

**Carroll County Public Library
Board of Trustees Meeting
Wednesday, November 19, 2008**

Minutes

1. Roll Call and Declaration of Quorum

Ms. Lynch 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:	Tony Eckard	Gail Griffith	Amy Miller
	Scott Reinhart	Muffie Smith	Stephanie Szymanski
	Lynn Wheeler	Ann Wisner	

Ms. Lynch read the following statement: on October 22, 2008 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 6:14 p.m.

2. Minutes of October 22, 2008

Mr. Herring moved to approve the minutes of October 22, 2008. Ms. Muller seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard reviewed the Carroll County Public Library (CCPL) Financial Statement for October 31, 2008. At four months into FY 2009, CCPL's cash position is strong. This helps bolster interest income levels. The materials department continues to work at finishing the opening day collection expenditures for Finksburg. All major revenues are on target at this time. Expenditures reflect that we are \$175,000 under spent in salaries, almost all attributable to Finksburg. At the end of the fiscal year, we will return the unspent portion of Finksburg salaries to the County. This will be approximately \$185,000 if the branch opens in January. Mileage is not over budget and if fuel prices continue to drop, mileage reimbursements rates may not stay at their current rate. Expenditures for professional fees are currently being driven by planning work for the Westminster renovation. Telephone expense is over budget, because Verizon has not yet completed installation at New Windsor. Work is continuing. Building repair is over budget, because we have not had a reconciliation from the airpark landlord. Special Funds reflect revenues at \$42,000 behind budget, which is due to the schedule for invoicing e-book consortium partners. Internet Accounts are \$15,000

behind this time last year. Restricted funds reflect receipt of \$6,200 for the Parents as Teachers grant.

There was discussion about CCPL's Internet Accounts. Mr. Eckard said billing peaks in January and generally we see better revenues for Internet Accounts at that time. There are currently 1,850 accounts. Baltimore County Public Library discontinued their IP business last year, resulting in CCPL picking up a few customers. Board members asked that staff have a plan in place with alternatives for our Internet customers if it becomes necessary to pull out of this business.

4. Correspondence and Announcements

Ms. Wheeler noted an invitation to the Board to a preview show of renown artist Bart Walter's Cougar sculptures. He has expressed interest in having his work considered for the Mary Lou Dewey park when we renovate the open space in front of Westminster in FY 2010.

5. Citizen's Time

No citizens were present.

6. Director's Report

The Director's report was reviewed. Circulation was up 2.1 percent in October, overall circulation is up 8.9 percent for the fiscal year. Digital audio circulation is up, but digital video circulation was down in October. That collection is very limited. Audio book content is the most popular with over 7,000 titles available. Mr. Reinhart demonstrated how to find and download digital content from the CCPL website. Some items allow for unlimited simultaneous borrow checkout; others allow for only one borrower use at a time. It depends on the agreement that digital vendor Overdrive gets from publishers. One disadvantage has been that library content is not compatible with Apple products, but that will be remedied very soon. Board members suggested that we look for ways to market and help customers learn how to use this content. CCPL has been a member of the consortium with 21 other Counties in the state since 2004. CCPL does the billing for the consortium. All the items are owned communally, CCPL's share of the cost is \$7,000. Each county takes a turn at making purchasing decisions.

On November 7th the Eldersburg branch hosted the statewide Career and Technology Education, Don't Go To College Without It Kickoff event. Mr. Herring represented the Board. He also serves on the CCPS Career and Technology Advisory Board. Dr. Grasmick spoke about the importance of Career and Technology Education and the excellent work being done at CCPS and in other schools in Maryland. She applauded the school/library partnership initiatives. State Librarian Irene Padilla and CCPS Superintendent Dr. Ecker spoke, followed by four very impressive CTE students. In addition, CTE students created refreshments and flower arrangements. Mr. Herring said it was an excellent event. The Division of Library Development and Services (DLDS) asked CCPL to participate in this partnership to increase awareness of CTE statewide. Ms. Wheeler applauded the efforts of Ann Wisner and Lisa Back to plan the event and create display and handout materials. CTE

staff was highly complimentary of their work. Following the kickoff, all CCPL branches hosted CTE events in November. All featured students from the programs demonstrating skills and talking about their CTE experience. Eldersburg had 200 people attend their public CTE program on November 8th.

