

Carroll County Public Library  
Taneytown Library  
April 24, 2019  
Minutes

**Present:**

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

**Staff Present:**

Andrea Berstler      Jillian Dittrich      Tony Eckard      Lorraine Fulton  
Bob Kuntz      Lisa Picker      Beverly Smith      Muffie Smith  
Stephanie Szymanski      Joe Thompson

**1. Roll Call and Declaration of Quorum**

Ms. Muller called the meeting to order at 6:58 pm and declared there was a quorum.

**2. Minutes of March 27, 2019**

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

**3. Financial Statement**

Mr. Eckard presented the financial statement which ended March 31, 2019. Cash balances are \$166,000 behind this time last year due to spending on Exploration Commons and tech replacement. Tech replacement will be collected from the County. The income statement reflects revenues are ahead by \$122,000. Fine income continues to decline, it is \$5,300 behind last year at this time. Passport revenues are ahead by \$18,000. Salary savings are at \$146,000. Mr. Peloquin asked how the variance on FICA/Medicare relates to the year-to-date salary savings. Mr. Eckard will research and follow up with the Board in May. Spending in the materials budget lines is slightly ahead of last year's pace but no surprises are expected for the end of the fiscal year. Last year's additional carryover of \$150,000 has been recognized as an actual by means of a transfer from the operating budget to the grant fund to be used in the grant fund as part of the local match for the State Capitol grant. Tours of the Westminster basement project have been going well. We have received a verbal pledge from Evapco for \$1,000, and a check of \$2,500 from David Max, a local realtor. Lehigh sent the first \$2,000 of their pledge and Ting sent another \$2,000 of their pledge. The makerspace grant reflects funds being spent on design work, we have collected \$122,564 so far from the State. Of the \$75,000 Kahlert grant \$25,000 has been earmarked towards the design work for the makerspace, along with \$12,000 from fundraising efforts. No funds have been borrowed from the County. In other grant news, the Chesapeake Bay Trust grant accounting work will be soon be completed. Next month, the Facilities Study and Plan will reflect Mr. Kuntz and his staff's work in expenditures. Some

interest income was earned on the Community Foundation account, the balance is \$13,500. The Board thanked Mr. Eckard for the report.

#### **4. Correspondence and Announcement**

- a. A letter was received from the Maryland State Library approving our audit firm.
- b. A letter was received from a happy customer who attended the recent puppet show.
- c. Next week at the Maryland Library Association (MLA) conference, our former director Lynn Wheeler will receive the MLA Lifetime Membership award.

#### **5. Citizens Time**

No citizens were present.

Ms. Muller asked Ms. Campanella to report on the recent Friends board meeting. Ms. Campanella reported that the group was treated to *The Jack and the Beanstalk* puppet show. They elected a new member to the board, former president of the Board of Trustees, Marty Hankins. Ms. Hankins is already volunteering to do work on behalf of the Friends. They are looking for two more Board members. Let Ms. Campanella or Ms. Picker know of anyone who might be interested in serving. The Friends main focus is to support and raise awareness of the library, and raise funds for Battle of the Books. The Friends put on the very successful Dave Barry author event. Friends Board President Sharon Yingling is doing a great job chairing the Exploration Commons Fundraising committee. Ms. Piazza said she belongs to a women's group in Westminster and will take CCPL Friends information to the next meeting.

#### **6. Executive Director's Report**

Ms. Berstler noted that the written report includes some highlights from all of the branches. The Battle of the Books events are going wonderfully, there are 2 left. We have had over 150 teams and 1,000 students at 9 battles this year. The year's first battle, the Taneytown Elementary area battle, was held at FSK high school with Commissioner Wantz as the MC. The team that won had a member who is dyslexic, he burst into tears when they won because this was a huge victory for him. Ms. Berstler shared that story with Dr. Lockard, CCPS Superintendent, letting him know that all of this shared work that CCPS and CCPL do is worth the effort. The MLA Conference is next week, and the ALA Conference in DC is in June. A program planning forum is being planned to get programming direction from the staff. Ms. Muller thanked Ms. Berstler for sharing the articles in the report especially the one about the Westminster branch circulating fishing rods.

