

Carroll County Public Library
Board of Trustees Meeting
Headquarters
January 22, 2020
Minutes

1. Roll Call and Declaration of Quorum

Ms. Muller called the meeting to order at 7:00 pm, declared there was quorum and welcomed Ms. Harrison to the meeting. Everyone introduced themselves.

Present:

Bill Bates Joyce Muller David Peloquin Cindy Piazza
Karen Soisson

Also present: Virginia Harrison, incoming Board member

Staff Present:

Andrea Berstler Tony Eckard TJ Finecey Bob Kuntz
Jessica Perez Lisa Picker Muffie Smith Dorothy Stoltz
Stephanie Szymanski Joe Thompson

2. Minutes of December 11, 2019

Ms. Piazza moved to approve the Minutes of December 11, 2019. Mr. Peloquin seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard reported on the financial statement that ended December 31, 2019, which is halfway through FY 20. Cash balances are at \$1.5 million about \$80,000 over this time last year. In December the FY 19 carryover was recognized, it is not as strong as planned, this was mentioned during the audit review. So far \$42,000 has been made up, and staff are hoping that amount can also be made up in the rest of the fiscal year. Salaries savings are at \$124,000. Retirement expenses are overspent due to the actual invoice being more than 10% over what was budgeted. Among other items parking reimbursement is overspent but budget will catch up. The Community Foundation account that supports the Mary Lou Dewey Sculpture Park at the end of November 2019 was at \$9,235.

4. Correspondence and Announcements

Ms. Berstler received an appreciation letter from Councilmember Dayhoff from Westminster, after visiting the Board meeting at Westminster in December. He said he enjoys and supports the library. He requested that branch manager Christina Kuntz's PowerPoint presentation be given at a City Council meeting and the NAACP. Ms. Kuntz is working to get in touch with both entities.

5. Citizen's Time

There were no citizens present.

TJ Finecey, circulation clerk at Westminster was in attendance representing the Staff Association. Jessica Perez, Library Associate at Eldersburg was present to observe a Board meeting for LATI.

6. Executive Director's Report

Ms. Berstler reported on additional information not included in the report. The County requested we produce PowerPoint slides for a presentation to the Commissioners with information about the library. Ms. Picker created a wonderful slideshow with very dry statistics and made it interesting and animated. Staff received correspondence from an individual in New Windsor requesting the ability to check out holds at Library HQ. We will be implementing this on February 1 due to the ability to move a location site in the circulation system from Springdale Prep to New Windsor. Staff met with Springdale to discuss several things and mentioned doing this and Springdale was fine with it. Holds will be available for check out at the reception desk 9-5 Monday – Friday only, with no other service offered. Per the Board's request during the director's evaluation Ms. Berstler has made time for informal meetings with board members. Ms. Piazza and Mr. Bates met with Ms. Berstler last week. Ms. Piazza said it was very useful. The meetings will be kept to 2 board members at each meeting and Ms. Berstler will send some additional dates out in the near future. Ms. Berstler and Ms. Picker traveled with Commissioner Eric Bouchat to the unveiling of the Poe House Baltimore as a Literary Landmark from United for Libraries (part of ALA). Commissioner Bouchat gave wonderful comments, Ms. Berstler recommends it as a stop on any Baltimore tour.

Board members are invited to the annual Library Legislative Day on February 5 in Annapolis. Talking points for the day include keeping the library capital grant funding and possibly getting an increase to \$10 million. The other involves possible legislation on making all of Maryland's public libraries fine free and to not allow charging for lost items. Maryland's library directors are very concerned about this because although it is well intentioned it could have severe repercussions on how local library boards manage policies for their library systems. COMAR is clear that the library board is in charge of the library and has the ability to charge or not charge fines. If the bill is introduced staff may ask Board members, who are our community representatives, to come to Annapolis to testify. Legislators did not collaborate with the library community on this proposed legislation. There is concern that this could lead to additional legislation on other library operations. There is a Missouri legislator who wants to create a parent board that would review books that are purchased for libraries in that state. Ms. Berstler noted that CCPL is looking at the possibility of going fine free (and continue to bill for lost items), there are implications that need to be considered such as loss of revenue. The paradox is, it has been shown in libraries that have gone fine free that circulation has increased because of improved accessibility. Other systems that have gone fine free include Enoch Pratt, Calvert County, Chicago, Salt Lake City, and Sacramento.

