

**Carroll County Public Library
Board of Trustees Meeting
Headquarters
Wednesday, November 18, 2009**

Minutes

1. Roll Call and Declaration of Quorum

Mr. Knight called the meeting to order at 7:03 p.m. and announced there was a quorum present.

Present:

Board:	Kathleen Campanella Keir Knight	Todd Herring Nancy Lynch	Gilda Hogan Richard Soisson
Staff:	Tony Eckard Scott Reinhart Lynn Wheeler	Lisa Hughes Muffie Smith Ann Wisner	Bob Kuntz Stephanie Szymanski

2. Minutes of October 21, 2009

Ms. Lynch moved to approve the minutes of October 21, 2009. Mr. Herring seconded. Approval was unanimous.

Mr. Knight noted that on October 21, 2009 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 6:13 p.m.

3. Financial Statement

Mr. Eckard reviewed the Carroll County Public Library (CCPL) summary of the financial statement ended October 31, 2009. Mr. Knight asked about the \$135,000 in salary savings. Mr. Eckard said that filling vacancies will slow the salary savings. Ms. Smith said that there are two positions open at this time, the Library Associate II position at Westminster and a Circulation position in Finksburg. We are approaching this year and next with uncertainty about budget cuts. Any savings we can accumulate now will help us deal with cuts in the future.

4. Correspondence and Announcements

There was no correspondence or announcements.

5. Citizen's Time

No citizens were present.

6. Director's Report

Ms. Wheeler reviewed the Director's Report. CCPL was notified that the Baker Foundation would not consider our grant request for funds to support the Westminster sculpture in the park project. Due to a reduction in the Foundation's income available for distribution, they are only funding art organizations this year.

Branch Activity

Circulation was up 14.9% in October and 13 % for the year. So far this year, circulation at Taneytown is up 19.3%. Westminster's circulation is down 7.3%, most likely due to the opening of Finksburg. We have had 419,068 visits through October.

Facilities and State Capital Grant Projects Update

Ms. Wheeler and Mr. Reinhart attended the CC Environmental Advisory Commission meeting to respond to the Westminster Tree Commission's letter regarding the plan to remove some trees at the Westminster branch park. They asked that two heritage trees slated for removal following the second tree study, be considered for retention based on the results of further study. Tree Commission member Brian Rhoten offered to do a gratis aerial study of the trees. We agreed that if the study shows the trees are healthy, the landscaping plan would be reworked to include them.

Proposals for the Westminster Train Wall are due back on Friday, November 20, 2009.

Staff met with Scott Moser from Building Construction and Cecilia Devilbiss, County Budget Analyst regarding the Eldersburg drive up window and driveway cut through. Due to changes in State groundwater requirements, the project at Eldersburg may be more costly than originally planned. Keith Leonard, architect for the Finksburg branch, will create a detailed construction plan. Depending on cost, the project will probably need to be split into two phases, with the second parking lot entrance as the first priority, because we cannot offer drive up service without that.

The County has agreed to pay for sound baffling in the meeting room at Finksburg, which has an echo due to the high ceiling, making it very difficult to hear speakers.

The new day care van, Storytime Express, will make its debut at the Westminster "Miracle on Main Street" holiday parade on the Saturday after Thanksgiving. We are planning a ribbon cutting for the new van at the Carroll Child Care Center located in the old school across from the County Office Building.

Staff Day 2009

Ms. Wheeler thanked Mr. Soisson for attending staff day. Mr. Soisson said that staff appreciated the 9 a.m. to 2 p.m. day and noted that the number of hourly staff attending showed that staff view the day as worthwhile. The agenda included a presentation on green initiatives and best practices, and a talk by Leo Bretholtz, author of *Leap Into Darkness* about surviving during the Nazi regime. Customer Service Awards went to Kendal Hopkins, Christine Kirker

and Stephanie Szymanski. The Spirit of CCPL Award went to the Westminster Branch. The Risk Taker's Network award went to the Westminster Branch. Ms. Wheeler said the other RTN nominee was Heather Owings for the alternate reality game.

Other Activity

The Westminster Kiwanis is providing funds for our Come Learn with Me initiative for young children and parents. This program was developed by Carroll County Public Schools; however, they currently have a waiting list. Since library branches are open in the evenings and on Saturday, we will be able to accommodate more participants. Lisa Hughes and Lynn Wheeler will be attending the Kiwanis meeting on December 3 to accept a check for \$600 for this new initiative. We hope to have a continuing relationship with the Kiwanis.

