

**Carroll County Public Library
Board of Trustees Meeting
Headquarters
June 28, 2017
Minutes**

Ms. Picker shared a video of recent CCPL events.

1. Roll Call and Declaration of Quorum

Ms. Campanella called the meeting to order at 7:11 p.m. and declared there was a quorum present.

Present:

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

Staff Present:

Tony Eckard	Nancy Haile	Angie Knight	Bob Kuntz
Melissa Morrison	Lisa Picker	Concetta Pisano	Terri Simmons
Dorothy Stoltz	Patty Sundberg	Stephanie Szymanski	Lynn Wheeler

2. Minutes of May 24, 2017

Ms. Muller moved to approve the Minutes of May 24, 2017. Ms. Soisson seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard reviewed the end of May 2017 statement. Revenues are on target, approximately \$55,000 ahead of budget, fine revenue is \$20,000 behind the FY 16 pace. Interest revenue is at \$2,400 due to a change in pricing structure from BB&T, interest expenditures are at \$600. Passport fees are \$86,850 which is up over last year due to the addition of Eldersburg. Salary savings at \$224,000 are up \$12,000 from last month and should end the year with \$236,000. The budget for FY 18 will reflect \$150,000 carryover from FY 17. Special Funds reflects no change and grants have normal activity. The Parents as Teachers grant will be ending. 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. Director's Report

Ms. Wheeler reviewed the Director's Report.

Ms. Wheeler introduced Angie Knight, Eldersburg Branch Children's Services Supervisor, Concetta Pisano – Materials Manager, Nancy Haile – Materials Manager – Children's in attendance representing the Staff Association, Melissa Morrison Taneytown Branch – Library Associate who was attending for an LATI assignment, Terri Simmons – Assistant Director for Human Resources.

Circulation was down 0.9% in May and is down 2% for the year. May includes Battle of the Books circulation of 22,580. Visits are at 937,864 for the year, a decrease of 44,428. Sunday circulation through June 18 is at 91,262 with visits at 48,752.

Ms. Wheeler congratulated staff members Angie Knight and Marlene Wenzel for graduating from the Chamber's Leadership Carroll class.

We were very saddened that Westminster staff member Juanita Angles passed away after a long battle with cancer.

Ms. Wheeler is currently serving on the County's Long Term Advisory Council as Chair of the education cluster.

Ms. Wheeler reviewed upcoming activity: On June 29 the chamber breakfast with Commissioner Rothschild will be held at the Mt. Airy Branch. Saturday night, July 1 is Common Ground on the Town at the Westminster Branch featuring the Eastman String Band. The new donor plaque for Our Family Farm will be unveiled on September 8. September 18 is Day for Book Lovers, Saturday, October 14, the CML Trustees Meeting will be held at the Laurel Branch with Senator Mike Miller as the featured speaker.

7a. Battle of the Books Report

Angie Knight reported on Leadership Carroll. She was glad to have the opportunity to attend Leadership Carroll and had a great experience. As a lifetime resident of Carroll County, she didn't think she could learn new things about the County, but was amazed by how much she did not know. She appreciated the insider's look at the school system, visiting businesses throughout the county, touring the Community Media Center, the day with County government that included one-on-one time with the Commissioners and instruction on the budget development process from Ted Zaleski, and agriculture day, which was fabulous.

Ms. Knight reported on Battle of the Books. From its start in 2012, when it was held in the Taneytown Branch, the Battle has grown to a systemwide program. In 2017 there were 8 battles – 6 public elementary school, 1 homeschool/private school and 1 middle school, with 21 elementary and 4 middle schools. 1,437 students participated on 194 teams. 217 book sets were purchased and prepared by Materials staff members Nancy Haile and Debbie Dustin. The

countywide middle school battle included Northwest, Mt. Airy, Sykesville & Oklahoma Road schools. The consolidation of battles made it simpler for the question creators. Staff from the all branches, Materials, Communications, the battle team, IT and Finance are involved. Nancy Haile helps choose books and gives guidance. Communications make the programs, name tags and obtains sponsors. There were lots of great comments from parents this year. Board members thanked Ms. Knight for her report.

