

Carroll County Public Library
Board of Trustees Meeting
Westminster Branch
December 14, 2016
Minutes

1. Roll Call and Declaration of Quorum

Ms. Piazza called the meeting to order at 7:02 p.m. and declared there was quorum present.

Present:

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

Staff Present:

Tony Eckard	Bob Kuntz	Christina Kuntz	Barbara Lease
Brenda Proper	Muffie Smith	Dorothy Stoltz	Joe Thompson
Maria Vilcek	Lynn Wheeler		

2. Minutes of November 16, 2016

A typo was noted and corrected. Ms. Griffith moved to approve the Minutes of November 16, 2016 as corrected. Ms. Campanella seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard reported on the Financial Statement as of November 30, 2016 five months into the fiscal year; overall revenues stand \$39,208 greater than budget. Passport revenues year-to-date are just under \$19K. Fines are \$10,224 behind the FY 16 pace. Year-to-date salary savings are at \$118,000. The balance in the Mary Lou Dewey Sculpture Park Fund as of November 30, 2016 was \$37,610.03.

4. Correspondence & Announcements

A letter was sent to the Westminster police thanking them for their support. Ms. Wheeler introduced Maria Vilcek, library associate from the Mount Airy Branch, attending the meeting as part of her assignment for the Library Associate Training Institute, and Brenda Proper, library associate from the Westminster Branch, attending on behalf of the library staff association.

5. Citizen's Time

There were no citizens in attendance.

6. Report of Director

Ms. Wheeler reported that circulation was down 0.6% in November, and is down 1.9% for the year. Visits are at 440,451 for the year. Streaming of material continues to grow in popularity with a 23.4% increase in audio, a 30.9% increase in video and a 20.3% increase in music. Through December 4, Sunday circulation is at 37,199 with 18,702 visits.

Ms. Wheeler and her staff are continuing to follow up on Ms. Griffith's suggestion to look into the feasibility of installing electric car charging stations at some branches. Bob Kuntz, Director of Operations & Innovation, shared additional EV (electrical vehicle) charging station information, such as current standards, voltage options, and local EV charging stations already in Carroll County. Mr. Kuntz will contact the county to begin discussion on the feasibility of the project and recommended consideration for stations to be installed at the Finksburg and North Carroll branches.

The Board of Commissioners is scheduled to take up the issue of Board appointments at the December 15 meeting. We should have news on Board replacement for Richard Soisson before the end of the month.

IT staff members, Jen Bishop and Shawn Harrison and Eldersburg staff member Kahla Gubanich demonstrated virtual reality (VR) to Liberty and South Carroll High School students and teachers. At Liberty, 60 students and 11 adults tried VR using Google Tilt Brush to create collaborative 3D art.

Ms. Wheeler praised the generosity of CCPL staff who donated 469 pounds of food to Carroll County Food Sunday as a result of the Staff Day canned food drive. She expressed thanks and congratulations to staff member Lynn Beard, Library Associate at North Carroll Branch, for her superb "Whoville" gingerbread house which received the Runner Up for Best Spirit in the Human Services Programs (HSP) gingerbread house contest to benefit HSP's homeless shelters. The Award included a \$20 prize which was donated back to HSP. Joyce Muller's Noah's Arc also received many votes.

7a. Fair Labor Standards Act (FLSA)

Muffie Smith, Director of Human Resources, and Terri Simmons, Assistant Director of Human Resources, reported on the Department of Labor's rule revising the overtime exemption regulations of the Fair Labor Standards Act (FLSA). This revision increases the threshold for overtime eligibility from \$23,660 to \$47,476. The revision does not have a large impact on CCPL. Six positions previously classified as exempt will no longer be exempt. Slight salary increases were made to align positions with the new regulation. The increases were put into effect on November 20. Letters were sent to impacted staff. FLSA was to be implemented nationally on December 1, 2016. Subsequently, the implementation date was delayed by a Federal judge, however, we along with many employers did not revise the implementation date, as staff had already

been notified of the change. Ms. Wheeler added that CCPL is well-positioned, in general, because HR is very aware of legislation and its impact on human resources.

7b. CCPL Friends Report

Joyce Muller shared news of the successful Friends Tea event on December 8, 2016 with Arthur Houghton III, author of *Dark Athena*, a novel that explores the question of who should own mankind's cultural heritage. Drawing on his background as curator of antiquities at the J. Paul Getty Museum and his experience in the US Foreign Service, Mr. Houghton created an intricate and informed narrative. Marcia Leiter, local children's author and illustrator, was featured as well. Ms. Leiter has published two books thus far in a new series, *Sweet Pea's Tale of TOO MANY TOMATOES!* and *Sweet Pea's Christmas*.

A slate of new officers was approved: Sharon Yingling, President, Jan Flora, Vice-President, Nancy Lynch, Secretary-Treasurer. The mini-golf tournament fundraiser will not be held this year. Contributors are being asked to continue to support Battle of the Books, and are responding positively.

