

Carroll County Public Library
Board of Trustees Meeting
North Carroll Library
September 27, 2017
Minutes

Ms. Picker reviewed the activities slideshow.

1. Roll Call and Declaration of Quorum

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

Present:

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

Staff Present:

Kristen Bodvin	Mallory Duff	Tony Eckard	Bob Kuntz
Ed Leiter	Rita O'Brien	Lisa Picker	Linda Renick
Darrell Robertson	Muffie Smith	Dorothy Stoltz	Stephanie Szymanski
Marlene Wenzel	Lynn Wheeler		

Also: Cherie King, CliftonLarsonAllen, LLP

2. Minutes of June 28, 2017

Ms. Muller moved to approve the Minutes of June 28, 2017. Mr. Peloquin seconded. Approval was unanimous.

The Board agreed to move the FY 2017 Audit Review to this time, see Item 8a.

3. Financial Statement

Mr. Eckard reviewed the financial statement ended August 30, 2017. Cash balances are \$366,000 ahead of this time last year. Overall, revenues are ahead of budget by approximately \$14,000 but behind FY 17 pace by \$9,900. Fines are ahead of budget by almost \$10,000 but behind this time last year. Interest is at \$1500, last year this time it was zero. Salaries reflect \$15,185 in savings but really should be looked at as zero because of timing of the new pay rate implementation and allocation for passport services. Ms. Wheeler noted that due to our success of circulating e-materials through the MD consortium, CCPL's cost share has gone up by \$14,000. There were no grant reports, a full report will be included in October. Mr. Eckard reviewed financial statements for passport services at Eldersburg and North Carroll. Ms. Wheeler noted that Mr. Eckard set up a detailed tracking system to capture expenses for the service. North Carroll is doing better than budget and has a brisk photo business. Eldersburg is at a slower pace but is gaining momentum. Ms. Smith congratulated staff at both branches for doing a fantastic job with the very detailed process. Mr. Eckard gave a report on County

transactions. FY 17 reflected a 2% increase over FY 16. The Community Foundation balance is at 19,000. The Board thanked Mr. Eckard for the report.

Ms. Wheeler noted that Mr. Robertson has taken on a statewide leadership role and has created a library passport users group. He arranged for the group to visit passport services in DC.

4. Correspondence and Announcements

- a. Ms. Wheeler shared the signed MOU with Springdale Prep.
- b. The Community Foundation's Philanthropist Breakfast will be held on October 18, 2017, Ms. Wheeler invited Board members to attend.
- c. Ms. Wheeler wrote a thank you letter to State Librarian, Irene Padilla for the tremendous grant support the MSL has given CCPL to create the Make It pilot program which will enhance our ability to immerse customers in the maker's world.

5. Citizen's Time

There were no citizens present.

Ms. Wheeler introduced North Carroll circulation clerk Mallory Duff, representing the Staff Association.

6. Director's Report

Ms. Wheeler thanked Board members for their involvement in library activities during the summer.

We ended FY 17 with a total circulation of 3,721,515, a -1.8% decrease compared to FY 16. Visits were at 1,030,404 a decrease of 47,747 over FY 16. In FY18 through August, circulation is up 1.2%, with gains at Eldersburg, Mt. Airy and Westminster. Visits are also up by 2,248.

Upcoming events: Sunday service starts system-wide on October 1. October 14 is the CML Trustees meeting in Laurel. Ms. Campanella, Ms. Piazza, and Ms. Griffith will attend. Ms. Wheeler noted that Mr. Thompson has been instrumental in planning the event. October 14 is also the Oyster Stroll in downtown Westminster. On Sunday, October 15, the Westminster branch will host the kickoff of a new project in partnership with MAGIC and the CMC. MainStAR will use augmented reality to bring Main Street history alive, starting with creating an image of St. John Roman Catholic Church on the library site. On October 16 we are hosting a film at the Arts Center, *Alice's Ordinary People*; October 18 is the Community Foundation's Philanthropist breakfast. That evening, sculptor Bart Walter will be giving a talk at the CCAC. October 25 will be the board meeting at Eldersburg. The Tech Trek will be held with each branch participating on November 4. On November 5, we will hold Ryan Piazza's Eagle Scout celebration at the Finksburg Branch. On November 7, we will host the Chamber's Commissioner's Breakfast with Doug Howard at the Eldersburg Branch. November 10 is Staff Day. We are hosting author Elizabeth Berg on Tuesday, November 28 at Carroll Community College. The Battle of the Books author kick off is on March 22 at Winters Mill High.

Ms. Campanella added that while attending the Day for Book Lovers she was approached by Women's Club member Norma Jean Swam about the Club supporting the Battle of the Books. Ms. Soisson will follow up with Ms. Swam.

