

**Carroll County Public Library
Board of Trustees Meeting
Headquarters
January 24, 2018
Minutes**

Ms. Picker gave information on the activities slideshow.

1. Roll Call and Declaration of Quorum

Ms. Campanella called the meeting to order at 7:10 p.m. and declared there was a quorum present.

Present:

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

Staff Present:

Tony Eckard	Lorraine Fulton	Pam Kraemer
Bob Kuntz	Muffie Smith	Dorothy Stoltz
Stephanie Szymanski	Joe Thompson	Lynn Wheeler

Also present:

- Ted Zaleski, Director of Carroll County Management & Budget
- Sharon Yingling, President of the Friends of Carroll County Public Library and Chair of The TechXcellence Fundraising Committee

2. Minutes of December 13, 2017

A revised copy of the minutes were brought to the meeting with changes proposed by Mr. Bates regarding the 403b report.

Ms. Griffith moved to approve the Minutes of December 13, 2017 with changes made by Mr. Bates. Ms. Piazza seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard reported on the financial statement ended December 31, 2017. Cash balances are at 1.4 million, very close to this time last year. Major revenues are on budget and overall \$97,000 ahead of budget. In December the FY 17 carryover of \$212,000 was posted to the statement. Last year's carryover came from 2 sources \$60,000 in revenues and \$152,000 in personnel savings. In FY 18 so far we have \$58,000 in salary savings, which is slower than last year's pace. The MD eLearning grant expenditures reflect normal activity. Passport activity: Eldersburg processed 73 applications, North Carroll processed 68. The Community Foundation

statement shows a balance of \$22,031. The November and December statements from the Foundation were revised by a small amount. Mr. Eckard has emailed the Foundation to get information as to why there was a change.

Mr. Bates asked where donated money for the Makerspace will be deposited. Mr. Eckard said in the library's regular account, but accounting will be put in place for tracking purposes. Through yesterday we have raised \$49,000 so far in cash and pledges. Board member support is over \$8,500. We will track expenditures for the project, so far no grant funds have been spent. The Board thanked Mr. Eckard for the report.

4. Correspondence and Announcements

- a. Materials Manager Concetta Pisano sent a thank you note to Suzanne Albert of the Westminster Cemetery Committee to thank them for donating 6 copies of *Historic Westminster Cemetery and Union Meeting House* to CCPL.

5. Citizen's Time

Ms. Campanella invited Mr. Zaleski to speak. He said the Federal tax bill raises a lot of questions for the State and County. The impacts to income tax are not well understood yet and may take years to understand. Changes in deductions will lead to a spike in Maryland income tax. At this time, the governor's proposed FY 19 budget is \$1 billion out of balance, if the State has trouble balancing their budget it could impact the library's State Aid as it has in the past. Other impacts on the County are not so much loss of revenue as increased expenditures that the State could pass on to counties such as costs for the real estate assessments. In the big picture State Aid to local government can effect libraries, colleges, health department and schools. Mr. Zaleski noted that the budget office staff has shared a first look at the FY 19 Capital Budget with the Commissioners and will be talking with them about the FY 19 Operating Budget in March. Mr. Zaleski invited everyone to attend the Chamber luncheon on February 9 where he will be giving his annual fiscal overview and thanked Mr. Peloquin for his sponsorship. He also thanked the library for booking and setting up meeting rooms for his annual proposed budget presentations to the community. The Board thanked Mr. Zaleski for his comments.

Ms. Wheeler welcomed Sharon Yingling to the meeting.

6. Director's Report

Ms. Wheeler introduced Pam Kraemer who works in Outreach and Taneytown as an LA substitute. She was in attendance representing the Staff Association.

Circulation was down 6.2% in December, with one less Sunday of service, and is down 1.9% for the year. The decrease is in print and physical AV formats. Downloading and streaming of material continues to grow in popularity with a 37% increase in digital audio and a 12.6% increase in e-books. These collections continue to be small in comparison to print. Materials management works diligently to allocate the budget in the face of growing digital demand while

maintaining a robust collection across multiple physical formats. Circulation of downloaded books and audio through Maryland's Digital eLibrary Consortium with Overdrive was at 2,842,512 million in calendar year 2017, an increase of 18.6% over CY 2016. Through January 21, Sunday circulation is at 48,688 with 27,772 visits.

