

**Carroll County Public Library
Board of Trustees Meeting
Headquarters
November 15, 2017
Minutes**

1. Roll Call and Declaration of Quorum

Ms. Campanella called the meeting to order at 7:03 p.m. and declared there was a quorum present.

Present:

Bill Bates	Kathleen Campanella	Joyce Muller
Cynthia Piazza	Karen Soisson	

Staff Present:

Jen Bishop	Katelyn Callahan	Bob Kuntz	Terri Simmons
Muffie Smith	Dorothy Stoltz	Stephanie Szymanski	
Joe Thompson	Lynn Wheeler		

Also present: Ted Zaleski, Director of Carroll County Management and Budget

2. Minutes of October 25, 2017

Ms. Muller moved to approve the Minutes of October 25, 2017. Ms. Piazza seconded. Approval was unanimous.

Ms. Campanella read the following statement: On October 25, 2017 the Board voted to close the meeting per the Maryland Open Meetings Law Section 508-10a to discuss a personnel matter. Approval was unanimous, the meeting closed at 6:16 p.m.

3. Financial Statement

Ms. Wheeler reviewed the Financial Statement ended October 31, 2017. Total cash balances are at \$2.9 million, \$64,000 more than this time last year. Revenues are ahead of budget and fines are ahead of budget but nearly \$18,000 behind last year's pace. Mr. Eckard had planned the budget for anticipated decline in fines. Salaries reflect \$36,000 in savings. Audit and bookkeeping fees are overspent but budget will catch up. Grant activity reports include the FY 17 and FY 18 MD eLearning grants. Passport revenue is ahead of expectations. The balance in the sculpture fund at the Foundation is at \$21,000 this fund is also used for park maintenance.

4. Correspondence and Announcements

There were no correspondence or announcements

5. Citizen's Time

Ms. Campanella welcomed Mr. Zaleski to the meeting. Mr. Zaleski said the budget staff is working on the upcoming capital budget and will start the FY 19 operating budget soon. There

is some revenue growth but not what had been considered normal growth. It may be time to change our perceptions on what normal growth looks like. There are reports that the State budget looks better, in that the projected shortfall is smaller. Ms. Wheeler said everyone in the county benefits from Mr. Zaleski's cutting edge 6-year budget projection approach. The Board thanked Mr. Zaleski.

6. Report of the Director

Ms. Campanella noted the wonderful activity conveyed in slides from the branches. Ms. Wheeler introduced Katelyn Callahan, Staff Association president, and thanked her for working in the HR department during staff maternity leave.

Circulation was down 1.8% in October, and is down 0.3% for the year. Visits were at 88,358 for the month. Staff continue to work hard and with great enthusiasm to engage the community in library activities. North Carroll circulation was up 2.6% and Eldersburg circulation was up 1.1% in October. Bookmobile circulation, which accounts for a small percentage of our circulation, was down 35.5%, with staff temporarily delivering items using a county vehicle.

Sunday circulation year-to-date through November 5 is 27,734. Traffic is at 16,291. Eldersburg was packed with folks on November 5, with 723 visits! Many attended the Pumpkin Smash event, including Del. Susan Krebs. The Social Media Statshot comparing October 17 to October 16 activity, shows that use of all CCPL social media channels is up. Ms. Wheeler applauded the excellent work of the Communications Department in posting and coordinating CCPL's media presence with the branches.

Ms. Wheeler noted recent events with staff. The highly attended Carroll One Book program was held in partnership with CCPS - Ms. Stoltz represents CCPL with the Learning Advantage Partnership - The Tech Trek events at all branches and Capture the Flag where Mr. Kuntz and IT manager Erik Miller set up all of the tech. On November 5, Ryan Piazza's Eagle Scout ceremony and ribbon cutting of the pergola were held at the Finksburg Branch. Lorrain Fulton spoke about how the pergola will tie into the garden project. Ms. Wheeler thanked Ms. Soisson, Ms. Campanella and Mr. Peloquin for attending the Chamber's breakfast with Commissioner Howard. She was grateful for Commissioner Howard's praise for CCPL. Ms. Wheeler thanked Ms. Soisson and Ms. Muller for attending Staff Day. The staff donated 488 pounds of canned goods to Carroll County Food Sunday.

