

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

Location: Finksburg Branch

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

Ex-Officio: None

Members Absent: None

Present in addition to the Board were the following staff members: Andrea Berstler, Jill Edelen, Joe Thompson, Bob Kuntz, Lisa Picker, Karen Gonsman, 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.

REVIEW AND APPROVAL OF AGENDA

On motion of Mr. O'Callaghan, seconded by Ms. Gray and carried, the Agenda was approved.

REVIEW AND APPROVAL OF MINUTES

On motion of Ms. Chaturvedi, seconded by Ms. Gray and carried, the Minutes from February 26, 2025, were approved.

GENERAL PUBLIC COMMENT

There was no public comment.

CCPL HISTORY EXPO 2025

Mr. Thompson announced one of the History Expo's two award winners. Mukesh Sureshababu was present to accept the award and present his project on Brown v. Board of Education. Mukesh is a Middle School student and is entering his project in the State competition.

STAFF PRESENTATION

Heather Owings, Finksburg Branch Manager, updated the Board on programming, community partnerships and collaborations. The Branch has many programs to support children and adults with disabilities, veterans, and seniors. Ms. Owings shared many messages of support and gratitude for staff from members of the community. Recently, the branch has collaborated with a T-ball league and the grounds of the library are being used for practices. The branch is hosting a flower show and sale on May 16th.

STAFF ASSOCIATION REPORT

There was no Staff Association Report.

FRIENDS REPORT

Marty Hankins, Past President of the Friends Board, provided an overview of the Friends' initiatives and their desire to provide more help and support to staff and the branches. The Friends will be involved in the upcoming Battles of the Books and have plans for National Library week in April. Marty thanked staff for providing a great advocacy workshop for Friends members and stated members have been mailing personalized, handwritten thank you notes to the Commissioners for their support of the Library.

FINANCIAL STATEMENT – INFORMATION

Jill Edelen, Director of Finance, provided some background on the differences between budgets and accounting and the parts of a balance sheet. Ms. Edelen then reviewed the most recent financial report. Ms. Edelen stated all accounts are performing as expected and the Agency hearing with the Commissioner's went well.

Ms. Edelen outlined the next steps in the 403b transition which will include individual meetings with staff and the transition team.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Wantz attended the Friends advocacy training and stated it was a very positive event, as was the Agency hearing with the Commissioners.

B. OTHER BOARD MEMBERS

Board members commended staff at the branches and headquarters for their monthly displays, help with technological issues, work behind the scenes to gain access to publications free of charge through their library cards and for their help and collaboration with CCPS to reach all populations of our community.

C. EX-OFFICIO

There was no ex-officio present.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programs since the February Board meeting. Ms. Berstler noted the upcoming Battle of the Books events, author events and Commissioner breakfasts. Ms. Berstler also updated the Board on the Strategic Plan Townhalls and Staff Day in October.

ADMINISTRATIVE REPORT

There were no other Administrative Matters.

A. ELT REPORTS

Karen Gonsman, Director of Human Resources, updated the Board on the structure of the department, including the addition of Sara Arnold, Training and Staff Development Manager. Ms. Arnold's position organizes training opportunities and streamlines the information for staff through a newsletter to make the process more efficient.

Bob Kuntz, Director of Operations and Innovation, updated the Board on work he is overseeing such as an AI policy and guidelines, tech replacements, and updating the North Carroll and Mount Airy branches with new paint, carpet and shelving.

Lisa Picker, Director of Communications, prepared Battle of the Books summary sheets for the Board which includes the dates and locations for all of the Battles.

CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

A. NOMINATING COMMITTEE

Mr. O'Callaghan updated the Board on the application process. The committee is currently meeting with potential candidates and interviews will be scheduled for April 23rd.

NEW BUSINESS

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

Chair Wantz and Mr. O'Callaghan reviewed the proposed amendment to Article V – Attendance and Conflict of Interest. The amendment proposes there be no elected officials on the Board of Trustees due to the apolitical nature of the Library. Board members will vote on this amendment at the April meeting.

B. INITIAL DRAFT – REQUESTED GUIDELINES AND PROCEDURE FOR ACCESS TO LEGAL COUNSEL

The Board reviewed the proposed guidelines. The Board discussed changes to process #3, Employment-Related Matters as it pertains to the Executive Director. The Board will discuss this revision and any other concerns at the April meeting.

ADJOURNMENT

On motion of Mr. O'Callaghan, seconded by Ms. Gray and carried, the Board voted to Adjourn at 9:30 pm.


Approved

