

**Carroll County Public Library
Board of Trustees Meeting
Headquarters
February 28, 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 7:19 p.m. and declared there was a quorum present.

Present:

Bill Bates	Kathleen Campanella	Leza Griffith
David Peloquin	Karen Soisson	

Staff Present:

Kristen Bodvin	Tony Eckard	Kathy Hlavin	Kendal Hopkins
Bob Kuntz	Terri Simmons	Muffie Smith	Dorothy Stoltz
Stephanie Szymanski	Joe Thompson	Lynn Wheeler	

2. Minutes of January 24, 2018

Mr. Peloquin moved to approve the January 24, 2018 minutes. Ms. Soisson seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard presented the Financial Statement ended January 31, 2018, seven months into FY 18. Cash balances as of January 31 are almost \$2.9 million. There was discussion about interest rates, Mr. Eckard will bring information on CCPL's interest income in March. Revenues are ahead of budget by \$108,000, when carryover is backed out it is still \$45,000 ahead. Salary savings are at \$87,000 a small increase over last month. The augmented reality grant is presented for the first time the total is a little over \$28,000 for the project. Passports have had a drop in activity. North Carroll is \$830 behind and Eldersburg with only 4 months to compare to last year, have revenues that are up by \$12,000. Ms. Griffith noted there was a line for passports at North Carroll on Saturday. Ms. Wheeler said the fee is scheduled to go up to \$35 in April. The balance in the Community Foundation account is \$22,268. There was a balance adjustment in December 2017 which was due to a posting error of a large year-end gift to another fund held at the Foundation. The Board thanked Mr. Eckard for the report.

4. Correspondence and Announcements

- a. Ms. Wheeler shared a note about a McDonald's employee who buys kids' books at the Mt. Airy branch and then gives them to kids that don't have any books.
- b. We received a compliment about the service provided by Erin Gambrill, Children's Services Supervisor at Mt. Airy.

Ms. Wheeler introduced staff members Kendal Hopkins, representing the Staff Association, Kristen Bodvin and Kathy Hlavin from Outreach Services.

5. Citizen's Time

There were no citizens present.

6. Director's Report

Ms. Wheeler reported that circulation was down 0.9% in January and is down 1.6 % for the year. Visits are at 581,887 for the year. Streaming of audio increased 26.1%. EBook use increased 9.2%. Through February 12, Sunday circulation is at 57,467 with 33,278 visits.

Steve Potash, CEO of Overdrive announced that the company has hit 1 billion in econtent circulation.

Ms. Wheeler clarified information on Board appointments. Ms. Griffith and Mr. Peloquin have agreed to have their names put forward for reappointment. After checking County records, we are pleased to report that their partial terms, previously held by Tom Ferguson and Ellen Morse run through December 2019. Also in December 2019, Ms. Campanella's second consecutive term and Ms. Muller's first term will end. The Board will need to request reappointments early in Calendar Year 2019, to allow adequate time for the process.

Upcoming events: 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, 7pm – 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 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, Cambridge, MD.

7a. Legislative Report

Joe Thompson, Patty Sundberg and Ms. Wheeler attended Legislative Day on February 20 in Annapolis. They were able to visit with Senator Ready. He and his staff were impressed with the Augmented Reality project. They met with Delegates Krebs, Shoemaker and Rose, Senator Bates and Delegate Ciliberti. They thanked delegation members for their support last year, including creating the Maryland State Library. Mr. Thompson shared information on Federal issues and noted that we depend on the American Library Association's Office of Advocacy and the ALA Washington Office for assistance on Federal issues. For FY 2019 the White House has again proposed the elimination of funding for the Institute of Museum and Library Services (IMLS), which coordinates distribution of LSTA funding that helps Maryland libraries in many ways, including funding the Augmented Reality (AR) project, staff development funding, graphics for the Summer Discovery reading program, and funding for the Library Associate

Training Institute that provides required training for library associate staff. LSTA funding also provided the Google Expedition VR kits and the Parrot Mini Drones. Net Neutrality legislation is also a concern, in December the FCC withdrew net neutrality restrictions which would allow internet service providers to slow down or speed up internet service, depending on how much customers pay for the service. Mr. Thompson shared a Burger King commercial that effectively demonstrates the potential impact. Mr. Thompson will keep the board apprised of legislation and will ask for the Board's support in contacting legislators when the time comes. He hopes that Senators Van Hollen and Cardin will sign on as co-sponsors to reauthorize IMLS and LSTA. Both have supported measures to overturn the FCC's ruling on net neutrality. The Board thanked Mr. Thompson for the report.

