

**Carroll County Public Library  
Board of Trustees Meeting  
Taneytown Branch  
April 26, 2017  
Minutes**

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

Ms. Campanella called the meeting to order at 6:57 p.m. and declared there was a quorum present.

Present:

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

Staff Present:

Jillian Dittrich	Tony Eckard	Kayla King	Bob Kuntz
Lisa Picker	Terri Simmons	Muffie Smith	Dorothy Stoltz
Stephanie Szymanski	Lynn Wheeler		

**2. Minutes of March 22, 2017**

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

**3. Financial Statement**

Mr. Eckard reviewed the Financial Statement ended March 31, 2017. The cash balance of \$1.3 million is \$75,000 less than last year this time. Revenues are on target. Fines are behind last year's pace by \$18,000. Special Funds reflect normal activity. There is a third staff development grant this year which will be used for staff attendance at the upcoming Maryland Library Association conference. March has been a strong month in passport service. North Carroll added \$7,000 in revenue and Eldersburg added \$5,200. The Community Foundation account balance is \$48,000. The Board thanked Mr. Eckard for the report.

**4. Correspondence and Announcements**

There was no correspondence or announcements.

**5. Citizen's Time**

There were no citizens present.

**6. Report of the Director**

Ms. Wheeler noted news clippings from this month including articles on the Battle of the Books, musician Herb Sell at Eldersburg and the new director at Enoch Pratt Free Library.

Wheeler shared a copy of *Library Administrator's Digest*. Baltimore County Public Library owns *Library Administrator's Digest* that was edited by their former director, Charles Robinson. After Mr. Robinson's death BCPL has been using guest editors, this February the guest editor was Dorothy Stoltz.

Ms. Wheeler introduced Kayla King, Library Associate, representing the Staff Association. Ms. King was very instrumental in coordinating the Taneytown Battle of the Books and is the artist/instructor for branch paint nights.

Circulation was up 2.8% in March and is down 2.1% for the year. Visits are 770,968 for the year. Sunday circulation through April 9 is at 81,344 with 42,795 visits.

Ms. Wheeler thanked Ms. Muller, Ms. Piazza and Ms. Soisson for attending the 10<sup>th</sup> Anniversary of the Learning Advantage Partnership (LAP) Celebration held on April 4, where a new MOU signing ceremony was held. Approximately 300 people attended the evening program at Winters Mill HS that featured two Battle of the Books authors: Kate Hannigan and Dave Roman. Ms. Wheeler thanked Ms. Campanella for attending the Board of Education meeting on April 12, for the presentation on LAP activity. Ms. Campanella thanked the staff for the success of the partnership and noted the positive impact Battle of the Books has had on many students. Ms. Wheeler thanked the Board for their support.

Ms. Wheeler noted that Management and Budget Director Ted Zaleski has started a book blog and encouraged members to check it out. Mr. Zaleski will be holding proposed budget meeting presentations in library branches around the county. Mr. Eckard will be attending tomorrow's Commissioners' session to participate in presenting information for Positively Carroll, featuring Celebrating America.

The library reorganization bill was approved by the House and Senate. Ms. Wheeler attended the Governor's April 18 bill signing ceremony. An increase in State per capita funding to libraries and funding of the Capital Grant program were also approved. In grant news we received an innovation grant, prepared by Bob Kuntz and Dorothy Stoltz, to provide drones and robots for our maker initiative.

Ms. Wheeler attended the Point Breeze Credit Union grand opening, Point Breeze gave \$300 towards Battle of the Books.

Ms. Wheeler shared the letter sent to CEF lawyer regarding promotion of their program at the Taneytown library. Ms. Wheeler had a subsequent phone conversation with Mr. Mast and showed him the meeting room calendar and the Community Directory on the CCPL website. Ms. Dittrich reported CEF had good attendance at their recent event.