#### **7a. Taneytown Branch Report**

Branch Manager, Jillian Dittrich gave this year's branch report focusing on CCPL's mission statement: We connect our community with welcoming spaces, innovative resources and services, and educational experiences for lifetime enrichment. The staff is always welcoming and highly effective. Examples include the stellar page staff, the circulation staff represented by Bev Smith, circulation clerk, who was in attendance representing the Staff Association, and

Library Associate – Children’s, Amy Schildwachter, who filled in on the fly doing a music program when the presenter couldn’t make it to the branch. The security guards are contractors but they are also part of the staff and they develop relationships with customers to keep the branch running smoothly. The staff have worked really hard to make the spaces welcoming, comfortable and hardworking. Three years ago the branch moved to having one service desk, and the old info desk was turned into a self-check area. This year thanks to Ms. Berstler and Mr. Kuntz a new self-check station that is functional and pretty was installed. Innovative Resources and Services is reflected by all of the things people can come into the library and try, like a book, a paint night program, make and learn kits, tech stuff like VR and 3D printers. Ms. Dittrich shared a story about helping her husband’s co-worker who needed a book on a subject; Ms. Dittrich gathered up bunches of books on the subject and the co-worker was able to choose the right one from that bunch. The branch has many successful Community Partnerships with the Taneytown Police Department, the public schools, the health department – Ms. Dittrich updates the Opioid Sign every month – the Literacy Council of Carroll County, the Lions’ Club, Carroll Vista, Lorien and the Senior Center. They also work with lots of book clubs that require using Marina and ILL to get all the copies of books that are needed. The branch works with local schools to display student artwork in the children’s area. Educational Experiences for Lifetime Enrichment is reflected in programs from babies through adults. Programs are now inter-generational, with many grandparents accompanying grandchildren to storytimes. The branch is also working with CCPS to help the middle school kids who come in every day including providing some meals. Popular adult programs include crafts, meditation and book clubs. Ms. Muller said she heard kids singing when she arrived at the branch and thanked Ms. Dittrich for her report.

#### **8a. EC50E Report**

Mr. Kuntz gave an update on the Exploration Commons project. The architect is at 99% complete on drawings. They are continuing to work with the fire marshal and code companies to get an answer on whether the rest of the building will need sprinklers. It was noted that the architects were aware that they would have to work on the sprinkler issue. If that is required the branch could be closed for that work. They are also working with the City of Westminster on parking needs, although a variance may be needed, the City is very supportive of the project. There was discussion about where library customers now park. There is a question on the water line connection that is also being addressed. One other change is the elimination of the infrastructure build for the possible second kitchen. This week it was determined to get the venting through the building for the one demo kitchen and one cook line is going to require putting columns through the children’s area of the branch, to try and vent the second kitchen was proving to be too difficult. Plantings are also being considered because in Westminster if a tree is taken out, you have to plant 5 shrubs. Taking some trees out should not be a problem and the architects are working on that issue. Ms. Berstler said we will soon have the renderings and images we need to use for our marketing. She congratulated Mr. Kuntz for his amazing project management.

**8b. Naming Rights Document**

Ms. Berstler and Mr. Eckard shared the updated naming rights document that will be used for donors of Exploration Commons. One addition is to have the County sign off on naming rights, since it is a County building. There is a section where the donor can acknowledge how the naming will be spelled out and where it will appear. Ms. Berstler gave kudos to Mr. Eckard and his team for their work on the document. The updated Naming Rights Menu was also reviewed. Two spaces are spoken for: the video wall and the elevator tower. Staff are continuing fundraising efforts. It was noted that the groundbreaking is scheduled for Tuesday, June 25 at 4:30 pm.

With no other business to discuss, Ms. Muller asked for a vote to adjourn.

**9. Adjournment**

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

The meeting adjourned at 7:52 pm.

Joyce Muller  
President