

Carroll County Public Library
Board of Trustees Meeting
Library Headquarters
January 26, 2022
Minutes

1. Roll Call and Declaration of Quorum

Ms. Griffith called the meeting to order at 7 pm and declared there was quorum.

Present:

Garima Chaturvedi	Leza Griffith	Virginia Harrison	Kendra Hart
Joyce Muller	David O'Callaghan	David Peloquin	

Staff Present:

Andrea Berstler	Tony Eckard	Vanessa Hill	Bob Kuntz
Lisa Picker	Terri Simmons	Muffie Smith	Stephanie Szymanski
Joe Thompson	Kati Townsley		

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

Ms. Griffith presented Muffie Smith with a retirement gift and thanked her for her years of service to CCPL. Ms. Smith thanked everyone for the gift and said that she has been at CCPL for 31 years and really appreciated the support and encouragement in HR and noted what a great and exceptional staff we have.

2. Board/Staff Reports

a. 403b Plan Committee Report

Mr. Peloquin reported that the committee did a deep dive on the investments in the 403b plan and determined as in years past that the opportunities are solid. The take-away is that the funds themselves are reasonable, on the whole average, and maybe above average in terms of the investment account performance. The product is in the form of an annuity, and the plans like ours were created for non-profits by insurance companies. There is now almost \$10 million in the plan, up from \$8.7 million last year. The plan has 128 accounts with 75 staff members actively participating with 11 new enrollments, 18 participants have taken distributions, 26 are in the new offering of Target Date Funds. Target Date Funds are geared with risk profile changing as a person ages and gets nearer to retirement. New salaried employees are now automatically enrolled, with an option to opt out. Financial planners advise that 10% of income is a good amount to invest. A Roth option was added to the plan, so a younger person can pay taxes now and not have to pay on their investment when they take distribution. In-service distributions are also allowed for participants who are 59 ½. About a third of the current plan is in the guaranteed account which indicates there may be some education to be done with participants on how the investments work. Another takeaway included reducing the barrier of allowing people to take hardship withdrawals, which is an IRS rule. Mr. Peloquin noted that CCPL's plan is solid but it's a 1990s model. TIAA CREF has been around a very long time and the committee, in the past and at this recent meeting, discussed investigating other vendors. The review also includes an overview of each part of the plans with expenses included, however performance is solid, expenses are reasonable but less transparent and come out of the return. It was noted that there would be costs to moving the plan and that it would not be a good idea to ask the participants to bear that cost and it is something that

could be negotiated with a new vendor. If a cost would be to the library that would have to be budgeted. Mr. Peloquin said the committee is planning to meet again in the spring to discuss. There was also discussion about the IRS required hardship amendment that relaxes the rules in the event a participant lives or works in a FEMA declared disaster zone, to allow the participant easier access to their funds. In other words, to take that hardship, the affirmation is now more relaxed and unless CCPL staff have knowledge to the contrary we would honor that request. It is not a loan but a hardship distribution, the participant would take the money and pay tax on any distribution up to the amount they contributed. There was concern expressed that this could allow participants to purge their accounts. It was noted that during the life of this plan since 1995 there have been 2 hardship distributions. Mr. Peloquin said that the attorney recommended this amendment be signed off on and Mr. Eckard explained that the FEMA language had to be added in accordance with IRS rules. The amendment was created, the review committee voted to accept it. Tonight, the Board as an employer needs to ratify the amendment. It was noted that this amendment is not related to the CARES Act but there will be a CARES Act amendment in the future.

2b. Ratify 403b Amendment

Mr. Eckard asked the Board to ratify the 403b Plan Amendment that changes the rules for hardship withdrawals from the plan to comply with tax law regarding losses incurred by a participant in the event of a disaster declared by the Federal Emergency Management Agency (FEMA).

Mr. Peloquin moved to accept the amendment in accordance with IRS rules. Ms. Harrison seconded. Approval was unanimous.

Ms. Berstler introduced Development and Engagement Manager, Kati Townsley. Ms. Townsley had been the director of the Tech Council and will now be part of Ms. Picker's Communications Department working to develop awareness of CCPL in the community, in addition to grant writing. Ms. Townsley said it is nice to see familiar faces from the community and she looks forward to helping to make the library a broader staple in the community. Ms. Griffith welcomed Mr. O'Callaghan to his first board meeting. Also in attendance, Vanessa Hill, circulation clerk at Eldersburg and new president of the Staff Association who updated the Board on Association activities including the work to choose a local charity to support this year. Choices include: Westminster PFLAG, Dove House, Hero Dogs, among others.

3. Minutes of December 15, 2021

Mr. Peloquin moved to accept the Minutes of December 15, 2021. Ms. Muller seconded. Approval was unanimous.

