

Carroll County Public Library  
Board of Trustees Meeting  
Headquarters  
February 27, 2019  
Minutes

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

Ms. Muller called the meeting to order at 7:04 pm and declared there was a quorum.

Present:

Bill Bates                      Kathleen Campanella                      Joyce Muller                      David Peloquin  
Karen Soisson

Staff Present:

Andrea Berstler                      Jen Bishop                      Kristen Bodvin                      TJ Finecy  
Lorraine Fulton                      Kelley Gordon                      Kathy Hlavin                      Bob Kuntz  
Lisa Picker                      Dorothy Stoltz                      Stephanie Szymanski                      Joe Thompson

**2. Minutes of January 23, 2019**

*Mr. Peloquin asked that the sentence in Item 9a regarding the title change for the Executive Director in the Meeting Room policy be made more clear. With that correction, Mr. Peloquin moved to approve the Minutes of January 23, 2019. Ms. Campanella seconded. Approval was unanimous.*

**3. Financial Statement**

Mr. Eckard was not in attendance, Ms. Berstler reviewed the Financial Statement for January 31, 2019. Mr. Eckard left notes stating there is nothing of surprise in the statement. Cash balance is slightly ahead of this time last year at approximately \$24,000. Meals went from \$4,500 to \$15,000 due to Lynn Wheeler's retirement celebration, the funds for that event came from the Friends. Mr. Eckard is working to place it in the statement in accordance with accounting practices. Book sale purchases and computer maintenance are overspent but budget will catch up. Passport activity made a significant leap in income. It was noted that funds held at the Community Foundation in the Mary Lou Dewey Sculpture Fund are for maintenance of the Westminster branch park and the sculpture.

**4. Correspondence and Announcements**

- a. The Celebrating America History Expo flyer for the March 2, 2019 event to be held at Winters Mill High School was shared with the Board.
- b. Dorothy Stoltz was interviewed by the *Carroll County Times* about the Carroll One Book initiative. The article appeared on Tuesday, February 26, 2019.
- c. Economic Development's presentation of local economist Anirban Basu will be held on April 2, 2019. Let staff know if you are interested in attending.

## **5. Citizen's Time**

No citizens were present.

Ms. Muller welcomed Westminster Circulation Clerk TJ Finecy, the new VP of the Staff Association.

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

Ms. Berstler reviewed the Executive Director report. She has been attending many community events and her calendar is full. Branch managers are sharing a monthly one page report with her and she is using that to give the Board a flavor of the amazing things going on at the branches. Ms. Berstler and Mr. Thompson attended leadership workshops at the ALA Midwinter Conference. Mr. Thompson is the current president of the Maryland Library Conference (MLA), Ms. Berstler is incoming president. Ms. Berstler gave a presentation to the Taneytown Business community with an emphasis on how the library gives access to new technologies. She shared a video of the robot Pepper and gave a presentation about Exploration Commons. Ms. Berstler and Mr. Thompson met with Delegates Krebs, Rose and Shoemaker, and Senator Ready's aide on February 5 for Library Legislative Day in Annapolis. The delegation is very supportive, knowledgeable of, and excited about CCPL. There will be an Exploration Commons donor tour on February 28 in the lower level of the Westminster Branch. The first donor tour was held for most of the Davis Library Inc. board. The Internal Fundraising Committee is working to build community interest in supporting the project.

## **7a. Outreach Services Report**

Director of Community Outreach - Dorothy Stoltz, Programming Specialist - Kristen Bodvin, Library Association - Kelley Gordon, and Library Link Coordinator - Kathy Hlavin reported on Outreach Services activities.

Ms. Stoltz gave information on the Striving Readers grant CCPL received through Carroll County Public Schools for \$28,000. It is being used for the branch play and learn centers and books for children ages birth through 5. Ms. Bodvin who coordinates the Outreach department activities introduced Kathy Hlavin and Kelley Gordon. Ms. Hlavin reported on changes to the Library Link Service to Seniors and Mobile Services for Seniors. Library Link circulation is up 18.9% with 25 new customers since last year. The Transit van is outfitted with shelves and seniors can come aboard to choose materials. Ms. Hlavin is now working with activity directors at independent, and non-independent care facilities to provide service to the population. The Staff Association started a project to create Fidget Quilts which are items that help seniors with dementia who are affected by sundowning. So far the Staff Association has made 26 quilt that are being shared and checked out at facilities. The staff also created cognitive kits for seniors. The cognitive kits are similar to STEAM kits made for kids and help seniors with dementia to have things to do with their hands. Ms. Hlavin is also working to connect with seniors who are in rehab facilities but will be returning home after their rehab with the library. Examples of the Fidget Quilts and Kits were shared with the Board. Ms. Gordon reported on the many pop-up programs that the Outreach department has provided. The steps involve research, planning, set up, attend the events, and evaluate each program. Staff have been reaching out to community partners to work with them to be a presence at the partners' events. Staff tailor the programs for