Ms. Wheeler was asked to represent public libraries at the National Endowment for the Humanities' (NEH) evaluation of the Maryland Humanities Council. She expressed our appreciation of the Maryland Humanities Council's (MHC) "prodding through opportunity" with such offerings as the well-received Martin & Malcolm program held at the Carroll Arts Center last year, in partnership with McDaniel College, and other organizations in the county. The MHC and the NEH seem interested in developing more partnership opportunities with libraries along the lines of the Lincoln Exhibit that was on display at the Eldersburg branch in 2008.

Keir Knight, Jill Kartalia and Lynn Wheeler participated in the 85th Anniversary celebration of the Carroll County Chamber of Commerce on October 22. As the incoming president of the Chamber Board, Nancy Lynch was involved in planning and presiding over the event.

The Bart Walter studio tour was well attended and very successful.

Upcoming events include the next Board meeting on Wednesday, December 16 at the Westminster Branch. Library Legislative Day is scheduled for February 10, 2010 in Annapolis.

Westminster branch volunteer Bill Hiatt will attend the January, 27, 2010 board meeting. Ms. Muller is preparing a proclamation for the occasion.

7a. Board Report – Maryland Board of Library Trustees Manual

Mr. Knight reported on the Annual Maryland Library Trustees/ Citizens for Maryland Libraries event on November 7 in Baltimore. He enjoyed meeting interesting people throughout the state who have been involved in libraries for many years. The newly revised Trustees Manual was presented at the event. Mr. Knight distributed copies to Board members. The new manual has many links to documents that will be updated and easy to access on the Internet. Ms. Wheeler thanked CCPL Board members for being a part of the update process and thanked Paula Singer and her staff for their work on the project. Mr. Knight gave a highlight of important information and changes to the manual. This included Laws Governing Public Libraries, teamwork, roles such as advocacy, community representation and support for the library, meeting attendance and intellectual freedom. Laws about open meetings were discussed. Mr. Knight reiterated that no discussion on library issues should take place outside of a scheduled Board meeting when the majority of the Board is present. Other highlights included meeting

planning and prudent care in fiduciary matters. Mr. Knight was surprised to hear that some library boards have trouble engaging members. He thanked the CCPL Board for their active participation at meetings and encouraged them to always feel free to ask questions at meetings and share opinions.

CCPL's policies will be incorporated into the new manual. It was decided that board members would bring their out of date Trustee manual to the next Board meeting for recycling. Throughout the year, we will incorporate CCPL specific policy links into the new State manual as they are discussed and updated by the Board.

7b. Polaris Review

Scott Reinhart and Bob Kuntz reported on the Integrated Library System (ILS) selection process. The process began with four product demonstrations: SirsiDynix, Koha, Polaris and Innovative Interfaces. Following that, a Request for Proposal (RFP) was developed by the Carroll Library Partnership (CLP), which includes CCPL, McDaniel, Carroll Community College, Chesapeake College, Talbot County Library and the Maryland Department of Health and Mental Hygiene Libraries. Six responses were received. A team reviewed the responses, and scored them on functional specifications, product reviews, references, price and platform. The group decided that Polaris gave the partners the most functionality and performance for the price. The schedule for implementation was reviewed. We plan to go live with Polaris on May 27, 2010. Scott Reinhart presented a catalog demonstration video from Polaris. One feature of the new system is that customers will be able to keep lists of books they read if they so choose. Staff training on the new system will begin in February. The migration will include a review of technical services work flow in order to take advantage of all the functionality Polaris has to offer. The Board thanked Mr. Reinhart and Mr. Kuntz for their presentation.

