

**Carroll County Public Library
Board of Trustees Meeting
Wednesday, December 17, 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
Keir Knight
Richard Soisson

Todd Herring
Nancy Lynch

Gilda Hogan
Joyce Muller

Staff: Tony Eckard
Christina Kuntz
Lynn Wheeler

Gail Griffith
Scott Reinhart
Ann Wisner

Bryan Hissong
Stephanie Szymanski

Ms. Lynch read the following statement: on November 19, 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 9:50 p.m.

2. Minutes of November 19, 2008

Ms. Muller moved to accept the Minutes of November 19, 2008. Mr. Herring seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard reviewed the Carroll County Public Library (CCPL) Financial Statement dated November 30, 2008. The income statement reflects overall \$104,000 ahead of budget, based on carryover from FY 08 being \$74,000 better than budgeted. Expenses reflect salaries to be \$216,000 under spent, which is overstated because of forward funding for Finksburg. Some of this will be returned to the County. Professional fees are overspent, activity in this item has been driven by the Westminster renovation. Funds drawn out of the foundation account will be used for reimbursement of this item. Building repair continues to be overspent because we are still waiting for First Potomac to return the security deposit from the airpark building. Building improvement is overspent due to the purchase of much needed lighting for the Mt. Airy branch. This will be adjusted later in the year. Computer maintenance is overspent due to the timing of several invoices but budget will catch up. Materials and library supplies reflect one-time set up for Finksburg, the materials budget continues to be on pace with last year. Equipment is overspent but budget will catch up. Staff was anticipating that spending

for the Westminster renovation would happen later in the fiscal year. Mr. Herring asked if some carryover was put in line items for audit purposes. Mr. Eckard said that it was allocated in professional fees, furniture and equipment. Special Funds reflect that invoices for the ebook consortium have been paid. Staff will be bringing a recommendation to the Board regarding the Internet service in January. Restricted Funds reflect addition of \$10,000 in new revenues, mostly for the Maryland Elearning 4 grant. New expenditures include \$24,000 for YRead program, the PAT grant; Maryland Elearning 5, and Creating Connections. Activity in the Teens Connect grant is winding down.

5. Correspondence and Announcements

There was no correspondence or announcements.

6. Citizen's Time

No citizens were present.

7. Director's Report

The Director's Report was reviewed. Ms. Wheeler noted that all branches are very busy with circulation up 4.5 percent. System-wide visits were at 76,000. All Career and Technology Education programs were well attended. Ms. Wheeler recommended everyone look at the Main Street window that won the Westminster Mayor's cup. The County received the Use and Occupancy permit for Finksburg after the lobby floor was redone by the contractor. Staff are getting ready for the books to arrive today. The next shipment will arrive on Monday, December 22. The Finksburg ribbon cutting will be at 10 a.m. on January 28, 2009; the Taneytown expansion ribbon cutting will be at 1:30 p.m. on the same day. CCPL staff met with staff from the Bureau of Facilities today about the Westminster renovation. A major electrical upgrade may cause closing of the branch for one week. Mr. Knight asked if Finksburg will be open when this closing occurs. Ms. Wheeler said it probably will not, but since the Bureau of Facilities is doing this work we need to be willing to work with them and their schedule as much as possible. Mr. Knight said the new lights in the Mt. Airy meeting room were great. CCPL is still in the running with two State capital grants and the County is as committed as it can be at this point. Assistant State Superintendent of Library, Irene Padilla will take our grant requests to the Maryland Department of Public Works in early January.

Internet Service Provider (ISP) Business Follow-up

Ms. Wheeler followed up the discussion from the November meeting regarding the state of CCPL's ISP business. This service was developed 15 years ago to sell the excess capacity we had at the time and to recover some of the costs of building and maintaining the Internet infrastructure. Mr. Eckard created a report that pulls out of Special Funds all costs that CCPL would have to support regardless of whether we offer dial-up Internet service for a fee. With those costs removed we are at a break-even point, though the trend continues to head toward less revenue. We are committed to AT&T phone lines through February 2010. Staff members will bring a recommendation to the Board in January as to whether or not we should continue

the ISP business after that date. By requesting a decision early, we will allow time to help customers find alternatives to the service. A major factor that has added to our FY 09 phone line costs is that Verizon has not completed the installation of the fiber connection to this building. That should happen in January. Until then we are paying additional charges of \$6,000 per month that we split with the school system. Fortunately, we are able to apply for e-rate funds for these charges. Mr. Herring thanked staff for looking into this and following up from last month.

The new Point of Sale (POS) equipment has been installed and is running at the Mt. Airy branch. It will go into Finksburg next and Eldersburg shortly thereafter. We will start the County bill and permit pilot project at Eldersburg after the equipment is installed and staff has been trained. Mr. Eckard has been working on a Request for Proposal (RFP) for auditing services. Mr. Herring will help to evaluate the proposals we receive.