Ms. Wheeler announced that Friends Board president Sharon Yingling has agreed to chair the fundraising committee for the Makerspace.

Upcoming events include: Friday, November 17, the Score Challenge at Shiloh Middle School. Author Elizabeth Berg will be speaking at the Community College on Nov. 28, with 200 registered so far. The Friends tea with author Erika Robuck is sold out. December 13 Board meeting at the Westminster Branch. December 18 will be the kick off for the Makerspace fundraising campaign The Road to TechXcellence at Westminster City Hall from 4-7. January 9 is the Chamber's State of the County event. State Legislative Day is February 22, 2018 and will include a CML meeting and evening reception. Ms. Wheeler said she is hoping to invite State legislators to Carroll to introduce the Makerspace. She recently spoke with Delegate April Rose whose children have gone through CCPS. Del Rose would like to see more emphasis on technology in the schools. She is interested in the Makerspace project and Ms. Wheeler asked

her to be on the advisory board. Ms. Campanella praised Delegate Rose's support. At this point we have received \$32,085 in cash and pledges. Ms. Wheeler thanked Mr. Peloquin for a significant pledge and staff for their gifts.

Ms. Campanella noted the Veteran's Day table decorations at the Chamber breakfast at Eldersburg, featuring photographs of staff and family members who were in the military.

7a. Laser Printing Procedure

Jen Bishop gave an overview of the procedures for the Laser Cutter that has been installed at *Exploration Point!* There was a big crowd during the Tech Trek when she demonstrated the machine's capacity, which can produce images on paper, wood, glass, engrave trophies and make signs. Some items that staff member Shawn Harrison has created were on display including a puzzle of the State of Maryland created out of wood. One was given to Governor Hogan at the MACO Conference. Procedures include information for customers on how staff members will help them use the machine. Some consumable materials will be available for purchase. There was a full class being held that evening with 13 on the waiting list. The Board thanked Ms. Bishop of the report.

7b. Open Meetings Act

Ms. Wheeler thanked Mr. Bates for taking the Open Meetings Act training. Mr. Bates reported that the Open Meetings Act is not something to be taken lightly. The Board and staff must make sure to give adequate notice to the public about a meeting and allow access to the minutes and records. It is how trust in government is encouraged. If someone has a complaint about a possible violation of the Act, it is taken to a compliance board who with advice from the Maryland Attorney General's office, decides if the Act has been violated. An example of a violation would be discussing a topic at a meeting, then adjourning to a restaurant and continuing to discuss the topic, because the public could not attend the discussion. The MD Attorney General's office can offer advice when needed. The Board thanked Mr. Bates for taking the training. Ms. Campanella thanked Ms. Szymanski for taking care of the Board's meeting documentation.

9a. United for Libraries

Mr. Thompson highlighted resources from United for Libraries and distributed a handout prepared by United for Libraries for the Maryland State Library. United for Libraries is one of ALA's 11 divisions. It serves friends groups, foundations and trustees. MSL negotiated a purchase of access to United for Libraries website for all public libraries across MD, which offers high quality resources for library staff and trustees. The website resources were highlighted including information on working with a library director, budget, and intellectual freedom concepts. The Board thanked Mr. Thompson for the review.

9b. Strategic Plan FY18-20

Mr. Thompson reviewed the completed Strategic Plan FY 18-20 *Engage Enrich Empower*. He thanked Ms. Campanella and Ms. Wheeler for their introductions. He thanked the team for all their work and Communications staff Lisa Picker and Amber Farran for their work formatting and laying out the document.

Ms. Muller moved to approve and accept the FY 18-20 strategic plan. Ms. Piazza seconded. There was discussion about printing the document and distribution, promotion for the makerspace and possibly using some of the photos to create posters that could be placed in the branches to communicate the new plan to our customers. It can also be promoted at the Friends Tea in December. Approval was unanimous.

Ms. Campanella said the Board appreciates the team's hard work on the project.

