

**Carroll County Public Library
Board of Trustees Meeting
Westminster Branch
Wednesday, December 14, 2011
Minutes**

1. Roll Call and Declaration of Quorum

Ms. Hogan called the meeting to order at 6:58 p.m. and declared there was a quorum present.

Present:

Board:	Kathleen Campanella	Todd Herring	Gilda Hogan
	Keir Knight	Nancy Lynch	Cindy Piazza
Staff:	Tony Eckard	James Kelly	Christina Kuntz
	Brenda Proper	Scott Reinhart	Muffie Smith
	Stephanie Szymanski	Ann Wisner	Lynn Wheeler

2. Minutes of November 16, 2011

Ms. Lynch moved to approve the Minutes of November 16, 2011. Ms. Campanella seconded. Approval was unanimous.

Ms. Hogan read the following statement: On November 16, 2011 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 8:55 p.m.

3. Financial Statement

Mr. Eckard reviewed the Carroll County Public Library (CCPL) Financial Statement ended November 30, 2011. Cash balances are over \$ 2.1 million, \$300,000 more than last year at this point, but accounts payable are \$130,000 more than this time last year. The Income statement reflects major revenues are \$147,000 stronger than budget, but if carryover is backed out revenues are behind by \$3,400. Fines continue to lag behind budget and are almost \$19,000 behind last year's budget. Salaries are underspent by \$34,000. Retirement is over spent by \$54,900 due to the timing of this year's invoice. Fortunately the invoice is less than anticipated. Special Funds reflect 66 more county collection transactions than last year at this time. Mr. Eckard pointed out that the vehicle maintenance erate budget line was for an inactive account which will be removed from budget lines. There was an additional \$37,000 spent on eBooks for the Maryland Consortium bringing this year's total to \$117,000. Grant activity included the completion of MD eLearning 2011, Innovative Technologies and 2011 Staff Development.

Regarding capital grants, the Mt. Airy roof project should start very soon. There was some discussion about how copier leases work. Mr. Knight asked if there was any particular trend with fine income. Mr. Herring noted that it is a downward trend. Mr. Knight asked if there was any reduction in the use of meeting rooms after the Board changed the fee schedule for meeting rooms. Staff said they would bring a report to the January meeting.

4. Correspondence and Announcements

1. Ms. Wheeler sent a letter to staff members Stephanie and Sara Szymanski thanking them for a contribution to the Mary Lou Dewey Sculpture Park in memory of their husband/father, Robert C. Szymanski.
2. Ms. Wheeler sent a thank you letter to Tim Bryson, owner of the now closed Locust Books, for his very generous gift to reimburse grant funds earmarked for children's books, which he was holding at the time the store was forced to close due to market conditions.

5. Citizen's Time

No citizens were present.

6. Director's Report

Ms. Wheeler introduced Westminster staff member Brenda Proper and recognized her excellent skills as a children's librarian. Ms. Proper was attending the meeting representing the Staff Association.

Circulation continues to go up with a slight increase of 0.7 percent in November. There were 83,885 visits to the branches in November.

In building news the Bureau of Facilities let us know that roof work at Mt. Airy will begin soon. The North Carroll branch renovation project is nearing completion. We hope to have a ribbon cutting after furniture arrives, possibly in March. Work on the third floor at New Windsor is moving along.

Taneytown branch manager, Helen Sparks accepted a check for \$1,015 from the local Kennie's Market. The grocery store allows customers to select an organization in the community to receive points on purchase in the form of cash. Ms. Sparks was delighted that many library customers chose the library as the place to receive their points.

Upcoming events include the January 18, 2012 Board meeting at Headquarters and Library Legislative Day on Wednesday, January 25 in Annapolis. Mr. Soisson and Ms. Lynch are planning to attend Legislative Day; Mr. Knight may attend the evening reception and expressed interest in attending the Federal library legislative day in the spring.

7a. Westminster Branch Report

Branch manager, Christina Kuntz reported on activities at the branch during 2011. Circulation is up 0.9 percent over last year. She reviewed staff changes over the year, including the hiring of Ghislaine Hockensmith as children's services supervisor. Ms. Hockensmith was previously with the Guthrie Library in Hanover, PA. She replaced Jillian Dittrich who moved into the adult services supervisor position. Ms. Kuntz prepared a slide show highlighting many programs and activities held throughout the year including an Archeology Month display. There were lots of programs held on the Booth Memorial Stage including jazz and swing dancing at the Flower and Jazz Festival, the Andy Poxon band, dance troupes, and the annual book sale. A local Shakespeare troupe held rehearsals on the stage. In June and July, concerts were offered in partnership with the City of Westminster and Coffey Music. Ms. Kuntz noted that people came to the concerts with their blankets and lunch and really enjoyed themselves. There was a birthday celebration in honor of Mary Lou Dewey, with a cake provided by her daughters Elizabeth Dewey and Ariel Harper Nave. Summer Reading programs included Tracy Eldridge's world music program and Roger Lindsay's magic show, and Brenda Proper's fairy program. Ms. Kuntz talked about the popularity of the library's tarantula, Chili Rose, who molted this summer. Celebree Learning Center presented the branch with a \$1000 check from the proceeds of their Fun Run Fundraiser. Due to significant cracks in the granite, *Wild Imaginings* had to be moved into safe storage, until new granite was put in place. Many customers came in asking where the lion was, and after the sculpture was put back in his place, customers said they were glad that he was back. Staff are looking forward to the next piece of sculpture by local sculptor, Jo Israelson. There was discussion about use of the stage when the library is closed. Anything held on the stage is coordinated through the branch. Ms. Kuntz was asked how we advertise events on the stage. We use the library's website, *Currents* and the branch's Facebook page. The City also promotes partnership events.