Upcoming dates: Friday, January 9, 2009; Gail Griffith's retirement party. Thursday, January 15, 2009; State of the County Luncheon. Wednesday, January 28, 2009; Finksburg Ribbon Cutting at 10 a.m., Taneytown Ribbon Cutting at 1:30 p.m. and the Board meeting at Headquarters at 7 p.m. Wednesday, February 4 – Library Legislative Day in Annapolis

Ms. Wheeler and the Board thanked Ms. Lynch for her excellent work during her two years as President.

7a: Westminster Branch Report

Branch manager, Christina Kuntz welcomed everyone back to the Westminster branch. She introduced Bryan Hissong, Library Associate II, who was in attendance representing the Staff Association. Highlights from the branch this year include a pilot program called Family Fun Night with Cranberry Station Elementary School. There were 350 people in the branch. A customer said the library should be like that every night. Staff plans to host more family fun nights this spring. The Ghost Walks, which have grown in popularity every year, had a record year, all walks were filled immediately and staff added an extra one. Staff members recently revamped the video presentation and included an unexpected visit to Cockey's Tavern. The old Jail (now houses Junction, Inc.) may be included in the walk in the future. Other programs included Mariachi Madness in the Courtyard, a new Mystery Book Club in addition to the Classic Book Club; and participation in Flower and Jazz, Fallfest and holiday parade activities. Staff members once again participated in the Main Street holiday window decorating contest. This year, the window won the Mayor's Cup for the third time! Ms. Kuntz also updated the Board on use of the DVD machine. At this time, 40 percent of the branch's on-shelf collection is out and 33 percent of the DVD machine's collection is out. Staff is very proactive about helping customers use the machine and feedback has been positive.

Renovation plans are moving forward. Much of the behind scenes work has been done including selection of furniture and fabric and purchasing of shelving. The new service desks will take up minimal branch space and reflect the use of roving reference service. County staff met with library staff to discuss the work schedule. The tentative start date is January 12. The County plans to upgrade the electrical service first, this will require closing the

branch for one week. There will be two to three months of ceiling and wall work throughout sections of the branch. New carpet and shelving installation will require another closing in the spring. The ultimate goal is to have the interior renovation completed before summer reading starts in June. During branch closings, staff is offered the opportunity to work at another location or take leave if they prefer.

7b. Technology Report

Ms. Griffith gave the Technology Report which featured the Interwrite Pad now being used by CCPS classroom teachers. It is a handheld smart pad device that works with Bluetooth. A teacher can walk around the classroom with the Interwrite Pad, which will overwrite what is shown on the screen. There is potential to use this for adult instruction and meeting facilitation. It can be used with a PC or MAC. The price is \$300. A first grade class in New York won an Interwrite Pad contest by creating an ad for the device. Ms. Griffith showed the very creative ad on YouTube.

The Espresso Book Machine is an on-demand book press that can make a book in 12 minutes. It is currently being used in Australia by the Angus and Robertson book store chain. Ms. Griffith showed a video made by the book store. A few years ago Random House invited CCPL staff to see a similar, but much larger machine. It's quite possible that in the future the machines will be small and manageable enough for use in public libraries. The New York Public Library has one in its Business and Science library, it is used to print titles that are in the public domain only. Ms. Griffith also showed a website called blurb.com where users can create their own book. The Teens Connect group from Carroll County and Estonia created 18 copies of a book of their blogs on the experiences they shared this past year. Ms. Griffith passed a copy of it around. The hardback version cost \$35 and a paperback version would cost about \$15.

Celebrate Gail Griffith's Retirement

This being Ms. Griffith's last Board meeting before retirement, Ms. Muller read a wonderful tribute honoring her for 30 years of service to CCPL. (Attached).

Ms. Griffith thanked the Board for their unfailing support of staff and intellectual freedom over the years.

9a. FY 2010 Operating Budget

Mr. Eckard presented the Director's proposed FY 2010 budget for approval. The County appropriation is unchanged at \$8,028,552 which includes five percent towards salaries. However, this is just a placeholder and has not been incorporated into the budget lines. The State aid appropriation is left unchanged from FY 09 at \$1,038,377 since there has been no information received from the State. However, the following changes were made to the draft the Board previewed in November: the carryover line was increased from \$50,000 to \$100,000 to allow for the library's share of matching funding should CCPL receive State Capital Grants for two projects still in the running for funding. After considering the current economic atmosphere, anticipated fine revenue was dropped from \$330,000 to \$319,000.