There has been a lot in the *Carroll County Times* about the annual Carroll Citizens for Racial Equality (CCRE) event being held on May 5 at St. Paul's United Church of Christ, on the topic "What is All This Talk about Privilege?" Ms. Wheeler responded to Commissioner Rothschild's question/concerns about the library's support of the event. Wheeler noted that no CCPL funds would be used to cover the cost of the event. CCPL has been a long standing partner with the Local Management Board and the CCRE. Staff members including Ms. Wheeler and Ms. Stoltz have served on the LMB Board over the years. CCRE was formed in response to KKK activity

in the county. Ms. Wheeler will keep the Board updated on the issue. Ms. Piazza asked that the Board be added to the Friends Board email list.

Staff members Jen Bishop and Shawn Harrison from IT, and Kahla Gubanich from Eldersburg, along with DLDS staff member Liz Sundermann offered a program in the Holniker Makerspace at the Eldersburg Branch featuring VR game developer Hadar Silverman from Earthborn Interactive who shared the beta version of his MageWorks. It was a fully booked and engaging event. Staff is planning another event in the fall. Mr. Kuntz helped coordinate the successful Capture the Flag event in partnership with MAGIC and the CMC. Mary Lou Dewey Park at the Westminster branch was the center of activity at the Wine Stroll.

Upcoming events include two Battles of the Books. Ms. Muller and Ms. Soisson plan to attend. The first Commissioners' Chamber breakfast will be held at Taneytown on May 2. The Board's session on Strategic Planning will be held on May 17 in the New Windsor Community Room. Staff will be attending the Maryland Library Association (MLA) Conference May 9-12. Governor Hogan will be in Carroll County on May 11, he will be holding a cabinet meeting at the Community College. The County budget hearing will be on May 15 at the Community College. Ms. Wheeler highlighted the events Mr. Eckard has planned/coordinated for Celebrating America weekend. On May 19 author William J. Mann, will talk about his book on the Roosevelt family and there will be a presentation on nurses from Maryland who served during WWI. Due to the work of the State WWI Commission there will be an exhibit of WWI posters and original oil paintings by former Talbot County Library director and current President of the Norman Rockwell Museum, Bob Horvath at the Mt. Airy Library through the month of May. September 8 will be the new donor plaque unveiling and festivities at the Westminster Library.

#### **7a. Taneytown Branch Report**

Branch manager Jillian Dittrich gave a short slideshow of highlights at the Taneytown Branch this past year. Stem Day 2016 was organized by Children's Services Supervisor Renee Brown. Staff took Virtual Reality to FSK High. Ms. Stoltz noted that the Maryland STEM Festival state report included photos from Taneytown's Stem Day. Adult Perfect Paints programs fill up right away. Library Associate Mark Foley and other staff have created Escape the Room programs which have been very popular. Ms. Dittrich set up a sample for the Board. Ms. Campanella thanked the staff for their creative efforts to engage the public. Ms. Dittrich invited the Board to see lots of photos of past programs in the children's area. The Board thanked Ms. Dittrich for the report.

#### **7b. Human Resources Update**

Human Resources (HR) Director Muffie Smith and HR Assistant Director Terri Simmons gave an update on HR activity. In FY 16 staff spent 3,737 hours in training. Library Associates and master's degree librarians have certification requirements of 90 clock hours every 5 years that must be met. Ms. Smith manages the staff development budget. DLDS has supported staff development with 2 additional grants of \$13,000 and \$10,000 this year which will allow CCPL to send staff members to the conference. At the April meeting Mr. Thompson talked about the importance of IMLS federal funding that is being threatened for non-funding in the President's budget. At CCPL this funding goes towards staff development. Ms. Muller said she will bring up support of IMLS to the Friends Board.

Volunteer program numbers are up in FY 16, if page hours were used for the hours volunteered it would have cost \$112,348. In FY 16, the department handled 32 open positions, 545 resumes were reviewed and 146 personnel actions processed. HR staff work with Jen Bishop and Heather Owings every year to update tech competencies lists to make sure staff are meeting expectations as technology changes. They assisted with implementing passport service at Eldersburg, and managed the process to hire a new Director of Public Services.

