

Carroll County Public Library  
Board of Trustees Meeting - Virtual  
February 24, 2021  
Minutes

*Due to the COVID-19 pandemic crisis the Carroll County Public Library (CCPL) Board of Trustees met virtually on February 24, 2021.*

## 1. Roll Call and Declaration of Quorum

Ms. Griffith called the meeting to order at 7:00 pm and declared there was quorum.

### Present:

Leza Griffith	Virginia Harrison	Kendra Hart	Joyce Muller
David Peloquin	Cindy Piazza	Karen Soisson	

### Staff Present:

Andrea Berstler	Kristen Bodvin	Tony Eckard	Kathy Hlavin
Bob Kuntz	Denise Laird	Lisa Picker	Muffie Smith
Dorothy Stoltz	Stephanie Szymanski	Joe Thompson	

## 2. Outreach Services Report

Kristen Bodvin, Library Associate, Programming Specialist, the supervisor of Outreach Services reported on the department's activities in the past year. Staff members are dedicated, compassionate, effective, outstanding, and have always worked well as a team. Ms. Bodvin said this year's challenges have made her proud of their collaborative and effective efforts. Programs were developed and adapted for customers without staff seeing them in person. Staff members Kathy Hlavin and Denise Laird shared ways they have been delivering services through this past year. Online programming has included storytimes on Facebook and Youtube with subjects about dinosaurs, llamas, and Corky the mascot visiting a pizzeria, a fire department, and flying in an airplane. Katrina Workman created a program for adults on knitting, Joelle Jarvis did a genealogy program and Chris Heady's Hotdog Man has become famous. Private storytimes for day care providers have been created and staff are providing contactless delivery. Since July 2020 staff have provided delivery to seniors of materials, which has been very important for senior adults who have not been able to leave their homes due to COVID. Staff continue to teach high school child development classes on the effective use of puppetry in a storytime. Battle of the Books will be virtual this year. Erin Snell provides LGBTQ booktalks with high school students and helps organize the CCRE annual conference. Online programs including trivia games have been created and shared with activity directors at local senior living facilities. The Detention Center has been shut down but are now allowing our librarian, Joelle Jarvis to bring materials for inmates every 2 weeks. Contactless delivery of books, make and learn kits, and other materials to Independent Seniors, Dependent Care Seniors, and Childcare Providers reaching nearly 700 customers in a 25 week period has been a keynote in keeping Outreach customers reading and learning. Book exchange with seniors, for example, are conducted outdoors. Mr. Peloquin noted that these activities keeps the lifeline open to a connection with the library. Outreach Virtual Storytimes and Private Zoom Storytimes reached nearly 10,000 customers with an average attendance of 17 per program. Ms. Laird talked about a customer who at receiving a delivery came out beaming, telling the staff that they had saved her life. Ms. Bodvin thanked the Board for allowing the staff to present this information on their activities. The Board the thanked the staff for the report.

### 3. Minutes of January 27, 2021

*Ms. Muller moved to approve the Minutes of January 27, 2021. Ms. Harrison seconded. Approval was unanimous.*

### 4. Financial Statement

Mr. Eckard presented CCPL's financials that ended on January 31, 2021, which is seven months into the fiscal year. Several members of the Executive Leadership Team (ELT) were able to attend the County's Budget and Management Director, Ted Zaleski's annual budget presentation for the Chamber. In the presentation, Mr. Zaleski shared lots of good information mainly that the County's financial situation isn't as dire as first projected when the Commissioners were building the FY 21 budget. The County will have a surplus at the end of this fiscal year. He qualified that by noting there is a great deal of uncertainty about when the pandemic will end, the ultimate economic impact, and how it will affect Carroll County. Mr. Eckard reported total cash balances as of 01/31/21 are \$2,572,091, this is \$282,117 less than 01/31/20. The major revenues from the County and State are at budget. Overall, we are \$21,933 behind budget. The unspent prior year budget of \$250,777 was recognized in November. Excluding the unspent prior year budget we are \$97,710 behind budget. There are big swings in cash positions mainly due to invoices for Exploration Commons construction. We have not tapped the County's loan but that will not be too far into the future. We are \$22,000 behind budget in revenue at this time but expect that gap will widen and the fiscal year may end with \$160,000 short of budget, fortunately salary savings has been robust due to nonuse of hourly staff. It's anticipated that will change when we go back to Stage 2 with reopening and then with subsequent staged openings those savings will grow at a lesser pace. It is expected that like the County, CCPL will be setting a higher amount of unspent budget than normal. This will help inform conversations throughout the budget process with the County. Exploration Commons fundraising was discussed. At this time we have raised over \$715,000 through gifts and grants but have \$1.4 million to go. There are sponsorships available for the makerspace, kitchen, and large meeting room. Fundraising is continuing but it is more difficult now and every organization that fundraises is struggling. The County has provided \$600,000 towards the project and with the news of a surplus staff are planning to let the County know we are intending to ask for more funds at a future Commissioner's meeting. Mr. Peloquin said asking for one-time funds will be easier than ongoing. Ms. Muller, Ms. Berstler, and Fundraising Chair Sharon Hafner Yingling are working on discussions with some donors. There is also planning for an event to bring prospective donors into the space. The Board thanked Mr. Eckard for the report.

### 5. Correspondence and Announcements

- a. A certificate from the US Census Bureau for assistance in the 2020 Census was received.
- b. *The Carroll County Times* gave the Exploration Commons project a thumbs up. The *Times* ran a very nice article about the project.