9a. Sculpture and Park Project Update

Ms. Wheeler updated the Board on the Westminster Branch Park and Sculpture project and pointed out the spot where we hope to place Bart Walter's Wild Imaginings, which will be an important component of the Main Street arts district initiative. We have contracted with Pam Zappardino to help CCPL staff connect with the arts community in bringing sculpture to the park. Mr. Walter's open studio event was an excellent opportunity to introduce people to the project. An immediate result of that introduction was that CCPL received a \$1,000 check from Priscilla Teeter and \$1,000 from the law firm of Hill and Barnes towards the effort. Ms. Zappardino and library staff will follow up this introductory effort with visits to Main Street businesses and other stakeholders to engage them in the project. Staff has created a list of donor levels. Our first Epic donor is Mr. Walter who is discounting the piece by \$45,000. Major supporters of \$10,000 and more will be recognized on the granite base of the sculpture. There will also be a plaque installed in the park for donors giving \$1,000 or more. The acquisition of Wild Imaginings will cost \$100,000. It is estimated that the remaining four sculptures can be commissioned/purchased for \$100,000. To date we have raised \$10,000 toward the purchase of Wild Imaginings. She noted that County and City staff members are excited about the project and its capacity to bring visitors to Main Street. The board gave suggestions on businesses and organizations that we should approach for support. Board member Joyce Muller suggested that Ms. Zappardino write an article in *Carroll Magazine* about the project. Mr. Soisson, who is on the Arts Council board, will continue to take

information to them on the project. There was additional discussion on how to promote the effort and ways to advertise it to the rest of Carroll County.

10a. FY 2011 Operating Budget

Mr. Eckard and Ms. Wheeler gave an overview of the proposed FY 2011 Operating Budget. The direction we have received from the County makes it clear that the best we can hope for is flat funding. We do not know what will happen with FY 11 State Aid. Fortunately, FY 10 State Aid to Libraries was not cut at the November Board of Estimates meeting. We will have to wait for the General Assembly session to see how things fall out for 2011. Ms. Wheeler noted that State Aid for Libraries has been held at \$14 per capita for two years. There is still concern that the State could pass some portion of State Teachers Retirement System costs to the counties.

The director's recommendation to the Board is for flat funding with some adjustments to specific budget lines. The recommendation includes a guarantee of \$100,000 in carryover to the County to cover a portion of our capital budget requests, such as technology replacement funding or matching funds for the FY 11 State Capital grants. Staff also recommended raising fines to \$.25 per item per day for all items (except DVDs and games which would remain at \$1 per day per item) beginning July 1, 2010. This fine rate is equivalent to the rate at Baltimore and Harford counties. Ms. Wheeler said that the County is looking for agencies to find ways to generate revenue.

Discussion followed with respect to carryover and fees. Staff noted that in September 2006, we implemented email notification of one day prior to due date as a way to notify customers in advance that they may accrue fines.

Ms. Wheeler noted that the Sunday hours request is still part of the budget request, although we are not requesting funding for it. She wants the Budget Office and Commissioners to remember that although we have never offered this service, it is one that our customers would like to see and is very popular in neighboring counties. We do not want to cut services because we may never get funding back to restore them. It is hard to get money back once it is gone.

Mr. Eckard reviewed the rest of the proposed line item changes noting the overages in mileage. A large part of this is due to that fact that the Facilities Manager has to use his personal vehicle to travel from branch to branch. Ms. Wheeler said staff is working with Dave Reese, chief of Fleet Management to partner in purchasing a vehicle for Mr. Sheets to use that would be eligible for gas and repair at County Fleet. This may help reduce the mileage line by a significant amount.

Mr. Soisson moved to approve the FY 2011 Operating Budget and to increase fines to 25 cents on July 1, 2010. Mr. Herring seconded. Approval was unanimous.

10b. Change to Service Awards

Ms. Smith asked the Board to approve changing the way years of service are calculated for service awards. Currently, if a staff member retires and then comes back as a substitute, we are

adding those years to their full time years of service, so if a person with 25 years retires, comes back and works another 5 years, we consider that they have been here 30 years, in which case they receive a \$150 award. Staff proposed to the board that years of service following retirement be counted separately, not added to years of service prior to retirement.

Ms. Campanella moved to approve the change to the way years of service is calculated for service awards. Ms. Lynch seconded. Approval was unanimous.

Ms. Lynch proposed that we add an agenda item to a future Board meeting to discuss succession plans for Board members. She noted that it is the Board's responsibility to have this in place and it would be a good thing to discuss.

Ms. Hogan suggested that meetings be critiqued to find innovative ways, possibly with technology, to present some of the information that is currently being brought to Board meetings, so the meetings can be streamlined.

11. Close Meeting to Discuss a Personnel Matter

Ms. Lynch moved to close meeting to discuss a personnel matter. Mr. Herring seconded. Approval was unanimous.

The meeting closed at 9:47 p.m.

12. Adjournment

Mr. Soisson moved to adjourn the meeting. Mr. Herring seconded. Approval was unanimous.

Meeting was adjourned at 10:00 p.m.

Keir Knight
President