

**Carroll County Public Library
Board of Trustees Meeting
Finksburg Branch
March 22, 2017
Minutes**

Ms. Picker gave an overview of branch activity featured in the slideshow.

1. Roll Call and Declaration of Quorum

Ms. Campanella called the meeting to order at 7:06 p.m. and declared there was a quorum present.

Present:

Kathleen Campanella	Joyce Muller	David Peloquin
Cynthia Piazza	Karen Soisson	

Staff Present:

Jen Bishop	Tony Eckard	Melanie Fitz	Doris Keck
Bob Kuntz	Amanda Krumrine	Heather Owings	Lisa Picker
Muffie Smith	Dorothy Stoltz	Stephanie Szymanski	Lynn Wheeler
Dottie Wolf			

2. Minutes of February 22, 2107

Mr. Peloquin moved to approve the Minutes of February 22, 2017. Ms. Piazza seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard presented the financial statement ended February 28, 2017. Cash balances are at \$2.3 million which is \$241,000 more than this time last year. Revenues are ahead by \$39,000, but fines continue behind last year's pace. Total revenues are ahead by almost \$39,000. Mr. Peloquin asked what is included in miscellaneous income. Mr. Eckard explained it is a combination of things sold at branches such as book sales and headphones. At one time that income was put into the special funds budget, but we changed it last year following a recommendation from the auditor. Salary savings are at \$172,000 year to date. Special Funds and Grant activity are normal. Passport activity at North Carroll is up from January with \$26,000 added to their bottom line, Eldersburg has added \$5,000 to their passport bottom line. The Community Foundation account has \$48,000. The Board thanked Mr. Eckard for the report.

4. Correspondence and Announcements

- a. A letter was received from Liberty Counsel, a law firm representing the Child Evangelism Fellowship of MD (CEF). CEF approached the Taneytown staff wanting to

do a program at Taneytown. The library welcomed CEF to use a library meeting room for free; however, CEF also wanted their program listed in *Currents*. Ms. Wheeler and Mr. Thompson met with a representative of CEF and said that while they were welcome to use a meeting room, we would not promote their program in *Currents*. We offered to post their flyer on the bulletin board and said they could be included in the Community Directory, which would provide a link to their website. The CEF representative wasn't happy with the decision. CEF booked a meeting room for a program in December. That program was canceled due to snow emergency closing. Staff called CEF and offered to book the meeting room for another date. An April date was chosen. The letter from Liberty Counsel asked for an appeal of CCPL's decision "denying equal treatment based on CEF's religious viewpoint." Staff drafted a response letter and shared it with the Board, in preparation for a meeting with the County Attorney the following day.

There was a lengthy discussion regarding program and promotion guidelines. Ms. Soisson asked if we had ever promoted CEF and Ms. Wheeler said we did not. Staff members work with businesses who do informational programs in the branches; however speakers give information only on their subject of expertise and do not promote their product. Speakers may leave their business cards for participants to pick up. Review/training will be given to staff with regard to program guidelines. Our meeting room policy does not discriminate against any religion. The Board reviewed the response letter drafted by Ms. Wheeler, Mr. Thompson, Ms. Picker and Ms. Stoltz. The Board agreed Wheeler should share the letter with the County Attorney and County Administrative Officer. She will send a response to Liberty Counsel before March 31, 2017. Ms. Wheeler thanked the Board for their thoughtful discussion and support.

5. Citizen's Time

There were no citizens present.

6. Director's Report

Ms. Wheeler introduced Finksburg Library Associate, Dottie Wolf who was in attendance representing the Staff Association. Ms. Wheeler noted that despite our best efforts to stem the tide, circulation was down 6.0% in February and is down 2.7% for the year. Visits are at 675,532 for the year. Sunday circulation through March 5 is at 66,776, which is a slight increase over last year. Foot traffic is at 34,932 visits, which is up significantly from last year, in large part due to opening Eldersburg year-round. Eldersburg is showing strong numbers for Sunday. Their regular Sunday programming is paying off. Staff are studying ways to increase circulation. Mr. Thompson noted that many times it is a reaction to a stronger economy. Ms. Muller shared an article in the *Wall Street Journal* on library services.

The Social Media Statshot for February is showing increases in use across the board. Lisa Picker and the Social Media Team work diligently to enhance CCPL's social media presence.

Ms. Wheeler said she will send the new Learning Advantage Partnership MOU to the Board. It will be a statement that schools and libraries will continue to work together for the benefit of students. The 10th anniversary celebration will be on April 4 with two events at Winters Mill HS. The first is the ceremonial signing of the MOU at 4 p.m., the second will feature two Black Eyed Susan Award authors at 7 p.m. Battle of the Books starts on Friday, March 31 with two battles. Ms. Wheeler asked Board members to let us know if they can attend. Ms. Wheeler asked Ms. Campanella to attend the Board of Education meeting on April 12 where a report on the Learning Advantage Partnership and the new MOU will be presented.

