

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

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

## 1. Roll Call and Declaration of Quorum

Ms. Griffith called the meeting to order at 7:03 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	Jen Bishop	Tony Eckard	Karen Suzanne Daniel
Nancy Farace	Ben Horvat	Bob Kuntz	Heather Owings
Lisa Picker	Muffie Smith	Dorothy Stoltz	Stephanie Szymanski
Joe Thompson	Dottie Wolf		

## 2. Finksburg Branch Report

Finksburg branch manager, Heather Owings presented the Finksburg Branch report from July 2020 to March 2021. Amanda Krumrine and Melanie Fitz created and all staff participated in an Express Pickup video. The circulation staff have been amazing in getting Express Pickup together, it continues to be a popular service. Library Associate Children's Barb Weber transitioned storytimes from Facebook to Zoom to allow more interactions with the kids. Library Associate Children's Mandy Davis promotes cultural diversity with bilingual storytimes that include multicultural activities. Library Associate Children's Max Eber created a children's treasure box program that encourages counting, colors, and shapes. The branch garden is blooming, seven new azalea bushes were planted with the help of Joe Thompson and Christine Kirker. Ms. Kirker joined the Finksburg staff from Eldersburg as the new Library Associate II and plans to do gardening programs. Trivia Nights with Bistro 91 continue virtually. Melanie Fitz, Children's Services Supervisor created a take home kit on Origami with 65 participants. Amanda Krumrine, who has moved over to EC, created a Cookie Phases of the Moon program and gathered leftover parts from a previous systemwide program for a program on Build Your Own Electric Vehicle, it had 33 participants. Staff have created videos on how to place holds, find programming, and answers to frequently asked questions such as reader's advisory requests. Staff also offer reading's advisory on Facebook. The children's department is creating themed Biblioboxes. LA Adult and Staff Association rep Dottie Wolf, did storytimes with her horse Suzy. Sparky the Pig and Pip the Beach Cat, participated in virtual programs. The Veteran's Book Club have met the entire time, outside, during the pandemic with all 8 members in attendance. Staff are working with the Roaring Run Lions Club to host a socially distanced Eggstravaganza Egg Hunt this year. Three electric charging stations were installed at the branch and are being used. On the BGE level 2 charger it is 18 cents per KW, one KW will get 3.3 miles, charge up on level for one hour will get 24 miles cost is about \$1.30. Dr. Hart gave kudos to Ms. Owings and her team for their collaboration and creativity, for reaching families, for being on target to meet their needs and finding ways to make the best of the situation with creativity and engagement and encouraged the staff to keep doing what they are doing.

### 3. Minutes of February 24, 2021

*Ms. Muller moved to approve the Minutes of February 24, 2021. Ms. Piazza seconded. Approval was unanimous.*

### 4. Financial Statement

Mr. Eckard presented the financial statement that ended on February 28, 2021 and gave a shout out to Ms. Owings and the Finksburg staff for being good stewards of resources. Eight months into this fiscal year the cash balance is \$2.5 million, \$182,000 more than this time last year. The first draw on the loan with the County for Exploration Commons (EC) expenses was made in the amount of \$500,000, this occurred after February 28. Revenues will be short overall, are currently \$43,000 behind, and will probably end the fiscal year \$160,000 behind. Salary savings is at \$488,700 due to less use of hourly staff. Expenses reflects savings that will help make up revenue shortfalls. The Finance department is in the process of upgrading the accounting software to a cloud version that will include more functionality, it is expected to go live the first full week of April.

Ms. Berstler gave an update on budget negotiations with the County. The hearing is scheduled on Tuesday, March 31; the budget office has recommended an increase that is predicated on the possibility of salary increases, however the proposed increase does not cover expected increases in costs for software, state retirement, the auditors, and other contracts, all items that were requested in the proposed budget. Staff will also talk with the Commissioners about help for the Exploration Commons project.

### 5. Correspondence and Announcements

- a. A letter from the MD State Retirement and Pension System informing that after an audit of records, CCPL is in compliance with their regulations.
- b. A letter from the Westminster Rotary with a donation of \$250.00 towards Exploration Commons.
- c. Ms. Berstler announced that our own Jen Bishop will receive the Citizens for Maryland Libraries (CML) Davis McCarn Technology Award. Board members congratulated Ms. Bishop on the award for contributions and work on emerging technologies and work as manager of Exploration Commons.

### 6. Citizen's Time

No citizens were present. Staff present included Dottie Wolf, Library Associate from Finksburg who was in attendance representing Staff Association. Ms. Wolf reported that this year's Staff Association fundraising efforts would be going to the Humane Society. Ms. Bishop introduced 3 members of the Exploration Commons staff who were in attendance as a requirement for Library Associate Training Institute (LATI). In addition to LATI they are working to get programming ready for EC. Nancy Farace, Ben Horvat, and Karen Suzanne Daniel all introduced themselves to the Board and gave information on their specialties of culinary, maker innovation, and sewing. The Board thanked Ms. Wolf for the report and welcomed the EC staff to CCPL.