7a. Leadership Carroll Report

Marlene Wenzel, adult services supervisor at North Carroll gave a report on her participation in Leadership Carroll last year. The Board thanked Ms. Wenzel for the report.

7b. North Carroll Branch Report

Mr. Robertson gave the North Carroll Branch report, which focused on the CCPL/CCPS partnership event: The Score Challenge. North Carroll Branch library associate, Linda Renick is CCPL's Score Challenge team leader. CCPS middle school students participate in the event that promotes and enhances school and library database proficiency. Board members participated in a mock challenge and used the databases to answer questions. This year's Score Challenge will be held on Friday, November 17 at Shiloh Middle School. Ms. Stoltz and Mr. Thompson noted that CCPL's database purchases compliment the school's resources and the State also purchases databases for customers to use.

Mr. Robertson also gave tips on the use of search engines and how librarians learn to spot and combat fake news and filter through advertisements. There are many toolkits that ALA and the State Library Resource Center are creating to teach librarians how to help customers use and evaluated online resources.

The North Carroll Branch is celebrating its second year of passport business and has hit the 2,900 passports mark with 1,850 photos taken. Passport staff also help customers with renewals. Eldersburg and North Carroll branches will be hosting a passport acceptance fair on October 14. Staff are working with HSP to offer VITA tax assistance. Also in partnership with HSP, the branch will be hosting Carroll Cash Day on Saturday, September 30, which will focus on financial literacy. The Board thanked Mr. Robertson for the report.

8a. FY 2017 Audit Review

Staff members Tony Eckard and Ed Leiter along with Cherie King with CliftonLarsonAllen presented the FY 2017 Audit Review. FY 17 ended with expenditures underspent by \$153,000 in salary savings due to job turnover. Revenues ended the year \$60,000 ahead of budget. This will allow for budgeting of \$150,000 in carryover in FY 18. Mr. Eckard thanked Mr. Leiter for managing the audit process and preparing the financial statements. Mr. Leiter reviewed the audit process for the Board. CCPL received an unmodified or clean audit opinion. There were no material weaknesses or material deficiencies highlighted in the internal control report. No new GASB standards were implemented, however next year the library may have to include a significant liability for retirement health benefits. Ms. King said the audit document reflects all of Mr. Leiter's hard work. She noted the unmodified or clean opinion for this year's audit, the highest level of assurance of an audit. She explained the basis for value of books and other

materials and highlighted in kind items: insurance and pension liability. As in past years, there are three issues noted in the management letter: segregation of duties, vendors sharing access to perform network functions, and finance employees having administrative privileges in financial software. She noted that these are due to the nature of a small organization, but are areas of potential vulnerability.

As a component unit of County government, the library's statements are included in the County audit that is completed in December.

Ms. Campanella thanked all involved and she was delighted to hear it was an uneventful year.

Mr. Peloquin moved to accept the FY 2017 Audit Review. Ms. Griffith seconded. Approval was unanimous.

Ms. Wheeler thanked Ms. King and her staff for getting the audit prepared in time for this meeting. She also thanked Mr. Leiter and Mr. Eckard for their work in preparing for the audit and Mr. Peloquin for his interview with the auditors. It was noted that the Eldersburg Branch got the surprise visit from the auditors this year and passed with flying colors on cash handling and reporting procedures.

8b. Bookmobile Service

Dorothy Stoltz and Kristen Bodvin gave an overview of bookmobile service. Ms. Stoltz reviewed the history of bookmobile service that started in Washington County, MD. She showed photos of past CCPL bookmobiles and day care vans. The first day care vans were purchased through a state grant to deliver service to home day care providers. In the 1980's, then director Martha Makosky oversaw a change in bookmobile focus. Large day care centers and senior living institutions replaced neighborhood stops.

The current bookmobile was put on the road in 2007. It was a new design and unfortunately has had to undergo numerous costly repairs including axle replacements. CCPL has spent \$59,000 for repairs. Ms. Wheeler and Mr. Kuntz consulted with County Fleet services about the bookmobile and determined that, considering the age of the vehicle, they would not recommend another costly repair. A replacement vehicle would cost well over \$200,000. Ms. Wheeler asked the staff to prepare a plan for service delivery when the bookmobile could no longer go on the road. It was estimated that the vehicle could last another 1-3 years. Under the superb leadership of Ms. Stoltz and Ms. Bodvin, the staff developed a plan to continue service with a smaller vehicle. Staff met with County Fleet to discuss a replacement and decided on a cargo van with a ramp added to push carts in and out of the vehicle. In September, the bookmobile was brought in for service and Fleet discovered a crack in the axle. Ms. Bodvin presented the new service delivery plan to the Board, with the goal to continue uninterrupted service to customers. The current schedule will be completed using a vehicle on loan from the County. For the new schedule in January, all child care center and school stops will be transferred to the two Storytime Express vehicles. The new cargo van will be used to serve senior living communities on a 4 week rotation and for pop up programming events. It will also be used to transport puppet show equipment. The Board thanked Ms. Bodvin and Ms. Stoltz for the report.