Montgomery County has withdrawn from the State eBook Consortium and Baltimore County will withdraw at the end of June. Montgomery County was the power user of the collection. It is unfortunate that neither system talked to us about their concerns with the consortium. The remaining members met last week and decided this is a good opportunity to evaluate the current contract. The State Library has agreed to supplement the lost funds from Montgomery leaving. A formal MOU is also ready to send.

Ms. Berstler noted that Macmillan started holding newly released titles in ebook form for purchase for the first eight weeks of release by libraries in November. Nothing has changed recently but there will be discussion on the subject at the ALA Conference next week.

Mr. Muller reported that Mr. Bates has agreed to serve as board rep on the Friends board.

7. 403b Committee Report

Mr. Bates and Mr. Peloquin reported on the review performed by the 403b Committee which meets annually and most recently met on December 16, 2019. The purpose of the review is to give due diligence in regards to the supplementary retirement package offered by TIAA to eligible CCPL employees. The committee meets with a financial investment advisor and a lawyer who specializes in retirement plans. At this time there is \$7.3 million in the plan, with 116 accounts and 60 staff contributing. The package deal with TIAA doesn't allow the committee to pick and choose the funds. The review is held so the committee can be sure CCPL's employees are getting a good deal. There was discussion on options in case CCPL would need to leave TIAA because we have a small plan but on the whole, it is a good value, at low expense and risk and reward, the funds are appropriate. One fund is causing some concern but will be reviewed. Recently the plan offered a new option called Target Date Funds that manages risk as staff members get closer to retirement. That fund has not been reviewed but there is a plan for a meeting later in the winter to review that fund and to sign the plan document that is required by the IRS. The required plan document will be prepared by the attorney. Other items of note are lawsuits being filed regarding high expenses in plans, responsibility on 3rd party fraud, and guidance on reporting to the IRS. Other changes to the plan include automatic enrollment for new eligible employees who can opt out, and withdrawals for current participants at 59 ½. The committee approved an allowance for emergency withdrawals for FEMA declared disasters at home or work and some mandatory changes that will also be added to the plan. Mr. Bates and Mr. Peloquin have experience in this field and the Board should feel good about the product that TIAA provides. The Board thanked Mr. Bates and Mr. Peloquin for the report.

8a. Exploration Commons at 50 East Update

Mr. Kuntz noted a letter from the County Administrator Roberta Windham to the City of Westminster. The City has requested that the County pay \$10,000 annually for indemnification to allow parking for Exploration Commons. We thought this issue was resolved. The agreement on parking in the City has always been verbal. This issue is now holding up going to bid and could have funding implications for the project. If the project isn't under contract by June 30, the state could pull the \$1 million in funding. Ms. Berstler is going to reach out to Roberta Windham to see if it would help if she contacted Barb Matthews the City Administrator to see if this can be worked out. Staff are working on an alternative plan of action if needed. There was some discussion on the matter and how the Board can help.

9a. 3d Printer Policy Update

9b. Security Camera Policy Update

As part of the executive leadership workplan staff are working on updating policies. Joe Thompson is going through the policies and asking departments and staff to review each policy, make recommendations, and then the leadership team reviews suggestions. Both 3D Printer Access Policy and the Security Policy are in good shape except that both have procedures

included in the documents. The 3D printer policy was last reviewed in 2014 and the Security Camera Policy was last reviewed in 2015. Staff requested the Board approve removal of the procedures from both policies, so that procedures can be updated as needed per changes in procedure, etc. The procedure documents will continue to be connected to the policies but not part of what needs to be Board approved. It was noted that the policy includes language that prohibits the printing of anything that is considered dangerous such as gun parts.

Ms. Soisson moved to accept the change to the 3D Printer Policy by removing the procedures. Ms. Piazza seconded. Approval was unanimous.

Ms. Piazza moved to remove procedures from the Security Camera Policy and approve the Policy. Mr. Bates seconded. Approval was unanimous.

Mr. Kuntz shared a first draft of drawings of the concept for a proposed renovation of the Eldersburg Library.

Adjournment

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

The meeting adjourned at 8:08 pm.

Joyce Muller
President