

Carroll County Public Library  
Board of Trustees Meeting - Virtual  
April 28, 2021  
Minutes

*Due to the COVID-19 pandemic crisis the Carroll County Public Library (CCPL) Board of Trustees met virtually on April 28, 2021.*

## 1. Roll Call and Declaration of Quorum

Ms. Griffith called the meeting to order at 7:01 pm and declared there was quorum.

### Present:

Leza Griffith	Virginia Harrison	Kendra Hart	Joyce Muller
Karen Soisson			

### Staff Present:

Andrea Berstler	Jen Bishop	Jillian Dittrich	Tony Eckard
Kayla King	Bob Kuntz	Lisa Picker	Muffie Smith
Dorothy Stoltz	Patty Sundberg	Stephanie Szymanski	Joe Thompson
Mary Wells			

## 2. Taneytown Branch Report

Branch Manager Jillian Dittrich reported on activities at the Taneytown Branch Library. She described how staff worked during COVID. On June 8, 2020 when the system opened with limited service the branch was very excited to welcome Commissioner Steve Wantz and his wife to the front lobby to pick up items. At the beginning of the quarantine, Children's Services Supervisor Renee Brown held Fairy Tale Friday, Library Associate (LA) Children's Lori Holechek created a Family Fun Storytime, and LA Children's Kayla King held Tuesday Tales. In the beginning the programs were pre-recorded on Facebook and now are held live on Zoom. LA Children's Amy Schildwachter used her community farm connections to create a whole array of farm related programs for children. LA Adult Mark Foley had previously created library escape rooms and was able to make the program virtual, it was held 3 times over the last year with more than 6,000 clicks on the program. It was shared with other libraries including one in Canada. The branch is connecting with communities and when customers were not able to come in, staff answered lots of calls from customers looking for new reads. LA II Dolores Schuyler created a Shelf Reads program, a live page that allows customers to look at items on the library shelf and then with a click redirects to the catalog. April is poetry month LA – Adult Pam Kraemer created a poetry path in the small area in front of the branch around the trees that included activities. The staff has been awesome and engaged with the community and one another. They created friendly competitions on literature inspired pumpkin decorating and holiday stockings which were shared with customers on Facebook. Compliments from customers have included how happy they are with the Express Pickup, and now being able to come back into the branch is something they really appreciate. The daughter of a 92 year old gentleman called with the story of her father taking a daily walk that includes coming into the branch for a rest and a chance to read the newspaper. Ms. Muller thanked Ms. Dittrich for a wonderful report. Dr. Hart gave kudos to the staff for the phenomenal job they have been doing in creating a comfortable environment where a 92 year old wants to come and read a newspaper, ideas like the pumpkin decorating, how the community appreciates the library team, and everything they have done during the pandemic and in the transition back to more regular service.

### **3. Minutes of February 24, 2021**

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

### **4. Financial Statement**

Mr. Eckard presented the Financial Statement that ended on March 31, 2021. This is three quarters of the way through FY 21. Cash balances at the end of March were \$1.9 million, about \$300,000 more than this year last time. A new line on the balance sheet reflects the loan payable. A draw of \$500,000 was made on the County loan to support expenditures for Exploration Commons (EC). Overall revenues are \$63,000 behind budget and consistent over the last several months. Salary savings continue to build based on less use of hourly staff. It is expected the fiscal year will end behind on revenues but with less expenditures. Mr. Eckard pointed out legitimate unemployment claims that have been made but noted that CCPL has been hit with some fraudulent claims. The Human Resources department has been monitoring the situation and working with the State regarding the problem. When the FY 21 budget was created staff hoped to receive some e-rate funds. E-rate funds come from the Universal Service Fund. Since CCPL is an educational entity it can apply for the funds. Staff worked to identify purchases and services that were earned, and this year we received a \$30,000 rebate which is being used to support construction of Exploration Commons. Fundraising for Exploration Commons is continuing with good news from the Commissioners proposed FY 22 budget, they have earmarked \$1,066,000 towards Exploration Commons, by way of a reduction of the loan, which will leave \$230,000 left to raise. This is still subject to the Commissioners' final approval in May. Ms. Berstler said she is very pleased with this development and that this is match for all the money the library has brought to the table between the FY 19 budget savings, money from this year and the \$716,000 that has been raised by the fundraising committee. At the public budget hearing staff will be available to speak about the project if needed. Ms. Griffith noted she may be of assistance with the unemployment fraud, since this is the department where she works. Mr. Eckard said some days are good, others less so with the problem and when the new unemployment portal opened in the fall it proved to be very challenging. Muffie Smith and Mr. Eckard noted that Terri Simmons in the HR department has done an excellent job of handling any issues.

### **5. Correspondence and Announcements**

There was no correspondence or announcements except for the newspaper articles. One article featured an Exploration Commons contractor, Genesis Corporation. Ms. Griffith suggested the owner might be a possible Board member; staff will research.

### **6. Citizen's Time**

No citizens were present. Staff Association representative Kayla King was introduced.

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

Ms. Berstler reported that the Executive Leadership Team would be reviewing the final Equity Diversity Inclusion (EDI) report and it will come to the Board for approval at the May meeting. Plans are under way to begin to put legs to the recommendations, some will go into the Strategic Plan, the annual work plan, and delegated to departments. We have received 5 Board applications from applicants for the Mt. Airy position. It was suggested that the Board create a sub-committee to review the applications and make recommendations to the entire Board for interviews. The position was advertised on Facebook, with a press release and a handout at the Mt. Airy branch. Communications did an excellent job on the

advertising. After discussion it was decided to hold a closed session with Board members willing to participate prior to the regular May Board meeting to discuss the applicants and to make recommendations to the entire Board. In addition to Ms. Griffith, Ms. Harrison and Ms. Soisson agreed to attend the closed session. After that meeting, staff and Board members will pursue meetings with prospective candidates prior to the June Board meeting.

