

Carroll County Public Library  
Board of Trustees Meeting  
Headquarters  
January 23, 2019  
Minutes

**1. Roll Call and Declaration of Quorum**

Ms. Muller called the meeting to order at 6:59 pm and declared there was a quorum.

Present:

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

Staff Present:

Andrea Berstler	Tony Eckard	Lorraine Fulton	Pam Kraemer
Bob Kuntz	Lisa Picker	Muffie Smith	Dorothy Stoltz
Stephanie Szymanski	Joe Thompson		

**2. Minutes of December 12, 2018**

Mr. Bates asked for a change to the minutes in item 7b of December 12, 2018. Each Board member received a copy of the revised minutes.

*Ms. Campanella moved to accept the minutes with Mr. Bates correction as presented. Ms. Piazza seconded. Approval was unanimous.*

**3. Financial Statement**

Mr. Eckard reported on the financial statement ended December 30, 2018, which is halfway through FY 19. Cash balance is \$1.4 million, similar to this time last year. Revenues are ahead of budget by \$82,000. Fine revenue is behind budget by \$5,900 and behind last year's pace by \$4,700. Interest income is helping make up the difference but an adjustment may need to be made for fine income projections in the FY 20 operating budget. Salary savings is at \$75,000. Other expenses above or below are similar to past months. Furniture is overspent but budget will catch up this was due to purchase of new meeting room tables at Finksburg and North Carroll and some items for the Executive Director office. Our largest book supplier Ingram is doing away with the discount for paying invoices in a timely manner, we generally get about \$5,000 in annual savings and will have to find somewhere else to make that up. Eldersburg passport revenue is \$6,000 ahead of last year. North Carroll passport revenue is ahead by \$3,500 of last year. The Campaign for Exploration Commons has raised \$390,000, approximately \$6,000 was collected in December. First time FY 19 grant reports are for: the Arts Council, One MD One Book, PNC, Striving Readers through CCPS, Phase 1 of the Capital Grant for 50 East– we have spent \$88,000 so far, Chesapeake Bay Trust for Finksburg Garden, MD eLearning Grant, Technology Training Grant, Staff Development, MD Tech Connect, Programming Humanoid Robot, Choose Civility through Howard County Library, Facilities Master Plan. The RFP is out for the facilities master plan. The balance in the Sculpture Park account is \$12,400. A gift from the Woman's Club of Westminster was received in Lynn Wheeler's honor towards the Sculpture

Park. The Club also gave \$1,000 towards Exploration Commons. The total amount in grants at this time is approximately \$250,000. Ms. Berstler noted the team effort to write grant applications.

#### **4. Correspondence and Announcements**

- a. Thank you notes were received from the Arc Carroll County and a customer from Finksburg.
- b. Community Mediation Center send a thank you for use of meeting rooms.
- c. The Office of the Maryland Attorney General sent an opinion on the process of dismissal of library employees based on State law and COMAR regulations. The AG's opinion is that the Board is responsible for termination of an employee. The Director can advise on termination and suspension with or without pay. There has been much back and forth on this subject with the State Librarian. Probationary staff who are not covered by COMAR would not be included. CCPL's Staff Handbook is up to date with this procedure. A copy of the opinion will be shared with Board members.

#### **5. Citizens Time**

No citizens were present.

Ms. Muller welcomed Pam Kraemer, Library Associate at Taneytown and President of the Staff Association to the meeting.

#### **6. Report of Executive Director**

Ms. Berstler said she is very busy with a full calendar. She has reworked the Director's Advisory Council to a roundtable, with front line staff from each branch sharing what is going on at their locations. It is also an opportunity for Ms. Berstler to share Friends and other activities that might affect their branch work. Ms. Berstler also went caroling with the Outreach department. The branches have amazing things going on, some information was included in the report. There was a note from a customer in Mt. Airy about how effective libraries services are. Ms. Berstler is working diligently to become more connected with the community. She has been asked to throw her hat in for a spot on the Chamber board when Lynn Wheeler goes off, she plans to join the Westminster Rotary. Ms. Berstler and Mr. Thompson will be attending the ALA Midwinter Conference starting January 24. She will also be entering Leadership Carroll in the fall along with Mt. Airy branch manager, Patty Sundberg.