9a. FY 2013 Operating Budget

Mr. Eckard reviewed the changes made to the proposed FY 13 budget that was approved in November. Changes to revenues include revenue from the City of Westminster to support Sunday hours, and funds for additional security guard coverage at the Westminster branch. The City of Westminster has agreed to support 20% (\$12,000) of the cost of opening from 1:00 to 5:00 p.m. on 30 Sundays from October through April. Expenditure increases include \$ 64,000 for Sunday hours and \$23,869 for increased security guard presence at Westminster. The Westminster branch is seeing more activity that warrants security guard presence during the hours of 1 – 4 p.m. Request is for an additional 17 hours per week. Ms. Kuntz said the security guard presence helps staff in evicting customers who violate the behavior rules. One other change is a decrease to retirement expense, based on the most recent bill from the State.

Mr. Herring moved to accept the Director's Recommended FY 13 Operating Budget.

Ms. Lynch asked if CCPL has ever had Sunday hours. Ms. Wheeler said no. Ms. Campanella said the topic of Sunday hours has surfaced before and there is desire but it is a financial issue. Mr. Knight said he could see the park being the site of more activities on Sundays. Mr. Knight asked if the City needs to vote on their appropriation. Ms. Wheeler said they already have. Mr. Knight said that shows a commitment from the City and the business community. The Mayor has approached Commissioner Roush to let him know the City would like the library to be open as an economic driver. Ms. Campanella asked how this will work in terms of human resources. Ms. Smith said that regular staff would not be counted on to work Sundays, but could if they wanted to. Additional hourly staff would be hired to cover Sunday hours. Ms. Lynch noted that the majority of commissioners would have to approve this request. Commissioner Howard has already expressed interest in Sunday hours.

Mr. Knight seconded Mr. Herring's motion. Approval was unanimous.

10. LSTA Grant Proposals

Mr. Kelly reported that we were notified by the State at the beginning of December that they would be offering an LSTA grant opportunity, but that applications had to be submitted by January 6, 2012. Mr. Kelly gathered ideas from the staff. Based on that information, we propose to submit seven grant applications, including a staff development grant. Staff asked for Board approval in concept so the grant applications can be submitted to DLDS before the January 6, 2012 deadline. Staff development funds would be used to cover tuition reimbursement requests and conference attendance in excess of the current budget. Mr. Kelly described the six innovation grant ideas to be submitted into the competitive process: A Catalog and collection interactive game initiative to tie in with summer reading; marketing to help with strategic plan goals; readers advisory to build on the success of Book Lover's Day; STEM lecture, possible speakers include Neil deGrasse Tyson from the Hayden Planetarium and Jane Rigby from NASA's Goddard Space Flight Center; small business support in response to the Commissioners' interest and partnership with the Community College; and purchase of Kindle Fires devices for each library system as a continuation of the e-reader initiative. Ms. Lynch asked if six is a lot to request. Mr. Kelly said the State is glad that we have good ideas and they are pleased with the work that CCPL does. Last round, all six of the grants we submitted were approved. Ms. Wheeler noted that the State requires us to prioritize the grants. Mr. Reinhart noted that CCPL is known at the State level for being able to turn these types of grant funded projects around quickly.

Mr. Herring moved to approve the LSTA grant proposals to be submitted to DLDS. Ms. Lynch seconded. Approval was unanimous.

Ms. Wheeler thanked the Board for approving the staff's grant proposal ideas. Ms. Hogan said they are good topics, including STEM and purchase of Kindle Fires. Mr. Herring asked what happened to the stolen iPads. Ms. Wheeler said at this time there has been no recovery.

Ms. Wheeler asked the Board to approve a grant application for the eBook Summit which was held on November 30. Over 300 people attended the event. The State asked CCPL to handle the grant.

Mr. Herring moved to approve the eBook Summit grant application. Ms. Piazza seconded. Approval was unanimous.

11. Adjournment

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

The meeting adjourned at 7:56 p.m.

Gilda Hogan
Vice President

Subsequent action - In response to a 12/16/11 email vote request from the director, Board members unanimously approved a staff holiday bonus to be paid on December 20, and two bonus personal leave days to be used between February 20 and December 31, 2012. The bonus recommendation follows action by the Commissioners giving holiday bonuses to County staff and closing two days during the holidays. In both cases, bonuses are being funded through payroll savings.