7b. Hack-a-thon Report

Mr. Kuntz gave a presentation on the recent Hack-a-thon, coordinated by MAGIC, Inc. where groups of participants build an app in a weekend. There is a one-day training session held the weekend before the event. This year it was about crypto currency. Forty participants divided into 11 teams to develop and pitch an app. Judges include local app developers and venture capitalists. There were 100 people at the final presentations, including family, friends and community members. The event helps kids develop their technical and presentation skills. This year's winners pitched an app they called Info Structure that provides an avenue for people to report potholes, downed trees or road signs. The apps developed by the teams, belong to the teams. Work on next February's Hack-a-thon has started. Ms. Wheeler said it is a fabulous event and gave Mr. Kuntz kudos for working hard to provide technical support for the event. Ms. Campanella said it is a wonderful opportunity for kids and thanked Mr. Kuntz for his work.

7c. Outreach Services Report

Ms. Stoltz reported that MSDE invited educators, public librarians and Makerspace organizations to sign up for a collaborative that meets twice a year at a makerspace. Last week the collaborative came to Eldersburg's Exploration Point. CCPL and CCPS staff members gave presentations, a tour of Exploration Point and received great feedback. Another State initiative is the Maryland STEM festival with public libraries hosting 400 out of the 500 activities. The MD Engagement Coalition asked CCPL to participate in creating a short video clip to highlight what can be done with a collaborative. CCPS asked us to partner with them on Carroll One Book, this year's book is *In Carrie's Footprints*. Events have been well attended. The partnership is also putting together an African American heritage tour. Thanks to Mr. Thompson's efforts to secure a Choose Civility grant, we will be able to cover the cost of buses for the tour. Dorothy has also planned a program at Integrate/Fairhaven that will feature the son of a key designer of the Hindenberg giving a presentation on the air ship.

Kristen Bodvin, Library Associate III and Kathy Hlavin, Bookmobile Circulation Clerk gave information on mobile services. Outreach takes materials and programs to customers at branches, in schools, senior centers, partner events, and day care certification workshops. Library Link provides service to 14 independent senior communities, 9 long term care facilities, 1 adult care facility, 20 assisted livings, and three homebound residents. With the new van staff plan to visit many more assisted living facilities. Staff are working with Materials Management staff to weed and update the Library Link collection and input materials into the library ILS. Ms. Bodvin reported that staff will be meeting senior living facility staff who have expressed interest

in using Make and Learn kits with residents. The new transit van that replaced the bookmobile is on the road. It is being used to take materials to seniors. When it is outfitted with shelves the seniors will be able pick out items for themselves. The smaller van can be easily parked and for that reason, provides the opportunity to visit more senior living facilities. Staff will be able to drop off Library Link materials for volunteers to distribute to residents. Ms. Wheeler said this has been a hard year for Outreach staff having to deal with the end of bookmobile service. She gives the staff great credit for putting together a plan of action. The new van will carry only materials for adults and will have just about as much adult materials as the bookmobile. Ms. Campanella thanked Ms. Stoltz, Ms. Bodvin and Ms. Hlavin for the report.

9a. Staff Handbook Update

Ms. Smith, Ms. Simmons and Mr. Bates reviewed the staff handbook revisions following their two meetings with Gail Kessler in the County Attorney's office. These text changes had been highlighted in the copy Board members received in the Board packet. Ms. Smith thanked Ms. Griffith for her careful review and for clarification of EEO language. Gender identification laws will be added. Mr. Peloquin asked about hourly staff who are invited to Staff Day and why that must be approved by supervisors. Ms. Smith said that our supervisors would never tell an hourly employee they couldn't attend Staff Day it's just a way to keep track. There was some discussion about budgetary concerns for Staff Day attendance. The handbook language will be changed to read supervisor notification, rather than approval. Board members asked that staff be asked to read and verify the new version of the handbook when it's available. Ms. Smith said that was part of the distribution plan.

*Ms. Griffith moved to accept the changes to the Staff Handbook as presented.
Ms. Soisson seconded. Approval was unanimous.*

The Board agreed to move Sick Leave Policy for Hourly Staff up on the agenda. See Item 10a.

Ms. Wheeler noted that FY 17 wallet cards have been corrected and distributed. She thanked Mr. Peloquin for noting correction needed.

9b. Fundraising Update

Ms. Wheeler shared info on the Makerspace and fundraising efforts. The three finalists for architectural services were selected. CCPL has worked with two of the three. We will meet with Bureau of Construction staff Friday to review and rate preliminary proposals. Two weeks later interviews will be held.