Ms. Hogan and Ms. Wheeler attended the annual Statewide Trustees/CML meeting on November 8th at the Reginald Lewis Museum. Ms. Hogan noted that keynote speaker Kathleen Kennedy Townsend applauded librarians for upholding citizens civil rights in light of the Patriot Act. Ms. Townsend also shared fundraising ideas and talked about her book, *Failing America's Faithful*. Ms. Hogan also noted some of the highlights of the museum, especially the exhibit on education.

Building News. The Finksburg branch should be ready for opening in mid to late January. Ms. Wheeler recognized the excellent work of Muffie Smith and the Human Resources department in hiring a new staff for Finksburg. The staff will begin in December with the first task of shelving the collection, which is expected to arrive in mid-December. The Taneytown expansion will also be completed by January. We have suggested dates toward the end of January to the Commissioners for ribbon cuttings at both places. The Sandymount Elementary school chorus would like to participate in the Finksburg ribbon cutting. The work room furniture is scheduled to arrive by December 15. Dick Lindsay, the County's project manager and Keith Leonard, the architect have been working with the contractor to complete the project. Ms. Wheeler said that local photographer Phil Grout has offered to donate some of his photos to the Finksburg branch. There was discussion about having a community day in Finksburg like the one held in New Windsor. Ms. Muller suggested asking a local celebrity to possibly participate in that event or the ribbon cutting to raise awareness of the event.

Staff News. Taneytown Branch Manager Nadine Rosendale will be moving to Finksburg as the branch manager. Children's Services Manager Helen Sparks will replace her as Branch Manager at Taneytown. North Carroll Branch Manager Cindy Ahmann will be transferred to North Carroll to replace Lisa Hughes when she starts her work as assistant director, replacing Gail Griffith. The Mt. Airy branch manager selection process will begin soon. Mr. Knight offered to help in this process. Staff Day on November 11 was excellent. Ms. Wheeler thanked Ms. Smith and the Staff Day committee for a great job in planning the day. The Staff Association sponsored a canned food drive; and took 327 pounds of food to Carroll Food Sunday.

Other news. The Parents as Teacher program sponsored by the Local Management Board won the Judith P. Hoyer award for Most Improved Partnership. CCPL is one of the participating partners in the Parents as Teachers project. Staff recently met with Maryland Digital Cultural Heritage staff to talk about putting video from the local history project on the MDCH web site. As a follow up to the October Board meeting at Eldersburg, Ms. Wheeler reported that *Batman* won the Super Hero Election held at the branch on election day, with great excitement generated by the voters who came to the children's department to participate.

Upcoming dates. Author James Swanson will be at Eldersburg to talk about his book *Manhunt* on Thursday November 20. The next Board meeting will be at the Westminster library on December 17, the FY 2010 budget will need to be approved at that meeting. January 9, 2009 is the date for Ms. Griffith's retirement party at the Arts Center.

