

Carroll County Public Library
Board of Trustees Meeting
February 22, 2023
Exploration Commons
Minutes

1. Roll Call and Declaration of Quorum

Dr. Hart called the meeting to order at 6:58 p.m. and declared there was a quorum.

Present:

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

Staff Present:

Andrea Berstler	Craig Beyer	Candace Birger	Beatrice Bordzol
Jill Edelen	TJ Finecey	Rebecca Garrahy	Karen Gonsman
Bob Kuntz	Greta McNally	Lana Montgomery	Lisa Picker
Joe Thompson			

2. Staff Report

a. Exploration Commons Report

Candace Birger provided the Exploration Commons (EC) branch report. Ms. Birger began by turning on Pepper the robot, who would be helping Candace with her presentation. Ms. Birger provided an overview on EC, explaining that the space consists of the Makerspace, teaching kitchen, and meeting rooms. Within the Makerspace customers can use the 3D print service, laser cutter, CNC machines, virtual reality devices, audio/video lab, and much more. Customers can also become certified to use these tools at EC. The fully licensed commercial kitchen provides skills-based and recipe-based classes. Ms. Birger shared that these classes are in high demand and fill up fast. EC also includes one large meeting room and two smaller meeting rooms that include AirMedia, HDMI hookups, WiFi and more. Ms. Birger explained who makes up the EC staff and turned on Pepper the robot, who provided statistics on EC's visitors and program attendance. Pepper reported that EC has seen steady growth in the last year. In January 2022 EC saw 1714 visitors, and by January 2023 EC saw this number grow to 2783. In addition, EC has provided 420 different certifications since opening its doors, with laser cutting as the majority of certifications provided. Ms. Birger pointed out Coding with Pepper classes, where customers can program Pepper to have a conversation, dance, or tell a story. She also shared that 276 customers have submitted 3D Print requests since EC has opened (this number does not include customers who have submitted multiple files). Ms. Birger highlighted the Maker Expo, which took place on December 17, 2022. Around 150 people attended the expo, where makers could display goods they created at EC and share their creative process/answer questions. EC also does a lot of partner programming with various local organizations, including the ARC, Penn-Mar, Boys and Girls Club and Together We Own It. Ms. Birger shared a success story from EC's work with The ARC – Daniel, who worked 2-3 days a week over the course of six weeks in the teaching kitchen. Daniel learned skills such as chopping, mixing and weighing, and proper washing and sanitizing of dishware, equipment and work areas. Daniel also completed the ServSafe® Food Handler Certificate. Candace highlighted EC's internal marketing campaign "Experience EC," where CCPL employees get to try out different classes or get certified to use machines in the space. Ms. Birger concluded by sharing special projects created at EC, which includes custom laser-engraved awards for the Light of Carroll Awards, CCPL ornaments, costumes for the Miracle on Main St. parade, LATI programming and chocolate cassettes made for MACO.

b. Outreach Services Report

Rebecca Garrahy and Lana Montgomery presented on Outreach and how they incorporate Corky the penguin (CCPL's mascot) in their efforts to get kids to want to read. Once a month, Corky's Playhouse explores different educational topics on CCPL Kids & Families' YouTube channel and Facebook page like colors, dinosaurs, seasons, and more. This idea evolved during the COVID-19 pandemic, and started with virtual storytimes. Outreach transitioned to Corky's Playhouse on YouTube in April 2022, after individual branches stopped doing their own virtual storytimes. Since then, they've seen increased viewership on YouTube and Facebook. Their most viewed video is "[Storytime Express: Construction](#)" with over 51,000 YouTube views. Their recent "Winter" video has almost 5,000 views on YouTube. Ms. Montgomery explained that viewers are finding the Corky videos by interacting with similar content from children's content creators. The Outreach team is very excited about the traffic to their social media pages. Corky the puppet also reads letters from kids across Carroll County on his virtual show. These letters can be submitted at any CCPL branch at Corky's mailbox, which was created by the communications department. Over 250 letters have been received so far. They've also had in-person Corky storytimes at each of the 6 library branches from December – February. Ms. Montgomery and Ms. Garrahy have also used many different variations of Corky puppet while working on the storytimes and both have acted as the Corky puppet and mascot. They try to feature storytime librarians in their videos so kids can recognize who they might see when visiting storytime at a CCPL library branch. Kids have started to recognize Corky at community events, and the team is excited to continue developing Corky content.

3. Citizen's Time

There were no citizens present at this meeting. Joe Thompson introduced Bea Bordzol, who works in the Outreach department at the Detention Center. Mr. Thompson also introduced Craig Beyer, who is getting his Masters in Library and Information Science at the University of Maryland College Park and is currently completing a field study at Carroll County Public Library.

