

**Carroll County Public Library  
Board of Trustees Meeting  
Headquarters  
February 22, 2017  
Minutes**

**1. Roll Call and Declaration of Quorum**

Ms. Campanella called the meeting to order at 7:02 p.m. and declared there was a quorum present.

Present:

Bill Bates	Kathleen Campanella	Leza Griffith
David Peloquin	Cynthia Piazza	Karen Soisson

Staff Present:

Kristen Bodvin	Jenna Dickerson	Tony Eckard
Kendal Hopkins	Bob Kuntz	Denise Laird
Lisa Picker	Muffie Smith	Dorothy Stoltz
Stephanie Szymanski	Lynn Wheeler	

Also Present: Ted Zaleski, Director of Carroll County Management and Budget

**2. Minutes of December 14, 2016**

*Ms. Piazza moved to approve the Minutes of December 14, 2016. Ms. Soisson seconded. Approval was unanimous.*

**3. Financial Statement**

Mr. Eckard reported on the financial statement ended January 31, 2017. Cash balances are at \$2.8 million and are comparable to this time last year. Revenues are ahead of budget by \$35,000. Fines are behind last year's pace by \$11,000. Falling fine revenue will be factored into next year's budget. Expenditures reflect salary savings of \$158,000, a significant portion of which is due to budgeted salary for Passport service, which is not as robust as we had anticipated. This year's state retirement invoice was less than budget. There was normal activity in grant and special funds. There was discussion on getting the word out about Passport service. Mr. Eckard thanked Board members and staff members who contributed to Mary Lou Dewey Sculpture Park. All community investment tax credits were placed. Ms. Campanella thanked the staff for obtaining the tax credits and noted they were a tremendous encouragement for donors.

**4. Correspondence and Announcements**

a. Ms. Wheeler welcomed Karen Soisson to the Board and shared the official notice of her appointment.

b. We received a letter from TING committing to \$20,000 in support for the Westminster branch makerspace project.

Ms. Wheeler introduced Kendal Hopkins, representing the Staff Association. Ms. Hopkins works in the Materials department and buys all adult fiction. Wheeler noted that Ms. Hopkins is an accomplished artist, who did the painting on the cover of the spring *Currents*. Ms. Wheeler also introduced Outreach staff members Jenna Dickerson, Denise Laird and Kristen Bodvin.

## **5. Citizen's Time**

Ms. Campanella asked Mr. Zaleski to give an update on current County budget information. Ms. Wheeler noted Mr. Zaleski's excellent presentation on the state of the budget at a recent Chamber luncheon, which Mr. Peloquin co-sponsors each year. Mr. Zaleski reported that talks regarding the budget have not yet started with the Commissioners but work behind the scenes is taking place. For the first time in a long time the revenue picture for the upcoming six years is looking noticeably better. There will be time for bureaus and agencies to make their cases for additional needs in the spring. Budget presentation dates have been set at library branches. The Board thanked Mr. Zaleski for the overview.

## **6. Director's Report**

Ms. Wheeler welcomed Ms. Soisson to her first meeting.

The Director's Report was reviewed. Circulation was down 3.9% in January and is down 2.3 % for the year. Visits are at 600,154 for the year. Streaming of audio and music increased. Through February 12, Sunday circulation is at 59,311 with 30,171 visits.

Passport transactions were reviewed. From Inception to Date: Total Transactions: 2,320; Total Passport Books: 2,241; Total Passport Cards: 143; Total Photographs: 1,441.

Ms. Wheeler thanked Mr. Bates and Ms. Soisson for participating in Legislative Day on February 14 in Annapolis.

On February 23, staff will be presenting the Westminster Branch Makerspace Project to the Commissioners and requesting their permission to accept a grant from the State Library Capital Program to start the project construction design and to apply for Phase II, the construction phase of the project. The State supplies half of the funds for each cycle of the project, the rest is supplied by a local match. Ms. Wheeler will ask the Commissioners to fund \$900,000 which is half of the local match over 3 years and library staff will fundraise for the remaining local match. Ms. Wheeler and Mr. Kuntz met with staff at the Enoch Pratt Free Library (EFPL) to get fundraising advice for the project. The project would put the unfinished 14,000 square feet in the Westminster basement to wonderful use as a community makerspace and meeting room space. Wheeler reported on two examples showing the interest in tech group projects, the MAGIC hackathon with 60 registrants held at McDaniel and a recent hackathon held at the Miller Branch, Howard County, with 100 participants. These type of programs could be held in the Westminster

makerspace space. Staff prepared a briefing paper which Ms. Wheeler shared with the Board. Ms. Griffith agreed to attend the presentation.