### 7. Executive Director's Report

Ms. Berstler noted the timeline of work during the past year that was in the written report. Kudos to the Finksburg branch and to branch manager, Heather Owings for a great presentation. That

presentation is mirrored in all the branch and Outreach reports of our unique, creative, dedicated staff. It is one reason why CCPL is looked up to across the state, and this will soon include Exploration Commons adding to the great working staff. The kits for storytime and crafts are a simple idea that we would never had a reason to do until COVID and we will probably keep doing it; a silver lining in the COVID cloud. The EDI Taskforce is working hard to finish its document with the final meeting on April 1. After review the document will come to the Board and then to the Strategic Planning committee for work on final strategies. The Strategic Plan proposal should be ready for the Board's first look at the April meeting. They have done a wonderful job pulling together an innovative plan on what libraries will look like coming out of COVID. Staff are analyzing, working to keep some services, and see how to move forward in a positive and proactive way. Our staff is beginning to get vaccinations, the health department provided 16 slots for some our staff. This will help staff feel more confident when we move into Stage 3 that will allow more open hours with masks and social distancing. Passport, notary, and in-person programming will not be offered in Stage 3. Tonight Lisa Picker and the communications staff are presenting an author event with Lisa Scottoline, they are using new software called Streamyard. Ms. Soisson asked if there are any staff who will not be vaccinated. Ms. Berstler said we are not requiring a vaccination, and it is thought that some staff won't get the vaccine. It is a decision staff members will make on their own, but we hope most do because we want them to be safe.

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

Mr. Kuntz reported that EC is moving along quite well. Inside the ceilings will soon be closed up with major inspections happening this week. The kitchen equipment, which had been delayed, arrived on Monday morning and is in place, but not yet connected. The kitchen equipment includes a double oven, sinks, large side by side refrigerator, dishwasher, and icemaker. Most of the glass walls are installed and HVAC is being worked on. Staff are doing LATI, Jon Jopse is a recent graduate. There are problems with the roof structure and its ability to carry the HVAC equipment weight load. We will be going to the commissioners to get an approval to have the 40-year-old roof replaced. The County had this roof replacement scheduled for 2025 but it makes sense to do it now. Staff will not have access to the collection when the roof is replaced, and the branch may need to close from 10 days to 3 weeks. Ms. Berstler noted that some LED lighting will be added.

#### **8b. Bylaws Final Document**

The Bylaws final document was presented, the document has to be available for 30 days in this current form before the Board can vote on approval.

***Ms. Muller moved to place the approval of the revision of the Bylaws on the agenda of the April 28, 2021 Board meeting. Ms. Piazza seconded. Approval was unanimous.***

The Roles and Responsibilities document was reviewed and it was decided to update one section to reflect the statement about diversity as written in the Bylaws revision. The updated Board application was also reviewed. Ms. Berstler said these documents have been updated in order to get ready to make public our need for a Trustee from the Mt. Airy area. Staff are also working on the commitment to hold orientation for new Trustees. A date in late spring or early summer that is convenient for all Board members will be chosen to hold a 2 or 2.5 hour orientation, with the hope that it can be held in person.

#### **9. Circulation Policy Update**

Mr. Thompson noted that the last time the Board reviewed this policy was last year when CCPL went fine free. The document was formerly called the Use of Library Materials and the last 3 pages reflects

how often it gets updated. Mr. Thompson worked with branch and circulation managers, Interlibrary Loan, and ELT to rework the language to streamline the policy. Where possible there are links to pages on the website. Staff asked the Board for approval. Mr. Peloquin commented that he liked that it was concise. Ms. Griffith asked for a change to reflect correct legal citations.

***Ms. Muller moved to accept the update to the Circulation Policy with Ms. Griffith's legal citations change. Mr. Peloquin seconded. Approval was unanimous.***

Mr. Peloquin mentioned censorship and noted that Amazon delisted a title. He asked the Board to think about it and concerns about book burners, people who take down movies, and free speech. He noted that he would have expected a large company like Amazon to reach out before doing this. Ms. Berstler said that one of the one of the primary responsibilities of the library is to be that non-censored, non-restrictive access to information. We have things for everyone and things that offend everyone if we are doing the job right.

Ms. Berstler also noted legislation to allow libraries reasonable access to ebooks in regards to cost and availability to library users. Publishers have come out against it. This bill was unanimously sent to committee for consideration. People agree that there needs to be a place where things are not censored, and customer records are protected.

## **10. Adjournment**

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

The meeting adjourned at 8:22 pm.

Leza Griffith  
President