4. Financial Statement

Tony Eckard reviewed the Financial Statement that ended on December 31, 2021, which is halfway through the fiscal year. Cash balances are over \$2 million at this time but there are invoices that will need to be paid for Exploration Commons. Major revenues are at budget. Salary Savings are at \$274,000. Budget lines that are currently overspent include Vehicle Maintenance and Furniture. The State Retirement invoice came in lower than expected. Two items that were not planned for when this budget was developed are a new delivery van, we have received a State grant to pay for half it, and management of the Literacy Calendar project. Invoices for Exploration Commons are still at the County, a reconciliation for the project can be completed after they arrive at CCPL. The total of contributions for Exploration Commons is now at \$995,000!

5. Correspondence and Announcements

Correspondence included notes from a McDaniel College biology class thanking Exploration Commons (EC) for 3D prints of projects. There was also a lot of wonderful press on EC events this month. CCPL is a collaborative partner of the Icons of American Animation show that is currently on exhibit at the Arts Council and McDaniel College.

6. Citizen's Time

Ms. Griffith invited Ted Zaleski, Director of Carroll County Management and Budget to speak. Mr. Zaleski noted his involvement in library author events and an upcoming podcast that he and the Communications department is currently developing. He also shared a story about making assumptions and how Mr. Eckard at one time challenged an assumption. Mr. Zaleski talked about the County's budget in the past 2 years and how Federal stimulus funds have helped during the COVID crisis and noted caution as we approach the new budget years. At this time the outlying years of the budget are not balanced and that is of concern. Things are better right now, the County's second largest revenue, income taxes, are in good shape. However, when looking ahead the County is overcommitted by having taken on more expenditures than revenue and is not in a position to take on more. Budget discussions have not started with the Commissioners. The plans to create a combined County paid and volunteer fire force is going to create a significant cost that is not yet fully understood. Mr. Zaleski invited everyone to attend his annual Carroll County Chamber of Commerce luncheon talk regarding the budget. The Board thanked Mr. Zaleski for the information.

7. Executive Director's Report

Ms. Berstler noted additions to the written report. CCPL has been assisting the CC Health Dept with distribution of masks and test kits. We have been using our program registration site for test kit sign ups. The site crashed but Mr. Kuntz got it fixed. We do not get them every week but when we do staff have a tight timeline to turn around having them ready for pick up. Branch managers, Mr. Kuntz, Mr. Thompson, and Ms. Szymanski have been handling distribution. It was noted that the free test kits are self-test kits that are provided by the Health Department and we don't know how many we will receive, until we receive them. Our staff have been very good about keeping things calm when customers call and or come in looking for kits. If we get a large amount of kits we will not be able to use the online registration model, it will need to be a first come, first serve model. At this time, staff are required to wear masks in the buildings at this time. Let staff know if you would like to attend Mr. Zaleski's Budget Luncheon on February 17 or the State of the County on February 22.

This is Muffie Smith's last Board meeting. We are pleased to announce that we have hired a new Director of Human Resources: Karen Gonsman who comes to us from the Department of Social Services. Of course, Ms. Gonsman will never replace Ms. Smith, but will start on February 14, 2022.

Everyone is invited to attend the celebration event to open The Story Stroll on February 6 with Rec and Parks and the local Girl Scout Troop to see the work we have all done on the project at Deer Park. There are stations along a trail with panels that have the story *Bear Snores On* by Karma Wilson and illustrated by Jane Chapman. Books will be switched out periodically. The project received support from the community, the Scouts put in the grunt work, the materials were from Lowe's, and the panels were designed in house. Commissioner Weaver will be present for this informal walk through. Let staff know if you can attend to experience a book in the outdoors.

Ms. Berstler noted our partnership with the Carroll County Arts Council of the current Animation Art show.

There was a discussion and brainstorming on ways to thank former members of the Board for their service to CCPL and the community. Ms. Muller has written citations in the past and did one for Bill Bates when he left the Board. Suggestions included continuing with citations, a book donation into the library's collection with a book plate, invitations for events at Exploration Commons to highlight the Board members hard work in helping make the space possible, and an engraved fountain pen. It was decided to put this on the February board agenda.

Ms. Berstler noted that we will be holding Board orientation for Ms. Chaturvedi and Mr. O'Callaghan on February 24 starting at 2 pm. Everyone is invited and to let staff know if you want to attend.

8. FY 22 Workplan

Ms. Berstler said the work plan is not quite ready, but it will be brought to the Board next month.

With nothing else for discussion or action Ms. Griffith asked for a vote to adjourn.

9. Adjournment

Ms. Chaturvedi moved to adjourn the meeting. Mr. O'Callaghan seconded. Approval was unanimous.

The meeting adjourned at 8:28 pm.

Leza Griffith
Chair