#### **7a. Technology Report**

Jen Bishop, Christina Kuntz, and Bob Kuntz attended the 2019 Consumer Electronics Show. To outfit Exploration Commons, staff need information on the latest equipment that could be available for the space. Mr. Kuntz reported on many of the new technologies they saw including: programmable firework drones, sea drones, wireless VR, a window cleaning robot, a voice activated kitchen faucet, updated 3D printers that print in metal and chocolate. For EC50E we want to include programmable light panels and a large format 3D printer. There were lots of robots including Pepper. We received an LSTA grant to purchase a Pepper robot. Pepper is a

coding robot that can be coded to perform tasks. The robotics industry is growing and this will be a large component of Exploration Commons.

#### **8a. EC50East Update**

Mr. Kuntz gave an update on the EC50East project. The value engineering has started to look at costs. Items that have been changed to keep costs in check include: removing the glass on the building, only one kitchen will be built but piping and venting may be installed for a second one, taxes and overhead were removed from the estimate. Furniture and equipment was removed from construction documents, CCPL will handle those purchases. Construction drawings are at 50% with the expectation they will be at 85% by March and then we will start to get renderings with finishes. The completion date of summer 2020 is still on target.

#### **9a. Meeting Room Policy Update**

Ms. Berstler reviewed proposed changes to the Meeting Room Policy and Regulations. Branch staff brought concerns about having after-hours use of library meeting rooms without staff in attendance. Ms. Berstler said she also has risk management and safety issues about this practice. Staff are asking that after hours use be eliminated, Mt. Airy does have an HOA group that regularly uses the meeting room after hours but the branch manager feels they will understand this change. Staff also asked that there be a change to public requests of meeting room from 3 months ahead to 2 months ahead. A title change from Director to Executive Director in the document is also included in the updates. The regulations will have a reference to after-hours use taken out, 3 months to 2 months for public use reservations, the Executive Director's designee may cancel a reservation when needed, and add that individuals may not leave belongings in meeting rooms between meetings. There will be an adjustment time for the public with these changes.

***Ms. Griffith moved to approve the updates to the Meeting Room Policy and Guidelines as presented. Mr. Peloquin seconded. Approval was unanimous.***

Ms. Muller announced that Ms. Campanella would like to bring a report from the Friends to the Board. Although she was not able to attend, Ms. Campanella gave information she received on the Friends January 10 Board meeting. Fundraising for the Battle of the Books is going well. Marty Hankins from the North Carroll area has agreed to serve on their Board. National Library Week is in April and the Friends are hosting a special event with humorist Dave Barry at Carroll Lutheran Village on April 6 at 2 pm. Debbie Scheller, owner of A Likely Story Bookstore has agreed to make information about the Friends available at the store. Ms. Campanella also announced the passing Tony Mendez, the author of *Argo* and father of *Our Family Farm* sculptor Toby Mendez. Mr. Mendez gave a talk about *Argo* as a fundraiser to benefit the Mary Lou Dewey Sculpture Park at the Westminster library several years ago.

Ms. Picker gave information on two Battle of the Books author event celebrations to be held at the Community College Scott Center on March 18 and March 22. Author Harlen Coben will be at the Arts Center on March 20 and author Lisa Scottoline is coming to Carroll on April 8. There was discussion about continuing the Dessert and Discourse series at JeannieBird's. Ms. Griffith suggested local author Rafael Alvarez as a possible speaker.

**10. Adjournment**

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

The meeting adjourned at 8:31 pm.

Joyce Muller  
President