events like the Wine Festival, Children's Day at the 4-H Fair, the Rotary Clubs' Ocktoberfest, and Big Truck Night. The photo booth has been a big hit and staff continue to find ways to make it unique for each event. The staff sometimes take the Mobile Services for Seniors van or a Storytime Express to events so participants can get a library card and check out items. Staff also take additional and pertinent materials for check out, take copies of *Currents* to give out, and talk to potential customers who may have never been in a library building. Other events the staff have participated in include HeadStart Family Fun Day, Texas Roadhouse' Kid's Night, the Emergency Preparedness Expo, and Caroling with Puppets at senior care facilities. The staff also created a form to catch the details of programs so replication is simple. Due to these programs staff increased the number of people reached by 5,000 from FY 17 to FY 18. The staff will be at the upcoming National History Day at Winters Mill High School. The Board applauded the departments many outreach efforts.

### **7b. Introduction to Pepper**

Mr. Kuntz and Ms. Bishop presented CCPL's social humanoid robot, Pepper. CCPL received a grant from IMLS and the Maryland State Library to purchase the robot. The robot is programmed with block programming but can also be programmed with the language Python. All of Pepper's interactions are scripted and not AI. Pepper gave an introduction and read part of *The Tale of Peter Rabbit* by Beatrix Potter. The Smithsonian uses Pepper as a concierge and CCPL will use it to introduce robots to help people be comfortable with them and to learn how to code. A local company: APS Firehouse Alerting uses Python, Arduino, Raspberry Pi3s to program their alerting systems. They came to CCPL looking for help to find Python coders and are now planning to come meet Pepper and will serve as a community case study in how Pepper can be used. Pepper will be visiting all branches and will attend MACO this summer.

### **8a. Exploration Commons Update**

Bob Kuntz gave an update on the project and shared the new executive summary. The construction drawings are at 85%. The next meeting with the architect is on March 11, they may have renderings. There is a VR walk through of an older plan that gives a good idea of what the space looks like. The County agreed to hire a kitchen consultant to assist with the kitchen layout and set up. There has been wide interest in the teaching kitchen. Ms. Berstler gave kudos to Mr. Kuntz and Ms. Bishop for overseeing the project, to Mr. Eckard and the Finance office for overseeing the contract, and to County staff for bringing their expertise to the project.

### **8b. Promissory Note**

Ms. Berstler gave background information on the Promissory Note request from the County. The full amount that the County has agreed to loan CCPL to keep the Exploration Commons project on track is \$1.5 million. This loan will work like a construction loan. We will pay principal once a year from date of final draw and pay interest semi-annually. We budgeted for 3.5% interest but the County put in 3.23%. Kudos to Mr. Eckard for making sure we are covered well. We reserve the right to repay the note. The Board needs to accept the document and then Ms. Muller as President will need to sign the Note. At this time we need to raise \$1.1 million. The effort has started to gain traction, we are waiting to hear on a couple of grants, including from the Weinberg Foundation. There are also other grant applications in the pipeline.

*Mr. Peloquin moved to accept the Promissory Note as presented and for Ms. Muller, as President of the Board, to sign the document. Mr. Bates seconded. Approval was unanimous.*

**9a. Fund Balance MOU**

The County has requested a formalization of our current Fund Balance practice. Mr. Eckard and Ms. Berstler feel this reflects how the Fund Balance works and the agreement describes specific pieces of current practice. Ms. Berstler asked the Board to accept the formal document for signature.

*Ms. Campanella moved to accept the Fund Balance agreement as presented. Mr. Peloquin seconded. Approval was unanimous.*

**9b. Fundraising, Gift and Donation Policy Update**

This policy was previously approved in 2014. Ms. Berstler said the language is more specific than what is needed for a policy. Some staff title changes were made. The document was reviewed by the Internal Fundraising Committee and the Executive Leadership Team and all agreed that it is aligned with current practices. The Finance department said the policy as updated is acceptable with current accounting standards.

*Mr. Peloquin moved to approve the Fundraising, Gift and Donation Policy Update as presented. Mr. Bates seconded. Approval was unanimous.*

There were no other matters to be discussed.

**10. Adjournment**

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

The meeting adjourned at 8:31 pm.

Joyce Muller  
President