Hoopla is a popular but challenging streaming service. Customers make the decision on what to purchase and we pay after the fact. The increased popularity of Hoopla puts insupportable demand on the materials budget. In order to keep the budget in check, we have had to reduce the per customer checkouts from 10 to 6 per month. We are hoping that State Aid will increase which will allow us to increase the materials budget. At the June meeting Materials Management will present an update on the collection.

Ms. Wheeler thanked Mr. Bates for working with HR staff on updates to the Staff Handbook. The team will be holding a second review session with the County Attorney.

The new Transit Van replacing the bookmobile has arrived.

This year David Peloquin and Leza Griffith will be completing partial terms that were held previously by Tom Ferguson and Ellen Morse. They are eligible to serve their own terms, starting in January 2019. With their okay and approval by the Board, we would like to submit letters to the Commissioners requesting these appointments.

Upcoming events include: February 6 – the African-American Read In in partnership with CCPS. Sunday, February 18, Eldersburg Branch – 2 pm and 4 pm –Andrew Morton, author of *Wallis in Love*, in partnership with A Likely Story Bookstore, both events are sold out. Tuesday, February 20, Library Legislative Day, Annapolis. Wednesday, February 28, 7:00 pm, Board Meeting, HQ. Friday, March 2, author Melanie Benjamin K-100 -CCC Reception at 6:00, in partnership with Penguin Random House Book Fair. Thursday, March 7, Brad Meltzer, 7:00 pm – Scott Center, CCC, in partnership with A Likely Story Bookstore. Thursday, March 22, 7:00 pm, Winters Mill High School, Battle of the Books Kickoff, featuring authors Beth Fantaskey, Ben Hatke, Jordan Sonnenblick, no registration required. Wednesday, March 28, 7:00 pm, Board Meeting, Finksburg Branch. April –Battle of the Books – See schedule included in packet. April 22, 2018, 1:00 - 3:00 pm, Make Jewelry: A Recycled Adventure Maker Faire at the Carroll Nonprofit Center located at 255 Clifton Blvd., in partnership with the Tech Council and Ting. Wednesday, April 25, 7:00 pm, Board Meeting, Taneytown Branch. May 2-4 – Maryland Library Association Conference, Hyatt, Cambridge, MD.

Other events include the Celebrating America History Expo at Winters Mill High School on Saturday February 24th – featuring author Jack McBride White. Mr. Eckard has once again worked diligently to coordinate this CA event. We are excited to showcase the augmented reality (AR) exhibit created in partnership with the Union Mills Homestead and made possible with IMLS funding through the Maryland State Library. Dorothy Stoltz has arranged for the exhibit to be on display at the State House in May. As part of the CA array of programs, on April 16, the Mt. Airy Branch will host Jennifer Pharr Davis, long distance hiker and author who will talk about her experience hiking the Appalachian Trail.

7a. HR/Payroll Report

Muffie Smith and Tony Eckard gave a report on their efforts to replace the 20-year-old HR and payroll software system, which is nearing end-of-life. HR, Finance and IT staff worked diligently to prepare and issue an RFP for services. Five responses were received. Following a very thorough proposal review, multiple interviews and reference checks, the team selected Paycom, a cloud-based system. Paycom has an office in Baltimore and offers a hands-on approach to implementation and training. The annual cost is \$57,000, with an implementation cost of \$11,000. Paycom is in use at Prince George's County Memorial Library and most recently at Harford County Public Library, which gives us the opportunity to establish a users' group. We are planning implementation in April. Ms. Smith praised Mr. Eckard's work as team leader. The Board thanked them both for the presentation.

Bob Kuntz left the meeting in order to attend another meeting.

9a. Makerspace Update

Lorraine Fulton gave an update on fundraising activities for the Makerspace. We have been working closely with Missie Wilcox of MarketWorks to prepare the fundraising package. Thanks to Kathleen Campanella and Sharon Yingling for their help in preparing for the campaign. Next week Ms. Wilcox will give staff fundraising training.