7a. Technology Report:

Ms. Griffith reported on Eliot Masie's Learning 2008 Conference which she attended with staff members Lisa Back and Kim Smithson, with support from LSTA staff development funding. The registration provides access to a very robust website, LearningNet, which allows participants to continue to have access to materials after the conference. It also encourages participants to connect with others with similar interests and to help design the conference, this year 400 attendees volunteered to help with the design. This year's conference emphasized using human technology to optimize ways people can learn. Speakers at the conference included Kevin Kelly, the founding editor of *Wired*; Amy Sutherland author of *What Shamu Taught Me about Life, Love, and Marriage*; Sue Gardner with the Wikimedia Foundation, and Second City Communications. Ms. Griffith showed part of Ms. Sutherland's interview with Eliot Masie to the Board. Second City Communications which is part of the Second City Comedy Club works with organizations to improve communications by using improvisation techniques. To demonstrate this Ms. Griffith asked Board members to participate in a communications exercise using improvisation. Other highlights of the conference included Wayne Hodgins, Strategic Futurist, AutoDesk who presented *Sailing into a Future of Exponential Change* which focused on the lifestyle changes among the aging baby-boomer population; Grand Rapids Community College and Fox Valley Technical College's partnership to create 14 competencies on innovation; and Wharton College's use of flip videos to engage students in learning

As a follow up to the Conference, at CCPL Staff Day staff were encouraged to learn to use flip video cameras to interview each other. The 50th Anniversary of CCPL was the subject. Ms. Griffith shared some of the videos that were taken.

Item: 9a: Preliminary FY 2010 Operating Budget

Mr. Eckard presented the director's recommended FY 2010 budget to the Board for review. The final request will need to be approved by the Board in December in order to meet the County's Budget deadline. Although the County's direction this year did not include dire advice at this point, staff approached this request conservatively. The planned County contribution number of \$8,028,552 includes a placeholder for a five percent salary increase, however, there is no firm commitment from the County for salary increases. State Aid is not increased in this budget recommendation, because it is assumed that funding will at best stay at the FY 09 funding level of \$1,038,377. With many demands on the FY 09 budget, staff decided to estimate the previous year budget carryover to \$50,000. Fine income has begun to come back to previous years' levels, that line has been increased to \$360,000. The line for interest rates is reduced by \$5,750. Due to the downturn in the economy, the budget does not include a request to the County to fund Sunday hours. A three percent maintenance of effort increase is included for mileage reimbursement, meals, service awards, and trash pick-up for

the Westminster branch, building repair and improvement; copier rental; computer maintenance, telephone and equipment; building and library supplies, volunteer program and book sale purchases (these purchases are funded by branch book sales). Line items that have been zeroed out are those that pertained to the rental property at the airpark: Headquarters rent, electricity and common area fees. Professional fees have been increased in expectation of an increase in this area, including auditing fees. Items that remain the same are book and material purchases. Mr. Eckard pointed out that our materials budget can probably sustain zero dollar growth for a year or two but after that, not having any additional money added to the budget will be a cause for concern in our ability to purchase materials for our customers. There was discussion about Finksburg expenses. Finksburg will add about \$470,000 in additional salary expense annually. CCPL received full salary funding for Finksburg for FY 09. At the end of the fiscal year, the library will reconcile with the County and return any unused Finksburg funds, although some has been spent on materials management and technical services staff needed to select and prepare new items for the branch.

9b. Board By-laws Discussion

Ms. Wheeler said that the Board's bylaws are in need of a revision. She recommended that the Board form a committee of members and staff to bring a recommendation back to the full Board for consideration. Ms. Muller and Ms. Campanella volunteered to work with Ms. Griffith to put together a revision. They will use the Open Meetings Act, State of Maryland laws pertaining to libraries and *Robert's Rules of Order* as guidelines. The Board agreed to form the committee.

Additional Item:

Ms. Wheeler asked the Board to consider an additional item. The Local Management Board (LMB) has asked that we partner with CCPS and the LMB to apply for United Way funding for the Parents as Teachers grant. A letter from the Board stating support will be needed. The Parents as Teachers program is making significant progress toward the goal of increasing early learning.

Mr. Soisson motioned to approve the partnership. Mr. Herring seconded. Approval was unanimous.

10. Close Meeting to Discuss Personnel Matter

Ms. Campanella motioned to close the meeting to discuss a personnel matter. Mr. Soisson seconded. The meeting closed at 9:50 p.m.