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

Bob Kuntz gave an update on the Exploration Commons (EC) project. About 95% of the work in the basement is done. Ceilings are installed including the felt baffles in the makerspace which are there to provide fireproofing and soundproofing on the steel have been installed. The kitchen is progressing, the hood ducts are run up into the roof, and the exhaust fans are close to complete. The equipment has arrived and is mostly installed. A blue backdrop wall has been painted for video production in the classroom. The adult changing station has been installed in the family restroom. The 3-D printer wall for 6 printers is installed. The outside tower is moving along, the steel went up and was painted, the stairs to the library are installed, with the elevator shaft behind it. Once the glass is installed, and everything is enclosed the elevator will be brought in for installation. The video wall has been installed, it includes 6 monitors that will be used as a donor wall, to highlight programs, and show presentations that are being held in the large meeting room. We are waiting on the HVAC system to be installed on the roof, there's not a firm date due to the wait for the steel engineering to be completed. We have learned the roofers are ready to start work and expect that the branch will be closed for at least 3 weeks because the roofers will be working overhead of the main library area. That part of the project is anticipated to take 6 weeks.

Emerging and Digital Technologies Manager Jen Bishop shared EC news. The preview makerspace (Ting) will close on May 15 so staff can begin to transition equipment to EC. Customers have been creating there and some of the things that were made include a chicken coop door and faux stained glass. The laser cutter is used 80% of the time, an additional laser cutter will be added at EC. A small group from the ARC learned technical and team work at the space and the Boys and Girls Club are participating in Career Ready Boot Camp with doing hands on building and design by building a 3D printer. Ms. Bishop announced that Exploration Commons and the library is excited to be one of the finalists from libraries and museums for the 2021 InfyMakers Awards. After entering 3 times, this is the first time we have made it to one of the 30 finalist organizations. The prize is a \$10,000 grant that would provide equipment to create remote programs, there will be 10 winners. It was noted that the android robot Pepper was purchased through an LSTA grant. There was discussion about when the space will open especially since bad weather can affect roofing progress. Ms. Berstler said she will inform everyone when the branch will close. The staff is updated regularly and they have made plans for work during that time. Dr. Hart praised the planning and progress of the project and asked about the rate of time for 3D print jobs. Ms. Bishop said 3D printing is a bit slow, our printers are industry standard for the type of prints that CCPL offers. Exploration Commons staff also provide the system-wide 3D printing service. Ms. Berstler thanked Ms. Bishop for her hard work and gave a shout out to Mr. Kuntz for his tireless efforts to keep the project on track.

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

The Bylaws document, brought to the Board in the same form as at the March 24, 2021 Board meeting and after 30 days, was presented for approval.

***Ms. Muller moved to accept the Bylaws as presented. Ms. Soisson seconded.  
Approval was unanimous.***

The approval date of April 28, 2021 will be on the document.

#### **9a. Strategic Planning Update**

Ms. Berstler reviewed the Strategic Planning update document and noted committee chair Patty Sundberg's attendance. The staff wanted the Board to get a preview and a chance to ask questions and make suggestions before the committee brings a final report for approval. Included are the proposed vision statement, 4 overarching goals, and objectives. This plan will have 14 objectives which is significantly less than the current plan. The committee is working on the strategies which are the mechanism to do the work in the plan. Ms. Griffith asked for an explanation on how EDI will be incorporated into the plan. Ms. Berstler explained that EDI recommendations will show up in the strategies and built into the goals with the inclusion of creating an inclusive environment, removal of barriers, etc., all at a very high view. Ms. Griffith noted her work on a non-discrimination plan where everyone has to remember to anticipate evaluation on decisions that are made, not to have a disparate impact on certain populations and make sure services are accessible to everyone. Ms. Berstler said the EDI committee's major recommendation is to create a standing EDI committee that would serve as a conduit of information and accountability for the system. Dr. Hart gave some wonderful input and the accountability factor can help if CCPL gets off track. Ms. Muller congratulated everyone and thanked Ms. Sundberg for the report. Ms. Berstler noted the Strategic Plan will come to the Board for final approval in May.

#### **9b. Rescind Narcan Policy**

Ms. Berstler noted the Narcan Policy that was approved by the Board in 2016. After review and discussion ELT felt that this policy is more procedure and can be incorporated into the Staff Handbook and recommends rescinding it. Ms. Soisson asked if it reflects current procedures, staff said it has been internally updated for staff. Ms. Griffith asked if support of the Good Samaritan law would still be covered. Staff noted that the Good Samaritan law is used in other documents.

***Ms. Muller moved to rescind the Narcan policy. Ms. Harrison seconded. Approval was unanimous.***

Dr. Hart thanked everyone for all of their kind messages, cards, and calls during this time after the loss of a family member and said how much everyone's good thoughts are appreciated

There was nothing else for the good of the order except a reminder that a 6 pm subcommittee meeting for board application review will be held prior to the regular meeting in May.

#### **10. Adjournment**

***Ms. Muller moved to adjourn the meeting. Ms. Griffith seconded. Approval was unanimous.***

The meeting adjourned at 8:15 pm