Ms. Wheeler thanked Vince Campanella for inviting CCPL Friends' President Sharon Yingling to speak at his business breakfast. Ms. Yingling gave an impassioned talk on Battle of the Books and the proposed makerspace. Ms. Wheeler invited all Board members to attend the upcoming Battle of the Books. The Communications Department has coordinated the efforts of the Friends, who have raised over \$13,000 to date in support of the Battles.

Over 100 staff members are now trained to administer NARCAN and 40 received CPR training.

We received word that St. John Catholic Church is planning to expand the fence along the cemetery behind the Westminster Branch.

Upcoming events include: Saturday, March 4, 10am – 12 noon, Penguin Random House Book Fair, Carroll Community College. Entrepreneur Seth Goldman, co-founder of Honest Tea and author of *Mission in a Bottle*. Wednesday, March 22, 7:00 pm- Board Meeting, Finksburg; Tuesday, March 28, 2017, 7:00 pm, Carroll Arts Center. Christina Baker Kline author of *Orphan Train*, will talk about her new book, *A Piece of the World*. Friday, May 19, 12-2 pm – Grace Lutheran Church, Celebrating America Luncheon with William J. Mann, author of *The Wars of the Roosevelts, The Ruthless Rise of America's Greatest Political Family*. Tickets are \$30 per person which includes lunch and a book. Tuesday, April 4 – Celebration of 10<sup>th</sup> Anniversary of the Learning Advantage Partnership which has been the driving force behind the Battle of the Books, we will sign a renewed MOU with CCPS, Winters Mill High School. 4:00 pm reception; 7:00 pm, author event. March – May - Battle of the Books – Schedule included in packet.

In other news: North Carroll branch manager, Darrell Robertson is offering to take passport services out to community groups/gatherings.

Ms. Picker reported that we received a staff suggestion to sell reading glasses at branches. Mr. Eckard suggested giving them away as a promotion. We set up a pilot at the Eldersburg Branch where we offered glasses in three magnifications. The pilot has been in place at Eldersburg branch for 2 ½ months. It started with 100 glasses with an even split of magnifications. The pilot has been popular. Staff are meeting with branch managers to decide whether to expand the project. We will keep the board posted on results.

### **7a. Legislative Day Report**

Mr. Bates, Ms. Soisson and Ms. Wheeler reported on Legislative Day in Annapolis. They met with Senator Gail Bates and staff representing Senator Ready and delegates Susan Krebs, Haven Shoemaker and April Rose. They also talked with Delegate Krebs at the evening reception. Ms. Wheeler noted that Mr. Thompson also attended the all-day event. Ms. Wheeler also attended Senator Ready's District 5 reception on February 20 in Annapolis. Pending library legislation includes the library reorganization bill, which would move the Division of Library Development and Services (DLDS) out from under MSDE K-12, and designate it as a separate Division. It

would be renamed the State Library Agency continuing under the Education Article with its own governing board. Senator Ready is one of the sponsors of the Senate Bill (SB-587) and Delegates Shoemaker and Rose, both members of the house Ways & Means Committee, have expressed their support of the House Bill (HB-1094). The timing is important with the current multi-year renovation of the Enoch Pratt Free Library Central/ State Library Resource Center underway, which gives us the opportunity to move DLDS staff to that campus. The other legislation - State Aid for Libraries, now in the Governor's Budget with a per capita increase of \$.46, and funding for the Library Capital Grant Program - appears to be moving forward.

### **8a. Outreach Services Report**

Outreach Services Manager, Dorothy Stoltz reported on services that started with grant funding, some of which became part of CCPL's operating services.