The launch of the fundraising campaign, Road to TechXcellence was held on December 18. We received positive feedback from community leaders. The Road to TechXcellence brochure, FAQ sheet and "Ways to Give" have been developed and are at the printers. Staff is working on identifying grants. Dorothy Stoltz has been very instrumental in helping with grant resources. Ms. Fulton and Ms. Stoltz met with the development director at Enoch Pratt Free Library, which is involved in a multi-million dollar campaign for the renovation of the central branch. Ms. Fulton has been meeting with staff at library branches to talk about our fundraising goals and efforts. MarketWorks held feasibility studies with the MAGIC Board and a group of community leaders. These garnered a lot of valuable information. There was discussion on grant applications, what grantors are looking to fund and how to put those needs in the grant documents. Ms. Muller said this is a great beginning. Ms. Wheeler added that if anyone has ideas for grant opportunities let Ms. Fulton know. Ms. Griffith suggested Weinberg. The Board thanked Ms. Fulton for the report. Ms. Wheeler thanked Sharon Yingling for her help with decorating Emerald Hill for the launch event and thanked all Board members who attended to help promote the benefits of Exploration Commons. As soon as the printed materials are ready we will start scheduling visits with possible donors. Ms. Wheeler thanked everyone for their efforts to get the project rolling.

Sharon Yingling left the meeting.

10a. Circulation Policy Update

Ms. Wheeler noted an attachment to the Director's Report giving circulation figures on non-traditional maker support collections – knitting needles and rubber stamps. Mr. Thompson gave information on two new non-traditional collections for consideration: fishing poles and GoPro cameras. In fall 2017 the MD Department of Natural Resources (DNR) let Maryland library systems know that based on the success of a fishing pole circulation pilot project at the Mountain Road Branch of Anne Arundel County Public Library, DNR was going to offer fishing poles to other libraries in MD. The Westminster Branch volunteered to pilot this collection at CCPL with Board approval. Staff member Craig Patterson has agreed to manage the 6 poles that DNR would donate. If a pole is damaged, DNR will replace it. Mr. Thompson shared the fishing pole agreement for Board approval. If approved, poles could arrive in March or April.

A staff member suggested we purchase and circulate GoPro cameras. The Applied Technology Team and other staff members have been experimenting on ways to use the cameras and helped create guidelines for circulation. GoPro cameras are generally used to film performances and physical activities. Mr. Thompson demonstrated how they work. The cost for each camera and its accessories is \$460. Customers will need to complete a form before they can check out a camera. There was discussion on such a large amount of money spent on an item going out the door. It was noted that customers can check out that much and more in books and other items at one time. Ms. Griffith suggested adding the liability statement that is on the fishing pole form to the GoPro form. Customers will need to purchase their own mini SD card, which the branches will sell for \$13 each. (Subsequently the cost of the SD cards was made \$15). The GoPros will be held at the Mt. Airy Branch.

Mr. Peloquin moved to include fishing poles and GoPro cameras as circulating items in the collection with the change to the GoPro form regarding the library's liability as discussed. Ms. Piazza seconded. Approval was unanimous.

10b. Choose Civility

Mr. Thompson reported on CCPL's Choose Civility initiative. He and Mt. Airy Branch manager Patty Sundberg attended a summit at Howard County Library, which has had a successful Choose Civility initiative for 10 years. The Maryland State Library offered a grant of up to \$5,000 for library systems signing on as a Choose Civility affiliate. Funds must be expended before June 2018. We would be required to list the Choose Civility logo on events that are funded by the grant. We have applied for the funding and have identified the following activities that meet the criteria and could be partially funded by the grant: Battle of the Books Kickoff Author event in March, Frederick Douglas 200th Birthday Anniversary Speaker in June, *Kindness Rocks!* Summer Reading Program Activity, *Shout Out Walls* teen bulletin board project, Carroll One Book African American History Trail Bus Tour in partnership with Carroll County Public Schools. We also agreed to create book lists of appropriate materials and add a page to our website about Choose Civility events. Ms. Muller said this is a good message to take to our state legislators.

11. Adjournment

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

The meeting adjourned at 9:00 p.m.

Kathleen Campanella
President