7b. Demo of Online Resources

Concetta Pisano demonstrated how to access *Consumer Reports* online through the library's website. It is part of the EBSCO suite of databases purchased by the State Library Resource Center for statewide use. Ms. Griffith asked how use statistics are counted. EBSCO has a reporting module for statistics. Ms. Muller noted that the strategic plan includes higher awareness of these resources and wondered if *Consumer Reports* is the top one used. Ms. Pisano said that all magazine usage is high, as is usage of the biography and literature indexes, Ancestry and Heritage Quest. Mr. Thompson explained that public and school libraries statewide have access to the EBSCO products and Heritage Quest. The other resources are provided by CCPL. Ms. Pisano showed how customers could access *Consumer Reports* online back to 1985 and how they could access other database resources. She handed out a guide on how to search the databases. There was discussion about effective ways to promote these resources.

7c. Materials Management Report

Ms. Pisano presented the annual materials management report. Staff added Playaway Launchpads in October 2016 with a circulation of 4,571 from October – June, a very good start; circulation for all Playaways increased. More Playaways will be added in FY 18. Hoopla circulation in all formats has increased by 54%, as compared to FY 16, with audiobooks the highest circulating format. Print materials comprise 58% of circulation. In FY 2017, the Materials department received 901 customer purchase requests. Some they purchase and others they obtain through Interlibrary Loan. Ms. Pisano reviewed activities in the department which include collection reports that help branch staff maintain a robust collection at each branch. The Materials department supports branch and system-wide programs such as Books for the Beast, the CCRE conference, the Black Eyed Susan Tapestry conference and the One Maryland One Book events. Ms. Pisano is currently serving on the MLA author award committee and will be co-chair for the upcoming year. The selectors are working with Bob Kuntz to learn the new Tableau software that will help with collection management. Ms. Pisano said she is the luckiest supervisor with dedicated and intelligent staff who have a spirit for customer service.

Ms. Pisano reported that the Materials department and branch managers discussed Mr. Bates' suggestion and agreed to increase the price of book sale items. The recommendation: hardbacks - \$1, paperbacks - \$.50 and non-print items - \$2, magazines will be free. Ms. Campanella said it is wonderful to understand the nuances of what staff do in a day. The Board thanked Ms. Pisano for the report.

9a. FY 18 Operating Budget

Mr. Eckard presented the updated FY 18 budget for approval. The original request was sent to the budget office in December. The FY 18 budget includes a 3% salary increase, \$5,000 for Celebrating America, a State Aid increase of \$38,000 that goes towards materials. Due to the approved change in DVD fine structure from \$1 to \$.25 per day, the fines budget line is reduced by \$20,000. The new fines schedule will start on July 3. Revenues for passport services at Eldersburg were reduced. In expenditures: the new minimum wage is factored in, budget for wages in passports is reduced. Telephone is decreased due to use of the fiber network. Programming supplies are increased by \$1,000 in order to maintain maker kits once they are in the collection. Publicity is increased to promote passport services and other programs. The increase in State Aid is distributed to the Materials lines. Book sale revenues are changed based on the recommended change to prices. The budget in total increases a little more than 2%, Mr. Eckard asked the Board to approve the FY 18 operating budget.

Ms. Muller moved to approve the FY 18 Operating Budget as presented. Ms. Piazza seconded. Approval was unanimous.

9b. Special Funds Budget FY 18

This budget reflects the activity of the Carroll Library Partnership. Mr. Kuntz has worked diligently with the ILS vendor to get the detail needed for the partnership. All of the CLP partners are very appreciative.

Ms. Piazza moved to approve the Special Funds Budget FY 18 as presented. Ms. Soisson seconded. Approval was unanimous.

9c. FY 19 County CIP Request

Mr. Kuntz gave information on the technology improvement request and the MakerSpace at Westminster. The Commissioners have approved \$600,000 towards the MakerSpace but it has to be in the CIP request each year. For FY 19 technology replacement costs will be more than the \$100,000 the County has budgeted, due to timing of replacement of many items including public PCs and PACs, the email firewall, a virtual server upgrade and other equipment such as barcode scanners, receipt printers and replacements due to failures. The grand total for FY 19 technology replacement is \$446,700. Mr. Peloquin asked what the requested amount has been in the past. Mr. Eckard said it averages \$270,000.

Ms. Muller moved to approve the FY 19 CIP Request. Mr. Peloquin seconded. Approval was unanimous.