Day Care Van Service was started in 1975 with a grant. The service is now known as Storytime Express, has two vans and continues to visit day care sites and centers, providing storytimes and material for children. Carroll County Arts Council grant awards started in 1995. This great partnership has allowed CCPL to offer art and music programs at branches. In 2005-2007, a grant allowed CCPL to test early literacy training. The project was very successful and showed that the training made a difference in academic success. A training manual was produced based on the project. In 2007, a grant was received to support storytime peer coaching. It too received State and National attention. A book, *Supercharged Storytimes* reflects the practices that were started with the grant. We have also been working with the Local Management Board (LMB), which for many years funded the successful Parents as Teachers initiative to take curriculum to home child care providers who receive credit hours for the training. We also received a grant from the LMB to create play and learn centers at the branches and school readiness kits for Outreach. An ALA/Disney grant provided funding for crate maker stations at the branches, which were used by over 4,200 people. With the change of LMB's focus onto disconnected youths 16-24 we hope to receive grants to provide makerspace kits. We are also looking at a project using AR/VR overlays to enable a traveling exhibit of local artifacts. We hope to partner with Union Mills Homestead to use this technology to create a national model.

Ms. Stoltz introduced Kristen Bodvin, Jenna Dickerson and Denise Laird who shared information on current Outreach services. Ms. Dickerson shared a photo of the new Storytime Express which is large enough to service home child care providers, childcare centers and schools. Ms. Bodvin reported that staff are working with Coffey Music to reach out to 16-24 year olds. In December they started a program called Music-Create, Mix and Master, working with a staff member from Coffey's as a way to reach to 16-24 year olds. Ms. Laird talked about CCPL's partnership with the Westminster Boys and Girls Club which currently serves 110 kids per day with 70 on a waiting list. She takes the Maker Crates to the Club. The Club will be moving to space across from the Westminster Library. The Club's staff, Outreach and Branch staff plan on many more partnership opportunities. Ms. Piazza reported that she heard glowing reports about the VR demonstration at the Westminster Branch. The Board thanked the Outreach Staff for their reports.

Ms. Wheeler noted that Mr. Zaleski will interview authors for the LAP event on April 4.

### **8b. Overdrive Report**

Mr. Kuntz reported on CCPL's partnership with eBook vendor Overdrive and the Maryland eBook Consortium. The Consortium was created in 2004 with all public library entities in Maryland participating. Prince George's County dropped out in 2010. It was started by CCPL's Scott Reinhart and Alleghany County's director, John Taube. Overdrive was founded by Steve Potash, the company is located in Cleveland, OH although a few years ago Mr. Potash sold the company he still has significant control. He is very accessible and works hard to make regular service enhancements. There are now eBook competitors for library business but unlike the others, Overdrive supports Amazon Kindle. Since the inception of the Consortium, over 10 million titles have been circulated. So far in FY 17, 1.6 million have been circulated statewide, CCPL circulated 104,000 in FY 16, and makes up about 5% of the statewide circulation. Last year the Consortium received over \$100,000 in DLDS grants to purchase content, since we have trouble keeping up with the demand. Overdrive titles have been integrated in the catalog. Mr. Kuntz demonstrated how to access Overdrive titles and check them out through the catalog. He also showed the new activity dashboard created by Overdrive.

Ms. Wheeler thanked Mr. Kuntz for taking over coordination of the Consortium after Mr. Reinhart's retirement. In honor of Mr. Reinhart's work, Mr. Potash's foundation, Believe in Reading, gave \$10,000 over three years to support Battle of the Books. Ms. Campanella thanked Mr. Kuntz for keeping us ahead of the curve. The Board thanked Mr. Kuntz for his report.

### **10a. Strategic Plan Update**

Joe Thompson presented information on the Strategic Plan for FY 18-20. The team is comprised of a dozen staff members, a third of the members have been involved in this process before. The first meeting was held at the end of January. Mr. Thompson said he learned a lot about strategic planning through his work as President of the American Library Association's (ALA) Reference and User Services Association (RUSA). Primary research for CCPL's plan includes the current strategic plan FY15-17; annual reports from FY 15 & 16 and CCPL kiosk survey reports. Secondary research included articles, including the Aspen Institute's Libraries in the Exponential Age and the Pew Research Center's How the Public Grades Libraries-and Uses Libraries. Team members are currently reviewing these documents and will be sharing their ideas at the next meeting. Mr. Thompson asked Board members to review some of the secondary research materials and come back to the March Board meeting with any thoughts they would like to share. Next steps include internal and external surveys on public perception of CCPL. Mr. Peloquin suggested including in-branch survey collection to be sure to get an extensive review. Mr. Thompson asked the Board to also participate in a brainstorming session in May. The Board thanked Mr. Thompson for the report.

**11. Adjournment**

*Ms. Piazza moved to adjourn the meeting. Ms. Griffith seconded. Approval was unanimous.*

The meeting adjourned at 8:56 p.m.

Kathleen Campanella  
President