

Carroll County Public Library
Board of Trustees Meeting
Finksburg Library
March 27, 2019
Minutes

Prior to the meeting Mr. Kuntz and Ms. Bishop showed the VR tour of Exploration Commons created by the architect firm Manns Woodward.

1. Roll Call and Declaration of Quorum

Ms. Muller called the meeting to order at 7:06 pm and declared there was a quorum.

Present:

Bill Bates	Kathleen Campanella	Leza Griffith	Joyce Muller
David Peloquin	Cynthia Piazza	Karen Soisson	

Staff Present:

Andrea Berstler	Jen Bishop	Tony Eckard	Lorraine Fulton	Bob Kuntz
Heather Owings	Lisa Picker	Dorothy Stoltz	Muffie Smith	
Stephanie Szymanski	Dottie Wolf			

Also present: Laura O'Callaghan, Member of the Finksburg Garden Guild

2. Minutes of February 27, 2019

Ms. Campanella moved to approve the Minutes of February 27, 2019. Mr. Peloquin seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard presented the Financial Statement ended February 28, 2019. Cash balances are at approximately \$2.3 million about the same amount as this time last year. Payables compared to last year are \$20,000 less. The income statement reflects \$107,000 ahead of revenue. Interest is behind last year's pace. Passport fees are well ahead of last year by \$15,000 due to the increase in the fee from \$25 to \$35 in April 2018 and with good activity. Salary savings is at \$115,000 compared to \$110,000 last year. Office expense and maintenance is overspent, the invoice for copier maintenance was paid in full, budget will catch up. The campaign for the makerspace project has increased by \$6,500. Mr. Eckard thanked Kathleen and Vince Campanella for a pledge of \$5,000 towards the campaign. Staff are giving tours to prospective donors. Grants reflect normal activity. The basement renovation project (the makerspace) grant was reviewed. The balance at the Community Foundation of \$13,333 includes investment income. The Board thanked Mr. Eckard for the report.

4. Correspondence and Announcements

- a. The Lions Club newsletter featured the local Day of Service that was held at all CCPL branches in January.

- b. The *Carroll County Times* carried an article about FY 20 budget plans.

5. Citizens Time

Ms. Muller recognized guest Laura O'Callaghan, who was present to give information on the Finksburg Garden Project.

6. Executive Director's Report

Ms. Berstler reviewed the Executive Director's Report and highlighted the events that the branch managers share with her. She noted the many system-wide author events that Ms. Picker and her staff have planned. Working with Debbie Scheller owner of A Likely Story Bookstore in Sykesville has been wonderful and she has a list of many more authors to bring to Carroll County. Staff are considering creating a panel discussion presentation on bookstore partnerships for the Public Library Association conference. Ms. Berstler reviewed the many community events she has attended and noted that Joe Thompson is representing CCPL at tonight's Chamber Teacher Awards event. Ms. Berstler is also visiting the branches to talk with managers to see what work they want to do with their communities and how they can be supported in those efforts. The Battle of the Books starts on Friday, March 29. Ms. Muller said she hopes everyone has a chance to attend at least one. The Board thanked Ms. Berstler for the report.

7a. Finksburg Branch Library Report

Branch manager Heather Owings gave the report pub quiz style like the pub quizzes the branch holds monthly at Bistro 91. Last month there were 14 teams and 54 adults in attendance at the quiz, interest has grown in this event. Via the quiz, Ms. Owings introduced new Faces at Finksburg: Alicia Romero, just promoted to senior circ clerk, Liz Wilson, new circ clerk, John McCann new circ clerk, Max Eber new children's library associate, new pages: Jodi Bowman, Deborah Embury, Janet Immink. Programs at Finksburg include: kids petting lambs, racing reindeers with electric toothbrush propulsion, and The Fine Art of Tree Pruning. Recent milestones include the addition of the boulders from Guild members Bob and Anita Bullock to the garden, the branch will be celebrating 10 years of service, and the little Black Gum Tree named Frank that was donated by Bartlett Tree Experts. Ms. Owings recognized Dottie Wolf, adult library associate and staff association rep who retired as branch manager from Taneytown prior to working at Finksburg. Tuesday, May 21 at 10:45 will be the 10th anniversary celebration featuring the Sandymount Elementary School chorus. The Board thanked Ms. Owings for the report.

Ms. Soisson left the meeting.

Director of Institutional Advancement and Development, Lorraine Fulton and master gardener Laura O'Callaghan gave information on the Finksburg Garden Guild. Ms. Fulton said the first person she called when developing the garden plans was Ms. O'Callaghan. She noted photos that showed guild members: Ms. O'Callaghan, Maria Fish, and Anita Bullock. Ms. O'Callaghan featured a Cicero quote, "If you have a garden and a library, you have everything you need." She gave an overview of how the plans came together to create the gardens and the schedule to keep the gardens maintained. The new rock garden will be named after the Bullocks. The Chesapeake Bay Trust gave \$5,000 toward the garden that features native plants. The Garden Guild is a

group of volunteers, it takes a community effort to maintain these gardens, and they have strong ties with the Lions and the Master Gardeners. The Chesapeake Bay Trust sign that includes information on the species in the garden was shared. Ms. Fulton highlighted the long list of people, organizations and businesses who have donated to the project, \$13,000 was raised and the Guild deserves recognition for all they did. The Board thanked Ms. O'Callaghan and Ms. Fulton for this beautification project.

8. EC50E Update

Mr. Kuntz reported on the progress at EC50E. All of the furniture is selected and color scheme is chosen. Work is being done on how to place the venting through the existing branch space. Met with an AV consultant for the meeting rooms, so it will be coordinated. Staff have been working with the kitchen consultant who said what has been selected for the space have been good choices. Staff also met with the health department, they are sharing lots of information and being very collaborative. Our staff has to develop a sample menu and will work with local chefs. There was discussion about lighting in the space. At this time work is being done with the County and City on property and parking issues. The architect is also getting information to the City on water usage for the branch and the new space.

Mr. Kuntz also reported on the facility plan that is being created by a Cleveland architectural firm. State Capital Grant applications require that we have a facility plan. This is the first time staff have contracted with an outside firm to do the work. Staff from the firm came for a first meeting and also did a round of tours of all locations. They should have a draft by April 15 and have the plan complete by the middle of June. We were able to get an LSTA grant to pay for part of the costs. The plan will probably be presented to the Board in September.

Ms. Muller asked if there was any other new business, there was none and she asked for a motion to adjourn the meeting.

9. Adjournment

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

The meeting adjourned at 8:18 pm.

Joyce Muller
President