Finksburg sales and gifts were added but no allocations were made for these two items. The service award line item was increased from \$2,815 to \$4,200 based on the number of staff that will be reaching milestones in FY 10. Staff plan to carryover \$10,000 in professional fees and keep the line item at \$27,280. The request for proposal for auditing services will be ready by the end of December. Postage has been increased due to increases in vendor prices. Telephone has been increased by three percent. A change to the software line was made to realize the true cost of catalog enhancements that were added several years ago, the ongoing cost of that goes up as items are added to the catalog. There was discussion about the strategy of keeping Sunday Hours in the budget and the realization that the five percent salary increase seems unrealistic. The budget office made it clear that the five percent towards salary adjustments is a placeholder only. Sunday Hours remains in the budget although no allocation is requested.

Mr. Soisson motioned to approve the FY 2010 Operating Budget. Mr. Herring seconded. Approval was unanimous.

10a. Bank Resolution

Mr. Eckard asked the Board to approve a resolution to increase the credit limit for CCPL's purchasing card. The purchase cards offer great efficiency. At this time the limit is \$80,000. However, we have to designate limits to each card holder. The limits are set to give them the resources they need for their particular activities. Due to the overall limit, this often means shifting amounts between cards from month to month to meet spending needs. The bank will allow us to have a limit of \$135,000. With Finksburg being added and the Westminster renovation underway, we would like the additional flexibility the increased limit would provide. Therefore, staff is asking the Board to approve the increase to \$135,000. We never carry a balance on the card and we can view transactions online at any time. If the Board approves, Board officers would have to sign a corporate resolution that would give Ms. Wheeler and Mr. Eckard individual authority to execute this action with the bank.

Ms. Campanella moved to approve the Bank Resolution to increase the Visa purchasing card credit limit to \$135,000. Ms. Muller seconded. Approval was unanimous.

11. Adjournment

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

Ms. Lynch passed the gavel to Mr. Knight, who will begin his term as Board President on January 1, 2009.

The meeting adjourned at 8:50 p.m.

Todd Herring
Secretary/Treasurer

Cataloging the Work of Gail Griffith

The Library, especially this fine one located in Westminster, has long been my sanctuary, a treasure house beyond compare. This branch, formerly located two blocks east, and the other branches that form Carroll County Public Libraries, enjoy a legacy of exceptional leadership. Our own Gail Griffith now joins that legacy and we honor her tonight for 30 years of professional service in this County providing public services and staff development.

The Challenge: How to define Gail? What would CCPL Classic Catalog state?

Gail Griffith has held three professional library jobs in two public library systems. Her first job was a children's librarian where she learned to be a master storyteller. She left the library and freelanced as a storyteller for a couple of years. She joined CCPL on October 2, 1978 to drive an early-childhood bookmobile that delivered services to licensed family child care providers and helped design a variety of programs for young children, their parents and caregivers. She was promoted to CCPL assistant director in 1983 and appointed deputy director in 1997.

She earned her Bachelor of Arts degree in Sociology from Otterbein College, a strong independent liberal arts college in Ohio (Go Cardinals!); and two master's degrees: a Master of Library Science degree from the University of Maryland and a Master of Science degree in Organization Development and Human Resources from The Johns Hopkins University.

Gail also provides consulting services in organization development to a variety of public library, local, government, and nonprofit agencies through the U.S. She has worked with Maryland's state library agency to develop and deliver Learning Libraries, a themed project focusing on leadership and teamwork training throughout the State. She has also developed and led a Leadership Academy for all levels of library staff and as a strategic planning consultant for several State public library systems.

These are the facts. Gail also is a Virgo, born in the Zodiac year of the Rabbit; lives in Glen Burnie, and the very proud Mother of Alix, a Barnard graduate. Gail loves music, films, cooking, and Manhattan. But I wondered what would Gail's Word Cloud on Aqua Browser suggest about this library diva?

Here are some words to consider: Teacher; Resource; Journey; Coach; Mentor; Study; Friend; Difference; Rights; Development Future; Saint (well, maybe not).

As trustees we know that Gail can stretch the most rigid techno phobic minds into soulful masters of onboarding and e-learning. Remember the "e" stands for Experience. She "kindles" our exuberance for what's next and redefines librarians' role as information miners.

Therefore, Marion the Librarian learned to love 76 trombones in River City, and Librarian Nancy Pearl is known for book lust, but booklovers from Eldersburg to Taneytown to Mount

Airy unite to celebrate our Librarian Gail Griffith. She keeps us discovering our own humanity through the resources of CCPL.

Finally, from Shakespeare's The Tempest: "My library; Was dukedom large enough."

Thank you our Duchess Gail for your service. On behalf of this Board, keep each and every one of us as recipients of your podcasts.

- Trustees of Carroll County Public Library

December 17, 2008