldersburg branch on November 18 and December 17. Ms. Sollers gave in-depth information on the exhibit and the many programs being offered, including James Swanson, author of *Manhunt*. Ms. Sollers also talked about many innovative science and space programs, including one that will feature 50 robots provided by the Lunar Planetary Institute. Other science/space program partners include NASA, Montana State University, Phoenix Lander Lab and the Westminster Astronomical Society. Branch staff members have been busy helping out with the St. John's Spanish Outreach project, book talks at local schools and storytelling at Piney Run Park among many others. The Board thanked Ms. Sollers for her report.

10a. Election of Officers for 2009

The Nominating committee presented the following slate of officers for approval: Keir Knight – President; Nancy Lynch – Vice President and Todd Herring – Secretary/Treasurer.

Ms. Muller moved to accept the nominating committee's slate of officers for 2009. Ms. Campanella seconded. Approval was unanimous.

11a. Board Meeting Calendar 2009

The Board meeting calendar for 2009 was reviewed.

Mr. Herring moved to approve the 2009 Board meeting calendar. Ms. Campanella seconded. Approval was unanimous.

Ms. Lynch adjourned the meeting at 8:50 p.m.

Todd Herring
Secretary/Treasurer