4. Minutes of December and January

Ms. Griffith moved to accept the December 14, 2022 and January 23, 2023 Minutes as presented. Mr. O'Callaghan seconded. Approval was unanimous.

5. Financial Statement

Finance Director, Jill Edelen reported that we have paid off Exploration Commons (EC). Ms. Berstler was able to negotiate our interest down substantially. Board packets included the financials for the entirety of the EC project. Ms. Edelen reported that general operating revenue is down because we paid off the loan for EC and won't be booking carry-over funds. She reported that salaries are also down as a result of vacant positions. Ms. Edelen reported that as the year goes on CCPL should see salaries even out/flatline as we fill new positions.

As an update from the December board meeting, a resolution is not required to implement new purchase cards. Executive Leadership at CCPL is currently testing out new purchase cards and Ms. Edelen hopes to roll these new cards out to branches soon. Executive leadership will be presenting to the Carroll County Board of Commissioners in March to explain the scope of what CCPL does. Ms. Muller said she will draft a thank you letter to the commissioners now that EC is paid off.

Ms. Berstler also shared that Kati Townsley, CCPL's Development & Community Engagement Manager has started a letter writing campaign. Through the campaign, community members who have supported CCPL in

the past are encouraged to write to the commissioners and tell them the impact that the library has had on them.

6. Flexible Benefit Plan

CCPL changed vendors for FSA benefits. This included the creation of a plan document. A board resolution was needed in order to publish the document. Ms. Chaturvedi asked for clarification on the wording in the plan.

Ms. Griffith made a motion to accept the Flexible Benefit Plan, contingent on CCPL receiving clarification on the wording of the plan. Mr. O'Callaghan seconded. The plan passed unanimously and a resolution was signed.

7. Correspondence & Announcements

CCPL's Communications team received a lot of praise via correspondence for their programming and events in the months of December and January. Ms. Berstler noted that she received a call from a customer that day praising the staff at the Eldersburg Branch. The customer said that the staff helped him find his way through digital resources, download books and movies, and even helped him with renewing his passport although that is not a service that CCPL officially provides.

8. Staff Association Report

TJ Finecey from the Outreach department gave a brief update on the Staff Association. Outreach partners with community organizations and aims to bring CCPL and the Carroll County community together. Recently, Outreach partnered with Carroll Community College to host a successful movie screening of "Black Panther." Mr. Finecey shared that Angelique Broussard has taken over as president of the Staff Association. The Staff Association is also deciding on what charity to support this year – a poll will be sent out to staff to help them decide.

9. Report of Executive Director

Ms. Berstler noted the following items from her report: Carroll County Public Library and Carroll County Public Schools are launching a new community-wide reading program called Carroll Reads, which picks up where the long-running Carroll One Book program left off. This initiative will include many community partners. Titles will provide opportunities to delve into a range of equity, diversity, and inclusion themes. A new title will be selected each year. In this first year, CCPL will announce the title in May and schedule programming to take place in September/October. Ms. Berstler and Mr. Thompson also highlighted the upcoming Human Library event. This event is a collaboration among Carroll County Community College, McDaniel College's Hoover Library, and Carroll County Public Library. The Human Library will provide community members with the opportunity to sit down with someone who has a different or diverse background, ask them questions and learn from them. This event will take place on Tuesday, March 28 at 5 p.m. at Carroll Community College.

CCPL has many programs coming up including the Celebrating America History Expo, African American Read-In, Battle of the Books and author events. Library Legislative Day on February 15 was a success, and CCPL executive leadership got to meet with the delegates representing Carroll County. The new legislative session has begun and there are several bills that could impact libraries across the state.

10. FY 22 Annual Report

The Annual Report showed highlights from the 2022 fiscal year. The Annual Report can be found on CCPL's website.

11. Close Meeting to Discuss a Personnel Matter

Ms. Griffith moved to close the meeting to discuss a personnel matter. Ms. Chaturvedi seconded. Approval was unanimous. The meeting closed at 8:19 p.m.

Reopen Meeting

Ms. Griffith moved to reopen the meeting. Ms. Chaturvedi seconded. The meeting reopened at 8:45 p.m.

12. Adjournment

Ms. Griffith moved to adjourn the meeting. Mr. O'Callaghan seconded. The meeting adjourned at 8:51 p.m.

****A portion of this meeting may be closed pursuant to the General Provisions Article Annotated Code of Maryland, §3-305(b)**

The CCPL Board's next planned meeting is March 22, 2023 at the Finksburg Library starting at 7 p.m.