

Carroll County Public Library
Board of Trustees Meeting
Eldersburg Library
October 25, 2017
Minutes

1. Roll Call and Declaration of Quorum

Ms. Campanella called the meeting to order at 6:15 p.m. and declared there was a quorum present.

Present:

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

Staff Present:

| | | | |
|----------------|-------------------|---------------------|--------------|
| June Bitzel | Stephanie Johnson | Angela Knight | Bob Kuntz |
| Lisa Picker | Nadine Rosendale | Terri Simmons | Muffie Smith |
| Dorothy Stoltz | Angela Strobe | Stephanie Szymanski | |

Also Present: Lorraine Kituri, The Singer Group
Members of the Eldersburg Library Teen Advisory Board (TAB)

2. Close meeting to discuss Personnel Matter

Ms. Piazza moved to close the meeting to discuss a personnel matter. Ms. Muller seconded. Approval was unanimous. The meeting closed at 6:16 p.m. Mr. Peloquin arrived during the closed session.

Ms. Piazza moved to reopen the meeting. Ms. Soisson seconded. Approval was unanimous. The meeting re-opened at 7:07 p.m.

3. Minutes

Ms. Muller moved to approve the Minutes of September 27, 2017. Ms. Piazza seconded. Approval was unanimous.

4. Financial Statement

Ms. Wheeler presented the Financial Report ended September 30, 2018. Cash balances are at \$1.4 million which is \$239,000 more than last year this time. Overall revenues are \$24,000 stronger than budgeted. Fines are at budget but \$14,000 behind last year's pace. Expenses reflect salary savings of \$24,000. Audit and bookkeeping fees are overspent but budget will catch up. Staff have closed out 3 staff development grants and one Skillsoft grant. The MD E-Learning grant ended September 30. Report will be included when all accounting is completed. Passports for the first quarter show a steady start at North Carroll and Eldersburg with both

branches exceeding \$9,000 in revenue. The Foundation account is currently at \$21,000. The Board thanked Ms. Wheeler for the report.

5. Correspondence and Announcements

- a. Westminster branch staff invited the Board to a VIP walk-through of this year's haunted house on October 27 at 5:45 p.m.

6. Citizens Time

Eldersburg branch Teen Advisory Board members were acknowledged.

7. Director's Report

Ms. Wheeler reviewed the Director's Report. Circulation was down 1.8% in September, and is up 0.2% for the year. Visits were at 77,032 for the month. Staff continue to work hard and with great enthusiasm to engage the community in library activities. Sunday circulation year-to-date through October 15 is 20,935. Traffic is at 12,088. Eldersburg is the busiest branch with circulation of 8,954.

The Friends Board met on October 12 and officially approved giving the Battle of the Books revenue of \$16,800 to support the 2018 Battle of the Books. Friends also approved purchase of candy for Staff Day.

Ms. Wheeler will convene a meeting of the Bylaws committee, Ms. Muller, Ms. Griffith and Mr. Bates to review and revise the Bylaws.

We recently received several grants: \$2,800 from the Carroll County Arts Council; \$1,000 from Walmart for summer reading; \$14,650 from the Institute for Museum and Library Services Innovation Grant through the Maryland State Library for MakeIt activities and \$28,000 in IMLS funding through the Maryland State Library to support the development of Augmented Reality exhibits of mill components at the Union Mills Homestead.

Upcoming events include Sunday, November 5 – Ryan Piazza's Eagle Scout ceremony and unveiling of the pergola at the Finksburg Branch. November 7 – Commissioner Howard's Chamber breakfast at Eldersburg, 8 a.m. Friday, November 10 - Staff Day. Ms. Muller, Ms. Soisson and Mr. Peloquin plan to attend. November 15 - Board meeting at HQ. November 28 - Author Elizabeth Berg at Carroll Community College. December 7 - Friends Tea at HQ, featuring historical fiction writer Erika Robuck.

A copy of the letter sent to bookmobile customers about the change in vehicles was included in the packet. The letter and a cover sheet of talking points was sent to the Commissioners. Staff will go with Fleet Services to the Commissioners to request a new Ford Cargo Van to replace the bookmobile. Ms. Campanella said she appreciates the efforts of staff to keep customers informed of the change in bookmobile service.

8a. Citizens for Maryland Libraries Report

Ms. Campanella, Ms. Griffith and Ms. Piazza reported on the CML Trustees Conference held on October 12 at the Laurel Branch, Prince George's County Memorial Library System. Ms. Piazza enjoyed the tour of the new Laurel Branch, and appreciated the crisis communication planning session, which provided the opportunity to discuss and consider scenarios as a board member. Ms. Griffith agreed and noted it is always better to have a strategy and suggested it could be a worthwhile conversation for the entire board. Ms. Campanella appreciated the opportunity to spend the day with colleagues across the State. She also appreciated the resources from the ALA office in Chicago available to libraries. This was the first conference held since public libraries have separated from MSDE. All Maryland trustees are now members of United for Libraries courtesy of the new Maryland State Library (MSL). Ms. Campanella thanked Mr. Thompson for his presentation on Crisis Communication. She noted it was an interesting day with lots of learning opportunities.

8b. Summer Reading Report

Children Services Supervisors June Bitzel (North Carroll) and Angie Knight (Eldersburg) presented the 2017 summer reading report. Ms. Bitzel said summer reading was rebranded as Summer Discovery to engage children in experiential learning. The children and parents were encouraged to set their own goals which included going on field trips, attending library programs and reading books. This summer there were 6,224 sign-ups and 1,881 programs presented. A video that highlighted many of the programs was shared. This was the first year for registration using the Beanstack online platform, which MSL purchased for the State. Ms. Knight demonstrated some of the software highlights, including reading suggestions, the ability to list program sponsors and the capacity for participants to track their progress. Mr. Thompson congratulated Ms. Bitzel for implementing Beanstack just a few weeks before the program started. The Board thanked Ms. Bitzel and Ms. Knight for the report.

