

MEETING MINUTES
Carroll County Public Library Board of Trustees
February 26, 2025

Location: Exploration Commons

Members Present: Stephen A. Wantz
David O'Callaghan
Carol Gorsuch
Garima Chaturvedi
Kendra Hart
Virginia Harrison
Beth Gray

Ex-Officio: Commissioner Gordon

Members Absent:

Present in addition to the Board were the following staff members: Andrea Berstler, Jill Edelen, Joe Thompson, Lisa Picker, Karen Gonsman (Zoom), and Laura Bavetta.

CALL TO ORDER/WELCOME

Chair Wantz called the meeting to order at approximately 7:00 pm.

ESTABLISHMENT OF A QUORUM

Seven members of the Board were present, and a quorum was in attendance.

Chair Wantz introduced and welcomed Beth Gray as the new Trustee.

REVIEW AND APPROVAL OF AGENDA

On motion of Ms. Chaturvedi, seconded by Ms. Gray and carried, the Agenda was approved.

REVIEW AND APPROVAL OF MINUTES

Chair Wantz noted a correction to the Minutes; Ms. Harrison should be marked as absent from the January meeting. On motion of Mr. O'Callaghan, seconded by Ms. Chaturvedi and carried, the Minutes from January 22, 2025, were approved as edited. Chair Wantz will sign the edited Minutes when they prepared.

GENERAL PUBLIC COMMENT

There was no public comment.

STEVE LEWICKY

Chair Wantz introduced Mr. Steve Lewicky, Attorney. Chair Wantz explained that as a result of many Federal changes, he stated it is important to secure an attorney who is able to focus solely on library issues. The Board will continue to use the County Attorney as it pertains to the library and County business. Mr. Lewicky stated he represents the Howard County Public Library and presented some insight into his firm and their background. Emphasis was placed on Mr. Lewicky's role as only supporting the Library Board business, he will not represent any one individual employee. The Board requested a written process sheet to aid in determining which

Attorney (the County Attorney or Mr. Lewicky) would be used for various issues. On motion of Mr. O'Callaghan, seconded by Ms. Chaturvedi and carried, the Board voted to sign the Letter of Intent with Mr. Lewicky's firm.

STAFF PRESENTATION

Candace Birger, Exploration Commons Manager, updated the Board on staff changes, new programming, community partnerships and collaborations, and efforts for accessibility initiatives. Programs at Exploration Commons fill quickly and staff is trying to find ways to help new participants gain access to classes by having "newbies only" types of opportunities. Ms. Birger stated she and staff have many ideas for innovative programming, but they are limited by the number of staff on hand. The Board praised Ms. Birger and her staff for their creativity and being inclusive of everyone's needs in the community.

STAFF ASSOCIATION REPORT

Arielle Baquol, Staff Association Representative, announced PFLAG will be the charity the Staff Association will be supporting this year.

FRIENDS REPORT

Julie Ford-Mount, President of the Friends Board, provided an overview of the Friends' initiatives and their desire to provide more help and support to the Branches and programming.

STATUS REPORT ON 403b PROJECT

Ms. Edelen introduced Keaton Macut from Asset Strategy. Mr. Macut stated the 403b committee selected Voya as the new vendor for the 403b plan. Mr. Macut will act as the project manager for the deconversion process from TIAA to Voya. The committee is confident in their selection of Voya and looks forward to the new offerings available to staff. Mr. Macut explained the process moving forward and noted the opportunities each employee will have to meet and discuss their individual needs.

FINANCIAL STATEMENT – INFORMATION

Jill Edelen, Director of Finance, reviewed the most recent Financial Statement. Ms. Edelen stated revenues are up slightly and expenses are down slightly but there are still many unknowns heading into the FY 2026 budget. Agency budget hearings are scheduled for March and the library will be requesting a 5% budget increase.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Wantz stated the Board had a successful training retreat over the weekend held at the Historical Society in Westminster. Chair Wantz honored Virginia Harrison and presented her Proclamation of Service to the Board.

B. OTHER BOARD MEMBERS

Mr. O'Callaghan recently cooked cheesesteaks for Headquarters' staff at their Super Bowl themed lunch and noted it would be great for the Board of Trustees and the Friends Board to take a cooking class together at Exploration Commons. Ms. Chaturvedi gave a shout out to the Eldersburg branch staff and was excited to create their Valentine's Day display. Dr. Hart noted the African American Read In and the collaboration with CCPL and CCPS and also congratulated Ms. Harrison for the inspiration she has been across the County.

C. EX-OFFICIO

Commissioner Gordon thanked Ms. Harrison for her service to the Library and the County as a whole.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programs since the January Board meeting. Ms. Berstler reviewed a list of library-related organizations the Board may be interested in and highlighted upcoming events, seminars and workshops they may like to attend. Ms. Berstler noted the upcoming Battle of the Books events, Commissioner breakfasts and a staff involvement sheet that was requested at the previous board meeting.

A. ADMINISTRATIVE REPORT

There were no other Administrative Matters.

B. ELT REPORTS

Mr. Thompson and Ms. Picker presented information about their responsibilities. Ms. Picker provided statistics for the library as a whole and by branch. Ms. Picker noted all of the events the Communications Department is involved in. Mr. Thompson highlighted the History Expo, Battle of the Books and Mock Trial Camp, all of which are collaborations with Carroll County Public School. Mr. Thompson also noted the current Strategic Plan effort that is underway.

C. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

A. 2021-2024 STRATEGIC PLAN – QUESTIONS ON FINAL REPORT

There were no questions on the final report.

NEW BUSINESS

A. BOARD OF TRUSTEES BYLAWS – DISCUSSION AND SUBMISSION OF PROPOSED AMENDMENT

This item was tabled until the March meeting.

B. COLLECTION DEVELOPMENT POLICY – REVIEW OF AMENDMENT AND DECISION

Ms. Berstler noted two statements were added to be in compliance with current standards and regulations as required by the Maryland State Library Agency. On motion of Ms. Gray, seconded by Ms. Harrison and carried, the Board voted to accept the amendments.

C. RECONSIDERATION PROCEDURE – REVIEW OF AMENDMENT

Ms. Berstler reviewed the addition to this document as required by the Maryland State Library Agency.

D. ELDERSBURG BOARD OPENING – REVIEW TIMELINE AND SELECTION OF NOMINATING COMMITTEE

Ms. Gorsuch and Mr. O'Callaghan volunteered to be on the Nominating Committee.

ADJOURNMENT

On motion of Ms. Chaturvedi, seconded by Ms. Gorsuch and carried, the Board voted to Adjourn at 9:42 pm.


Approved