Ms. Wheeler asked the Board to review and approve a draft statement to be mailed to all bookmobile customers about future service plans. She also shared a letter she wrote to all bookmobile stops this summer after a customer wrote to Commissioner Weaver with concerns that the bookmobile was not safe for staff or customers. Ms. Wheeler assured customers that the top notch mechanics at Fleet Services are extremely thorough and do not let any vehicle on the road until it is fully inspected for safety. However, she did note that the bookmobile was now 10 years old.

Ms. Muller moved to approve the statement about CCPL bookmobile service to customers. Ms. Soisson seconded. Approval was unanimous.

8c. Closing Branches on December 31

This summer Ms. Wheeler emailed Board members and asked for their vote to close library branches on Sunday, December 31, 2017. The branches are closed on Monday, January 1, 2018 for the New Year's Day Holiday. The request was made this summer because work schedules were being prepared. All Board members approved. Ms. Wheeler asked the Board for a formal vote on this decision.

Ms. Piazza moved to approve closing branches on December 31, 2017. Ms. Muller seconded. Approval was unanimous.

Ms. Wheeler said she will add the Bylaws committee to the October board meeting agenda.

8d. Makerspace Follow up

Over the summer staff met with a number of experts to get advice on how to fundraise for the Makerspace. More meetings have been set up. Ms. Campanella has agreed to be the Board representative on the fundraising committee. Ms. Wheeler reported that the all members of the Executive Leadership Team have pledged gifts toward the Makerspace. The Board will be asked to do the same. We will apply for more tax credits, if available. Staff also met with County Comptroller Rob Burk to discuss borrowing construction money from the County while fundraising is underway. Ms. Wheeler said she will bring a fundraising plan to the Board in October.

8e. Strategic Plan Goals & Objectives

Mr. Thompson presented draft Strategic Plan 2018 – 2020 goals and objectives to the Board for approval. The final document will include branch and outreach statistics, messages from Ms. Wheeler and Ms. Campanella, achievements from the current plan, photos, customer quotes, graphs, and a title. There are 5 goal areas. 1. Technology Access (3 objectives). 2. Welcoming Spaces (5 objectives including quiet spaces). Ms. Griffith asked if our digital presence is a space. Mr. Thompson said he would add it. 3. Robust Collection (4 objectives). 4. Educational Experiences (4 objectives). There was discussion about how surveys are currently conducted and how surveys could be structured and promoted to get improved results. 5. Community Connections (3 objectives). An example of a non-traditional partner was noted: J&P

Pizza. There was discussion on the number of partners needed to meet the goal. The Board thanked Mr. Thompson for the review.

Ms. Muller moved to accept the 2018-20 Strategic Plan Goals and Objectives as presented and modified. Mr. Peloquin seconded. Approval was unanimous.

8f. Magazine Renewals

Ms. Wheeler asked the Board for approval to reduce renewals on magazines from 20 to 1. Currently CCPL annually purchases 367 magazines with a total of 978 copies. The most current copy is for in-house use. Back issues can be borrowed. Branch managers would like to have more back issue copies for customers to browse. It was noted about half the physical magazine collection is available through RB Digital.

Ms. Griffith moved to approve the change to magazine renewal. Ms. Piazza seconded. Approval was unanimous.

8g. 2018 Board Meeting Schedule

Ms. Szymanski reviewed the proposed 2018 Board Meeting Schedule and asked the Board for their choice of December 2018 meeting dates. Ms. Piazza suggested December 12, 2018.

Ms. Piazza moved to approve the 2018 Board Meeting Schedule as noted. Ms. Griffith seconded. Approval was unanimous.

8h. Nominating Committee

Ms. Campanella asked for Board volunteers to serve on the Nominating Committee to present a slate of officers to serve in 2018. Ms. Muller and Ms. Soisson volunteered.

8i. Conflict of Interest Forms

Ms. Wheeler asked Board members to sign and turn in the annual conflict of interest forms.

Muffie Smith gave the Board information on the process for the upcoming director's evaluation.

9. Adjournment

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

The meeting adjourned at 10:03 pm.

Kathleen Campanella
President