8c. Branch Report

Branch Manager, Nadine Rosendale highlighted programs that brought record numbers of people into the building. Library Associate, Stephanie Johnson reported on the Harry Potter Birthday Celebration she and the teen volunteers of the Eldersburg Teen Advisory Board (TAB) developed. Approximately 734 participants enjoyed the 2017 Harry Potter Palooza on July 31. The event featured stations throughout the branch, including wand making, Quidditch, the green screen for Potter Pictures and a potion making station. Board members were invited to make a potion at the station staffed by the TAB volunteers Claire, Erin, Danielle and Kelly. Ms. Johnson reviewed the Palooza slideshow and the Board got a special treat of butter beer. The Board thanked the staff and teen volunteers for their high energy endeavor.

Ms. Wheeler noted the FY 17 statistics wallet card created by Ms. Picker.

(The Staff Handbook Report - 11a was moved ahead on the agenda.)

10a. Election of Officers

Ms. Muller presented the nominations for 2018 officers: Ms. Campanella president, Mr. Bates vice president, Mr. Peloquin treasurer.

*Ms. Griffith moved to accept the nominations for 2018 officers as presented.
Ms. Piazza seconded. Approval was unanimous.*

10b. Makerspace Update

Throughout the summer, Ms. Wheeler met with numerous people to get ideas and best practices for fundraising. She especially thanked Lee Primm and Ellen Finnerty Myers, director of the Carroll Hospital Foundation. Wheeler reviewed a packet of material including a rubric showing funds already raised from the State, the County and library executive leadership, and funding that needs to be obtained. Also included was a draft pledge card. Ms. Wheeler asked for support from all Board members.

Ms. Wheeler reported that she has asked a community member to be general campaign chair and will let the Board know if she accepts. We will be contracting with 2 people to help with the campaign: Lorraine Fulton, recently retired as Head of Gerstell Academy, and Missie Wilcox, who has worked for the City of Westminster and on many fundraising campaigns, and is familiar with the make-up of the Main Street area. We have set a timeframe of 2 years for the fundraising with pledge payments accepted over 5 years. Ms. Wheeler noted that our staff is incredibly capable but the time required for this project is beyond what we can absorb, staff will work closely with Ms. Fulton and Ms. Wilcox.

Staff reviewed the 14 Letters of Qualifications the County received from architects interested in the makerspace project. Staff was asked to rate these. The top 3 chosen by library staff through the County Purchasing Department process will be asked to present proposals, hopefully by the end of December an architect will be selected. We received grant award notification from the State authorizing access to Phase 1 funding. The time line is to have construction design work completed and construction begin in fall of 2018, with the goal of opening the space in winter of 2020. Ms. Campanella thanked the staff for their hard work on details. Ms. Campanella said she is pleased to serve on the committee and encouraged board members to donate to the project, so that we can show 100% participation. She noted that for many years there has been a seed of an idea on how to use the lower level of the Westminster Branch. Now there is an excellent plan, Ms. Muller and Ms. Piazza agreed.

Ms. Wheeler asked the Board to look at naming ideas for the space. Staff came up with seven possible names, Ms. Wheeler asked Board members to look over the list, prioritize the list and add other ideas. There was a brainstorming discussion. Ms. Muller suggested the name Exploration Commons @ 50 East to take advantage of the already established identity of Exploration Point as a library makerspace. After the discussion Ms. Wheeler asked everyone to send their favorites to her by November 3.

10c. Strategic Plan Update

Mr. Thompson presented an update on Strategic Plan 2018-2020 and reviewed the goals and objectives that were approved by the Board in September. The team chose Engage Enrich Empower as the title. The Board was pleased with the title.

11a. Staff Handbook Update

The Staff Handbook updates were presented by HR Director Muffie Smith, Assistant Director for HR Terri Simmons and Singer Group personnel policy expert Lorraine Kituri. Board members received a draft of the Staff Handbook and a copy of Ms. Kituri's PowerPoint slideshow highlighting changes. Ms. Kituri noted that generally the Staff Handbook was in good shape, but it is appropriate to review periodically for updates. All policies in the draft reflect the latest rules, regulations and statutes and common practices in libraries nationwide. Title changes and language changes were noted. Policy modifications were reviewed by section. Updates were made to numerous policies including, the equal employment policy. Harassment and workplace violence policies were added. No use of vape pens was added to the smoke-free work place policy. The Americans with Disabilities Amendment Act was added to the Americans with Disabilities Act and Reasonable Accommodations policy. Lactation Accommodation policy was added, along with statements about texting in public areas during work time. Use of Library Vehicles statement was updated to note that cell phone use is not allowed while driving. The probationary period was renamed introductory period. The tuition assistance for academic study policy was changed from two courses per term to up to two courses per year, completion of introductory period is required in order to be eligible and staff must work for CCPL one year following course completion.

Ms. Kituri asked the Board to review the handbook and send comments and questions to Muffie Smith by November 3. At the November meeting staff will review changes and ask for board approval of the Staff Handbook, pending legal review by the County Attorney. Any changes from that review will be brought to the Board in December for final approval. The Board thanked Ms. Kituri, Ms. Smith and Ms. Simmons for the report. Ms. Wheeler also thanked Ms. Kituri for her expertise.

Prior to adjournment, Mr. Peloquin asked if anyone had seen the documentary about the New York City library system. Ms. Soisson said she had seen *Ex Libris*. It is a very detailed and long film that might be enjoyed by people who love libraries.

12. Adjournment

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

The meeting adjourned at 9:11 p.m.

Kathleen Campanella
President