### 6. Citizen's Time

No citizens were present.

### 7. Executive Director's Report

Ms. Berstler updated the Board on several items including the work of the Strategic Planning Team. Ms. Berstler gave huge kudos to the team's leader, Patty Sundberg for all of her work on the project. A

preliminary draft of objectives and goals will be taken to Management Council and then brought to the Board at a future meeting. The work of the Equality, Diversity and Inclusion Task Force continues but because of snow they missed a meeting, they should have documents for Board review in April. Ms. Berstler noted the sad passing of the Maryland Library Association's executive director Margaret Carty, who will be sorely missed. CCPL has a hallmark of supporting statewide organizations and her passing has hit us hard. The Pratt Booklovers event was fun and well attended, the speakers were very passionate. Ms. Berstler let the Board know that a staff member resigned today via all staff email, she wanted the Board to know in case they receive any feedback. Discussion about specifics could not be discussed in an open meeting since it's a personnel matter. Ms. Griffith asked for an update on legislation. Ms. Berstler said legislation has been good so far this year. Last year's Building Lifelong Learner's bill will go into law on March 10, the Governor vetoed it since it has a fiscal note but the veto was overridden by the House and Senate. By going fine free CCPL is in compliance. That bill also included additional funding in 2023 with funding for loss of revenues from fines, and money for capital projects. There is also a bill that would require publishers to comply with reasonable demands to supply libraries with ebooks. Publishers charge libraries more for ebooks, and limits checkouts of those materials; the bill asks publishers to come to the table to discuss the issue and asks libraries to protect copyrighted materials. Our own Joe Thompson now sits on the American Library Association's committee on legislative affairs and is keeping up on this legislation as well. There is also a bill to make broadband access a State mandate, it includes money for large populated areas like Baltimore and many scattered rural areas. There is also a bill called the Green Buildings Act, where buildings with 25% State funding would be required to meet Silver LEEDS standards, this would affect future projects. Dr. Hart noted the story from the report with the child who used piggy bank money to replace a book that was damaged. Ms. Berstler noted that Mr. Thompson provides the branches reports from information provided by the branch managers and the Outreach department. Westminster branch manager Christina Kuntz shared the story.

#### **8a. EC50E Update**

Mr. Kuntz shared some new photos including the dedicated outside air system (DOAS) unit, that controls the air for the space. The tile is installed in the restrooms and the stainless is installed. There is some concern with steel deliveries due to the weather in the South. The kitchen equipment is due to arrive on March 15, then the plumbing and electric connections can be made. Staff are continuing to train on the Makerspace equipment and they had Serve Safe Training so they will be ready when then Health Department arrives. Tomorrow sewing machine instruction will take place. Bernina sewing, serger, and embroidery machines were purchased from a store in Mt. Airy. Jon Jopse has finished the Library Associate Training Institute, other staff will also attend this training. A meeting with the furniture vendor to finalize the furniture in the space recently took place. The main construction will be done in April and if we can get a stocking permit staff can start preparation of the space. We are hoping to get the Use and Occupancy permit sometime in May with an opening in June. Ms. Berstler invited Board members to attend a tour of the space with Commissioner Frazier on Friday, February 26. The Board thanked Mr. Kuntz for the report.

#### **8b. Bylaws Final Discussion**

Ms. Griffith led a discussion around finishing proposed changes to the Bylaws. There was discussion around the number of meetings held in one year and thoughts about officer titles. Ms. Berstler recommended the position of secretary be added for the times when official forms require the signature of a secretary. It was noted that the executive assistant serves as clerical support for the Board, and the Secretary is a Board Trustee. Mr. Peloquin said he is willing to serve as Secretary/Treasurer, with a staff member performing the clerical work on behalf of the Board. Officer titles will be changed to Chair,

Vice-Chair, and Secretary/Treasurer. The section that talks about officer job descriptions will be changed to “nominees have read the relevant sections of the Bylaws”. Ms. Berstler explained that in an effort to not have to change the Bylaws regarding the number of meetings held each year staff recommend a minimum of 5 with the ability to call more as needed. The expectations of 10 meetings per calendar year has been included in the Roles and Responsibilities of Trustees document. Ms. Muller noted that the Board has worked exceedingly well meeting more than 5 times a year and when recruiting for prospective trustees they want to set the expectations for recruits that the Board meets 9 or 10 times a year. Mr. Peloquin echoed Ms. Muller’s comments. After some further discussion the decision was made that 9 meetings per year will be stated in the Bylaws. A change was made to remove the requirement to meet at every branch in a year, although the Board may meet at every location, this will allow flexibility. It was decided that Trustees will receive copies of the monthly agenda, and it will be posted on the library’s website, in compliance with the most current version of the Open Meetings Act. References to the Open Meetings Act will be included in the written Bylaws document with links included in the online version. Another change is to count Trustees who are attending meetings by video or call as part of the quorum, which is not currently the case. Discussion around a leave of absence included what is required under law. A leave of absence is not part of the State law. A Trustee could be allowed a leave of absence by the Board but it would need to be reported to the commissioners that meetings have been missed. Ms. Griffith will correct that section so it mirrors the language in the statute.

Ms. Griffith asked staff to produce a clean copy of the draft for the Board in March and then ask for Board approval of the revision at the April board meeting. Ms. Berstler asked if anyone had comments about the Roles and Responsibilities document to get that to staff.

#### **10. Adjournment**

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

The meeting adjourned at 8:22 pm.

Leza Griffith  
President