9d. Mission, Core Values, Customer Service and Vision Statements for Strategic Plan

Mr. Thompson reviewed draft Mission, Core Values, Customer Service & Vision Statements for the new Strategic Plan and asked for feedback. Input for these statements came from Board, Friends Board and staff meetings. The new mission statement: "We connect our community

with welcoming spaces, innovative resources and services, and education experiences for lifetime enrichment.” Core Values: The team had a long conversation regarding the core values and decided not to change them. Customer Service Statement: We strive to be a vital part of our community, to be a good neighbor, and to provide you with the best ideas, information, and resources. Together we can discover, learn, and grow. Ms. Griffith suggested one change to “strive to be a vital community partner.” Everyone agreed to that change. Vision Statement: “Our community is inspired, engaged, and empowered.” Goals and objectives will be developed to meet these statements. Mr. Thompson will bring a draft plan to the September meeting.

10a. Makerspace – Next Steps

Ms. Wheeler said we have the great opportunity and vast challenge to get ready for the MakerSpace. In preparation to achieve this goal some staff positions have been updated. *Online Services & Emerging Technology Supervisor* (currently filled by Jen Bishop) reclassified from Grade 8 to Grade 9 with significant responsibility for developing, promoting and managing the makerspace. Communication Manager (currently filled by Lisa Picker) renamed *Director I, Communications* and reclassified from Grade 11 to Grade 12 with significant responsibility for promotion and fundraising. Programming and Outreach Services Manager (currently filled by Dorothy Stoltz) renamed *Director I, Community Engagement* and reclassified from Grade 11 to Grade 12 with significant responsibility for grant writing and partnership development.

Staff will work to identify a fund raising contractor. Some contacts have been made, Mr. Eckard spoke with the ARC regarding their recent contract. Ms. Wheeler and Mr. Kuntz talked with Enoch Pratt about their significant fundraising efforts. Staff will also talk with Chris Ruppert at BB&T to begin the process of borrowing funds while fundraising. The County’s contribution will start with \$62,000 in FY 18 towards the design process which falls short of what will be required to complete the first phase. In addition to the \$600,000 from the County TING has pledged \$20,000 towards the project. Ms. Wheeler asked Board members with fundraising experience to give their assistance. Ms. Wheeler asked that anyone who has names of contractors to let her know and interviews with potential fundraising contractors will be set up. There was discussion regarding how the contractors are paid. It is expected that the RFP for design work will be issued by the County in a few weeks. Ms. Campanella said she is looking forward to the ribbon cutting.

10b. New Windsor Request

Johnny Graham, the head of the new Springdale Prep school opening in New Windsor and Neal Roop an employee of the school and mayor of New Windsor approached Ms. Wheeler about a possible partnership with CCPL to provide library service at the school and to the New Windsor and Union Bridge community. The school is owned by a Chinese corporation and is in the process of renting or owning the closed New Windsor Middle School. Bob Kuntz created a list of good, better and best scenarios for possible service in that building. There is room for a library but the current media center is in the center of the building, which has many challenges for public access. Staff recently toured the building and found space that could work with outside access that is close to the parking lot. Ms. Wheeler will float the idea to county staff. Ideas for how to provide service were discussed and Ms. Wheeler said that the most important

thing is to create a Memo of Understanding to start a planning process. Ms. Wheeler asked the Board for permission to explore the partnership possibility.

Ms. Muller moved to give permission to explore this opportunity partnership with the Springdale Prep school in New Windsor. Ms. Piazza seconded. Approval was unanimous.

10c. Open Meetings Act Update

Stephanie Szymanski gave an update on the Maryland Open Meetings Act. Maryland's governor signed a bill that requires publicly appointed Boards to appoint a member to take the University of Maryland's Open Meetings online course. Ms. Szymanski has taken the course. Mr. Bates volunteered to take the course.

Mr. Peloquin moved to accept Mr. Bates as the Board's Open Meetings Act representative. Ms. Piazza seconded. Approval was unanimous.

10d. July Board Meeting

Ms. Wheeler advised that with the CIP approval, she did not think there was any business to bring to the board in July.

Ms. Griffith moved to cancel the planned July board meeting. Mr. Peloquin seconded. Approval was unanimous.

Ms. Wheeler presented Ms. Soisson with her READ poster.

11. Adjournment

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

The meeting adjourned at 9:22 p.m.

Kathleen Campanella
President