9c. Staff Handbook Update

Proposed Staff Handbook changes were reviewed by Muffie Smith and Terri Simmons. Ms. Smith thanked Leza Griffith who sent comments as did Ms. Soisson, and Mr. Bates, who came into the office and spent quite a bit of time reviewing the handbook with HR staff. Ms. Smith and Ms. Simmons thanked him very much for sharing his expertise. Ms. Smith noted that the handbook was also reviewed by Executive Leadership Staff. Ms. Piazza and Ms. Muller also suggested some language changes. This update reflects feedback from many people, including experts from the Singer Group. There were many language changes made. The following were most significant. In the table of contents, probation was changed to introductory period; many changes were made to the telephone policy that specifies hands free use of cell phones is permitted while driving library vehicles, personal use of cell phones for personal reasons was changed to reflect that it be kept to a minimum. Headphones, earbuds, earphones and Bluetooth earpieces may only be used in public areas for work purposes. Computer information systems and network communications must comply with the Employee Information Systems Security Policy. The Sunday work requirement was added. The link to the Maryland Laws Relating to Public Libraries in suspension and dismissal of non-introductory period staff was updated, the use of a model release form was removed and verification of degree was updated. A new section was added to address freelance work and ownership of resources developed by staff using CCPL resources.

Final review of the document will be with Lorraine Kituri from the Singer Group and the County Attorney. If the attorney recommends any changes, staff will bring it back in December for new approval. Ms. Campanella noted it is a large task and thanked the Board, staff and the Singer Group for their work on the document.

Ms. Muller said pending the legal review she moved to accept the Staff Handbook with changes as presented. Ms. Soisson seconded. Approval was unanimous.

10a. FY 19 Operating Budget

Ms. Wheeler reviewed the preliminary operating budget request for FY 19. There was one additional item to include a replacement passenger van for staff use. Two changes to the justification cover sheet were noted: the fines total should be \$197,000 and the total County appropriation request should be \$9,009,351. The county operating plan includes a 3% increase, most will go to staff salaries but also includes a small amount in other lines. There is an increase request of \$24,774 to bring page salaries to the new minimum wage of \$10.10 per hour which brings the total County request to a total increase of 3.22%. State Aid is planned at \$.50 per capita but at this time we do not know if that will hold. Previous year unspent estimate of

\$150,000 remains the same. Fine revenue projections continue to decline. That item is decreased to \$197,000. Other decreases in revenue: interest and vending machines. Other increases include: passport activity at Eldersburg, print fees, meeting room fees, county collection fees and fax fees. Summer reading t-shirts are zeroed out. Expenditures reflects total increase of 3.33% to salaries and benefit. Other increases go to retirement, meeting expense, bank service charges, audit and bookkeeping, programming and publicity supplies, books and software (to support purchase of new HR/payroll software). Decreases will be in vending machine rental, computer maintenance (to support new HR/payroll software purchase), vehicle fuel and maintenance, furniture, and computer equipment. Ms. Wheeler asked the Board to review the request and let her know if there are questions. The request will be brought back in December for approval. Ms. Campanella said it is appreciated having the information ahead of time.

10b. FY 17 Statistics Review

Mr. Kuntz highlighted the FY 17 statistics. Digital media circulation is overall up 10%. Hoopla comics and ebooks were added and are doing well. Overdrive ebooks were down but audio books are up. Hoopla video is up by 18% and music is up 21%. In-house circulation is new this year. Branch staff do a special check-in to count items that customers take off shelves and leave on tables. The state will be requiring this number next year, we decided to start a year head. Public internet/game usage is down and that has been the trend for a while. Wifi continues to grow and is up 6%. Ms. Piazza noted kids.carr.org has decreased. Mr. Kuntz said staff are exploring whether to fold that and the teen site into the library.carr.org site. Interlibrary loan and Marina usage reflects that items customers borrowed is up while what was lent went down. Ms. Wheeler said the Marina requests represent an immense amount of staff work load for over 70 book clubs in the County. Passport services saw a significant increase at North Carroll, and an overall increase due to Eldersburg coming on board. Ms. Campanella said the numbers reflect a good experience for library customers.

11. Close Meeting to Discuss a Personnel Matter

Ms. Piazza moved to close the meeting to discuss a personnel matter. Ms. Muller seconded. Approval was unanimous.

The meeting closed at 8:47 p.m.

At 9:05 p.m. Ms. Piazza moved to reopen the meeting. Ms. Soisson seconded. Approval was unanimous.

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

The meeting adjourned at 9:08 p.m.

Kathleen Campanella
President