7c. 403b Committee Report

Bill Bates and David Peloquin reported on the annual 403b Plan review meeting held November 15, 2016. Mr. Bates shared an overview of the plan including size and number of participants. He discussed the analysis of the Library's plan provided by Asset Strategy Consultants, which will be made available to staff. Mr. Bates also reported on topics that the review committee is researching, including auto enrollment for new employees, and a new option for the qualified default investment alternative. Mr. Bates shared detail on the target date fund option that would be designed to provide a portfolio in which the asset allocation mix becomes more conservative as the target date approaches for an employee's retirement.

7d. CCPL Rebranding Process

Lisa Picker, Communications Manager, reported that as part of CCPL's marketing plan, a rebranding project has begun. The Board, the Friends, staff, community partners, and the public will be encouraged to participate in the process. During the "discovery" phase, CCPL will do an assessment, conduct research, and create an inventory of branch assets. Style guidelines and quantitative research will be developed in the second phase. The final deployment phase is scheduled for summer 2017. CCPL will do the work in-house. Ms. Picker asked the Board to fill out a survey to provide feedback to help think through the rebranding project.

7e. Westminster Branch Report

Christina Kuntz, Westminster Branch Manager, reported that Barb Lease, Westminster Circulation Manager, will retire in January. Ms. Kuntz praised Ms. Lease for her dedication, can-do attitude, experience, and sense of balance between advocacy and stewardship for library service. Ms. Smith said that Ms. Lease could always be counted on to identify what was useful or valuable in discussions in order to understand an issue

and move to a solution. Ms. Lease described CCPL staff as the greatest library asset. She expressed her gratitude, saying she enjoyed every minute of her nearly 25 years. The Board applauded Ms. Lease's hard work and congratulated her on her well-deserved retirement.

Ms. Kuntz reported that Westminster staff won the Mayor's Cup award for the best holiday decorated window in town.

Margarete Lory, the soon-to-be new Circulation Manager, developed the implementation plan to circulate knitting needles at the Westminster Branch. A new bundle of library materials has become popular for check-out that includes how-to-knit DVDs and books combined with knitting needles.

Ms. Kuntz told the board that staff members are guided by the Library's core values and gave numerous examples of how CCPL staff have changed lives in small ways and sometimes in significant ways.

Library Associates Maureen Aversa and Laura Rice, Library Associate, signed up for Narcan training at Carroll Access after learning about opioid addiction at the Carroll Drug Summit. They were called upon to apply their training recently to save a young woman. Brad Gardner, Security Guard, and Officer Bowman, Westminster Police also assisted by administering CPR. This remarkable team effort saved the woman's life.

Ms. Wheeler praised Ms. Kuntz and her staff for their outstanding work with customers.

Ms. Piazza left the meeting at 8:13 pm. Vice President Soisson, took over facilitation of the meeting.

Ms. Wheeler thanked Mr. Soisson for his ten years of service as a Library Trustee and read a list of significant achievements he has helped to implement during that time.

8a. FY 2018 Budget Request Approved

The Board approved the Library's FY 18 Budget Request which will be submitted to the County. Planned for the Library in the County's Operating Plan for FY 18 is a 3% increase of \$249,065 in the County's appropriation. In the law State Aid for FY 18 is scheduled to increase by \$0.54 per capita. Both increases are subject to change.

Ms. Muller moved to accept FY 2018 Budget as presented. Mr. Peloquin seconded. Approval was unanimous.

9a. Narcan Policy

Naloxone, sold under the brand name Narcan among others, is a medication used to block the effects of opioids, especially in overdose. Ms. Wheeler contacted Sue Doyle, Director of the Bureau of Prevention, Wellness, and Recovery at the Carroll County Health Department shortly after the incident with the young woman overdosing at the Westminster branch. They discussed creating a library policy for Narcan, providing

Narcan for library branches and training for interested staff. Mr. Kuntz presented a draft policy to the board and described its purpose and proposed implementation.

Ms. Campanella moved adopt the Narcan Policy. Mr. Soisson seconded. Approval was unanimous.

9b. Policy for Community Posting

Based on a recent request, the Policy for Community Posting was reviewed and updated. Ms. Picker reported that the proposed changes expand the definition of designated spaces to include online virtual spaces explained as library web pages and social media pages. Proposed revisions include:

Carroll County Public Library has sole discretion to add, edit, or remove links, images, audio, video, documents, and text on any Carroll County Public Library web site and social media pages.

All material will be reviewed by Communications, Branch Manager, or designated staff members and if approved posted by library staff.

Ms. Muller moved to approve the updated Policy for Community Postings. Mr. Peloquin seconded. Approval was unanimous.

10. Adjournment

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

The meeting adjourned at 9:04 p.m.

Cynthia Piazza
President