We have no budget news as of yet, the final public hearing will be on May 15 at the Scott Center. Ms. Wheeler reviewed the Makerspace package given to the Commissioners. We asked for three things: 1: approval to accept the FY 18 State Capital Grant award for construction design; 2: approval to apply for the FY 19 State Grant for construction; 3: Capital fund support of the project. Board members complimented the package and made some suggestions for enhancement.

In Annapolis, the Library reorganization bills have passed both the House and Senate and will crossover this week.

CCPL Friends raised \$16,500 to support Battle of the Books. Mr. Kuntz and the IT staff performed a complex Polaris upgrade, there were a few problems, but overall things are going smoothly. Ms. Wheeler shared a note from Lynn Woodruff, a volunteer featured in *Currents*. The Christina Baker Kline author event is sold out, Ms. Muller will serve as interviewer. Mr. Thompson announced that the Board's strategic planning meeting will be on May 16 (Ed note: Subsequently changed to May 17); it will be facilitated by former Calvert County director, Pat Hofmann.

7a. Finksburg Branch Report

Branch manager Heather Owings introduced staff members Mel Fitz and Amanda Krumrine and reported on activities from the past year. The branch held a BBC Tea with Gypsy's Tea Room and have been taking makerspace activities to Shiloh Middle School. School media specialist Holly Fuhrman put together a video about the makerspace activities. Ms. Owings showed the video to the Board. Ms. Owings noted that through her years at CCPL she has worked with young adults at Eldersburg, at Mt. Airy working with the Library Advantage Partnership to connect Carroll teens with teens in Estonia via technology, created the Teen Advisory Board at Finksburg and starting a teen writing group at North Carroll. She is proud of the staff at Finksburg. Ms. Fitz and Ms. Krumrine demonstrated Virtual Reality (VR) technology to the Board. The Board thanked Ms. Owings, Ms. Fitz and Ms. Krumrine for the report and demonstration.

7b. Inter-Library Loan Report

Ms. Wheeler introduced staff members Jen Bishop, Online Services and Emerging Technologies Supervisor and Doris Keck, Interlibrary Loan Specialist. Ms. Keck said she has been with CCPL

since 1993 and not a day goes by that she doesn't learn something new. Ms. Keck presented an overview on how she fills customer requests using Marina, the Maryland Statewide Cooperative, MILO (Maryland Inter-Library Loan) and OCLC systems. OCLC WorldShare provides access to materials across the US. CCPL belongs to a consortium of over 3,000 libraries willing to lend for free. There are times when special materials can only be borrowed for a cost. We only borrow this material if the customer agrees in advance to pay the cost. There has been a 34% growth in ILL borrowing and lending from FY 15 to FY 16. Ms. Keck does a lot of work to get copies of books for local book clubs. So far, 108 book club requests have been made this year. Ms. Keck also manages meeting room bookings and teaches customers how to book meeting rooms online. Ms. Bishop demonstrated how to book a meeting. The CCPL Micro Learning Team put together a video on how to book a meeting room that will be added to the website. Ms. Wheeler noted that Ms. Keck is the epitome of customer service provision. Customers appreciate how responsive she is to their requests. The Board thanked Ms. Bishop and Ms. Keck for the report.

7c. Learning Advantage Partnership

The Learning Advantage Partnership was discussed during the Director's Report. See Item 6.

7d. Capture the Flag - MAGIC Event

Mr. Kuntz gave information on the upcoming Capture the Flag event being sponsored by MAGIC (the Mid-Atlantic Gigabit Innovation Collaboratory, Inc.), a nonprofit workforce development business. The Capture the Flag event will be held on April 22. MAGIC is soliciting donations for the event to cover costs. There will be 2 remote locations at the Eldersburg and Mt. Airy libraries in addition to using the CMC's studio. This event will serve as a trial to see how using remote locations works. The next event will be much larger and statewide, it will be held on November 4. Other library systems in the state will be asked if they would like to host remote sites. Staff at the Johns Hopkins Applied Physics Lab create the challenge. Participants can be ages 13-25 and teams are created on-site, prizes include gift cards. Mr. Kuntz also talked about MAGIC's recent successful hackathon event that had many more participants than expected. The Board thanked Mr. Kuntz for his presentation and work on the MAGIC board.

8a. Federal Funding for Libraries

Joe Thompson updated the Board on the Federal LSTA budget. President Trump's proposed FY 18 budget would eliminate both LSTA funding and the Institute for Museum and Library Services (IMLS), which oversees LSTA funding distribution. LSTA funding in Maryland supports One Maryland One Book, Maryland AskUsNow!, Summer Reading programs, Staff Development Grants and MD Digital eLibrary Consortium content. The American Library Association has created a tool called Engage that allows anyone to advocate for IMLS funding. Mr. Thompson demonstrated how to use Engage, <http://cqrcengage.com/ala/home>. He asked Board members to use Engage to advocate for IMLS and LSTA funding. Ms. Muller said this could also be taken to the Friends Board for action. The Board thanked Mr. Thompson for the information.

There being no other business, Ms. Campanella asked for a vote to adjourn the meeting.

9a. Adjournment

Ms. Piazza moved to adjourn the meeting. Ms. Muller seconded. The meeting adjourned at 9:21 p.m.

Kathleen Campanella
President