Meanwhile we are getting the fundraising package together. Ms. Wheeler shared the package that includes a Q&A, Naming Rights, Ways to Give and a brochure about the space. A rack card is also being developed. Staff have created a spreadsheet of possible donors. Ms. Wheeler asked for Board assistance in adding to this list. Meanwhile Ms. Fulton and Ms. Stoltz are working on grant applications. We received a supporting quote from Bonnae Meshulam at the Boys and Girls Club stating the children would not have a STEM program if it weren't for the library. George Perkins, MAGIC board member suggested we make a video on the transformation of the library from the site of the church to high tech makerspace and to feature the Boys & Girls Club. We are truly moving forward on The Road to TechXcellence.

10a. Sick and Safe Leave

Ms. Smith and Ms. Simmons gave information on the proposed Sick and Safe Leave for Hourly staff and thanked Ms. Griffith for her recommended edits to the policy. The new policy will be included in the Staff Handbook. Ms. Smith said that the HR department had 2 weeks to develop and implement this policy, which went into effect on February 11. Staff consulted with County attorney Gail Kessler. The statute asserts that sick leave can be used for illness, domestic violence, sexual assault. This use also applies to salaried staff. Starting February 11, hourly employees will accrue one hour of paid sick leave for every 30 hours worked. Current employees can use it as they accrue however new hires will have to wait 106 days before they can start using leave. Hourly staff may accrue up to 40 hours in a calendar year and can use no more than 64 hours in a calendar year. If an employee leaves they will not be paid for any sick leave balance but if they are re-employed within 37 weeks, the balance will be reinstated.

Ms. Soisson moved to approve the Sick and Safe Leave Policy with the changes suggested by Ms. Griffith. Mr. Bates seconded. Approval was unanimous.

Ms. Griffith said the policies for both salaried and hourly staff will need to mirror each other. Ms. Wheeler and the Board thanked everyone for work in developing the Staff Handbook and for quickly developing the Sick and Safe Leave policy for hourly staff.

10b. Legislative Testimony

Ms. Wheeler asked Ms. Campanella to reply to an emergency call to submit testimony to oppose a bill put forward by the St. Mary's delegation that would have removed their library board's role in recommending nominees for board appointment. Ms. Campanella's signed testimony was in the board packet for review. Mr. Peloquin asked why the bill had been proposed. Ms. Wheeler said it resulted from a dispute with the library director and the Board over a sex education program the library planned to present. That was followed by a dispute over a banned book display. The Maryland library community opposed the bill, because the issue could have been handled locally and should not be handled by changing State law. Ms. Campanella asked the Board to affirm the submitted testimony.

Mr. Peloquin moved to affirm Ms. Campanella's testimony. Ms. Griffith seconded. Approval was unanimous.

Ms. Campanella noted that CCPL went through this same challenge many years ago and that all Maryland libraries rallied in Annapolis to oppose it at that time.

10b. Circulation Policy Update

Currently we limit customers to no more than 25 DVDs checked out at one time. However, there is no limit on the number of reserves a customer can place. This results in DVDs languishing on the holds shelf while customers manage their checkouts to stay within the limit. Mr. Thompson brought this forward after talking with circulation and branch managers who recommended that we would be giving better customer service by increasing the number of DVDs that could be checked out at one time to 50. Materials Management staff feel confident that we have enough

collection to support this while still maintaining a browsing collection. CCPL currently has 33,830 DVDs in the collection with 12,000 checked out.

Mr. Peloquin moved to increase the DVD checkout limit to 50.

On a follow up question from Ms. Soisson, staff clarified that customers can reserve as many items as they want, but can only checkout 25 DVDs at one time. By changing the DVD limit to 50, it will assist customers who reserve many DVDs for use by multiple family members. The DVDS may hit the reserve shelf at the same time, which forces the customers to pick and choose, often leaving some DVDs for later pick up. This will be a convenience to our customers, has the capacity to increase circulation and will reduce the number of items staff have to remove from the reserve shelves for non-pick up. It was noted an item cannot be renewed if it already has a reserve on it.

Ms. Griffith seconded Mr. Peloquin's motion to increase the DVD checkout limit to 50. Approval was unanimous.

Ms. Wheeler informed the board that our budget analyst told us our request for funding to cover the increase in minimum wage will not be included in the Budget Office's FY2019 Recommended Operating Budget. We have a hearing with the Commissioners to request the additional \$24K and will also ask for additional support for technology replacement in the Capital Budget. We have been given a hearing on April 3 at 9:50 a.m. Ms. Wheeler asked Board members to attend if they can. Mr. Bates said he will attend.

11. Adjournment

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

The meeting adjourned at 9:11 p.m.

Kathleen Campanella
President