In light of the opioid epidemic, two staff members at the Westminster Branch requested and recommended Narcan administration training for staff. Since then 121 staff members have been trained by the Carroll County Health Department (CCHD), which also provides Narcan packets for free. Kim Smithson, HR Specialist set up the Narcan training and Bloodborne Pathogen training. The CCHD worked with Johns Hopkins students who put together a micro learning training video on how to use a Bloodborne Pathogen clean up kit. Ms. Smith shared the Bloodborne Pathogen video. Ms. Simmons set up CPR training with the Community College.

Micro Learning team leader Christina Kuntz and the team put together a video on how to use the meeting room calendars.

Terri Simmons gave an overview and update on the use of Cyber Recruiter, applicant tracking software. All supervisors are trained on it. All historical data is saved, new hire information automatically prepopulates the HR software and it saves \$5,000 in manual time. Cyber Recruiter can generate a multitude of reporting. The statistical reporting has been beneficial in finding deficiencies, in the past 4 years the HR staff could track the number of minority applicants and staff we employ. Right now 5.4% of staff are minorities; applicants are 10%. To improve, staff are reaching out to other libraries in the State and to CCPS on how they work to improve these statistics. The department is now in the process of getting resource information, where to advertise and how to pinpoint advertising dollars to increase the number of minority hires.

The Board thanked Ms. Smith and Ms. Simmons for the report. Ms. Campanella said that customer service and interaction with customers starts with a great staff.

### **7c. Strategic Plan 2015-17 Transforming Lives Update**

Mr. Kuntz, Ms. Picker and Mr. Thompson gave a progress update on the current strategic plan for 2015-17: Transforming Lives. Each service priority: lifelong education, community engagement and access to technology has more than met expectations. Ms. Picker reported that Birth to 17 priorities have been met with CRATEs and STEM activities in branches and Playaway Launchpads, Hoopla, graphic novels, teen advisory boards and tremendous growth in Battle of the Books. Partnership priorities include work with CCPS, Celebrating America, MD Stem Festival participation, MAGIC, the American Girl writing workshop and the Farm Museum. Adult initiatives include the knitting needle collection, passport service, maker activities such as paint nights, Celebrating America weekend activities, trivia nights and many author events, including Day for Book Lovers. Community Engagement priorities have been met with enhanced partnership with the City of Westminster, online promotion of community events and events being held in non-traditional library venues. Access to Technology includes 3D printing, Exploration Point makerspace, updated Wi-Fi infrastructure, Tech Alley, AR & VR demonstrations and robot wars. Organizational Competencies include expanding use of social

media, immediate survey feedback, customer service training, tech competencies and the use of Tableau a software that provides better visual display of data. Staff trainings have included use of SnapChat, Narcan, CPR, storytime skills, VR and passports. Mr. Kuntz gave a review of the survey kiosk results which after collecting for 16 months shows excellent satisfaction numbers. Mr. Thompson asked everyone to come to the new strategic plan visioning session on May 17. The Board thanked the staff for the report.

Programming and Outreach Manager, Dorothy Stoltz shared information on the Public Library Association's collaboration with the Global Family Research Project which has worked with a core group of librarians across the country since 2015 to create a white paper and "ideabook" on family engagement. Ms. Stoltz was asked to be part of the group and serves as co-chair of the Maryland Family Engagement Coalition which awarded Maryland libraries \$30,000 to support work with underserved families, including low-income and English-as-a-Second language families. The Outreach department will use Carroll's portion of the grant, \$1,250 to purchase 120 science kits to give away at the Head Start Family Fun Day. The Board thanked Ms. Stoltz for the report.

## **8. Adjournment**

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

The meeting adjourned at 8:43 p.m.

Kathleen Campanella  
President