

Carroll County Public Library
Board of Trustees Meeting
Taneytown Branch Library
April 27, 2022
Minutes

1. Roll Call and Declaration of Quorum

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

Present:

Garima Chaturvedi	Virginia Harrison	Kendra Hart	Joyce Muller
Dave O'Callaghan	David Peloquin		

Staff Present:

Andrea Berstler	Jillian Dittrich	Tony Eckard	Karen Gonsman
Kayla King	Angie Knight	Bob Kuntz	Lisa Picker
Dolores Schuyler	Stephanie Szymanski	Joe Thompson	

2a. Taneytown Branch Report

Jillian Dittrich, branch manager of the Taneytown Branch Library presented this year's annual report that included branch updates of a donation from Julie Ford Mount for a new outdoor bench was received in memory of her mother and a revamp of the Teen area. Summer 2021 programs featured storytime Zoom Room take home bags, a community positivity puzzle art project and lots of library loot boxes. The Health Department set up a mobile testing site in the parking lot, staff attended the Taneytown Night Out and helped in the creation of 3 storiystrolls in Taneytown parks. Programs went virtual in the fall and winter and featured book-themed pumpkins, and a La La La Felties take home box. Lots of test kits were distributed. Shepherd's Staff visited and signed up kids to get free school back packs. Commissioner Wantz and his newest granddaughter visited when a vaccine clinic was being held. About 40 customers filled out forms about their year and what they wanted for Christmas and Santa made special videos for each one. School artwork is back on display. The Runnymede Elementary PTO asked the branch to help their students get excited about a read-a-thon. The Silver Fancy Garden Club created 25 book-themed floral arrangements which brought people in to vote for their favorites, good press was received. Adult programs featured diamond painting. Author Elaine Meyers, a former CCPL staff person who was instrumental in starting programming, did a presentation on her book *Iron Pants*. The Lunch at the Library partnership with CCPS that offers a free lunch to anyone under age 18 will return this summer, in 2019 over 1600 meals were shared. Library programs aligned before and after those lunchtimes. Staff are working with a local boy scout and the City of Taneytown to create a storiystroll at Memorial Park. The Board thanked Ms. Dittrich for the report.

Ms. Berstler noted that we will be partnering with Rec and Parks to bring a storiystroll to Leister Park. Commissioner Rothstein would like to see more Little Free Pantries in the County like the one that was created in partnership with the Eldersburg Branch.

2b. Teen Services Report

Dolores Schuyler, library associate II in Taneytown and leader of the Teen Services team, presented a report on the team's activities. Teenagers are complicated and programs for them can also be complicated. Teen programs need to be engaging, fun, relevant to teens needs and have something

that inspires buy-in. This team creates systemwide programs to keep teens interested in the community and library. Some of those programs include service-learning opportunities, summer reading lists, and many take home kits, Teen Art, Pokemon Snow Globes, and pet toys that were donated to the Humane Society. The Writer's Block online writing project allows teens to earn service-learning hours, creates a positive digital footprint, and allows teens to work on the project at their convenience. There were 24 new creators of 118 posts, with 354 earned service-learning hours. The Teen Advisory Board (TAB) started in October and has had 30 different teens attend with a core group of 10-15 who have earned 393 hours. TAB's projects include cards for elder care centers, ornaments for veterans, activity books for children, and a trivia program. The average age of participants is 13 – 14 with both boys and girls. The Board thanked Ms. Schuyler for the presentation.

3. Minutes of March 30, 2022

Mr. O'Callaghan moved to approve the Minutes of March 30, 2022. Ms. Chaturvedi seconded. Approval was unanimous.

4. Financial Statement

Tony Eckard presented the financial statement through March 31, 2022, three quarters of FY 22. Cash balances are \$1,972,241, \$88,755 more than this time last year. Revenues are at budget, when we take out the prior year carryover. Salary savings are \$334,361, this is a much smaller amount than last year because our branches are getting busier. These savings are more from retirements, open positions, and less use of hourly staff because of slightly reduced hours. A projection for FY 22 budget leftover may be available in May. Taneytown was first to implement the new Point of Sale (POS) system. Staff and the auditors met to start the FY 22 audit process. Ms. Muller noted CCPL's Mary Lou Dewey Sculpture Park account that is held at the Community Foundation which is designated for the upkeep of the sculptures in the Westminster Library park. Mr. Eckard said we have not received an account statement since January 2021 but he has been in touch with the Foundation staff. It was noted that we did well with our budget hearing, the Commissioners are including the additional COLA and the technology replacement. Ms. Berstler asked for possible Board member attendance on May 10 at the County's budget hearing starting at 7 pm at the Arts Center.

5. Correspondence and Announcements

I Love My Library notes from the North Carroll Library, Letters to Corky, and thank you notes for *The Frog Prince* puppet shows were shared. The County Commissioners' Proclamation for National Library Week was also shared. A thank you note from former Board member Karen Soisson was noted. Kudos to Communications for recent press. Dr. Hart related that the students notes show how they enjoy reading books, love the library staff and how relationships with reading and library resources are being built. Ms. Chaturvedi remarked that she really liked the poster boards that were put up for people to write about loving the library during National Library Week.

6. Citizen's Time

No citizens were present. Kayla King, Taneytown Library Associate was in attendance representing the Staff Association.

7. Executive Director's Report

Ms. Berstler reviewed some highlights from the Executive Director's report. Kim Smithson is now managing all things COVID in HR. Management Council which includes branch managers, department heads, 2 circulation managers, and Executive Leadership Team have taken up a discussion about our operating model which includes working towards a well-organized model for programming as we have for the materials collection process. Without a dedicated department for programming CCPL has historically had amazing programs with very high statistics for number of programs and attendance. Now we want to build a better infrastructure to support these efforts. This work was triggered by looking at lower levels of circulation and visitors but staff still being very stressed. The Board expressed support of these efforts.

Ms. Berstler, Ms. Gonsman, and Mr. Thompson have started working on creating a Supervisor's Academy. This year's last Battle of the Books is coming up, Ms. Berstler congratulated Dr. Hart for a great job emceeding the battle at Westminster High. Commissioner Rothstein did a great job at the Eldersburg battle. Numbers for the in-person battles have bounced back to pre-COVID levels. There were 9 battles with 1,547 students participating. Ms. Berstler, EC Manager Jen Bishop, and Mr. Kuntz presented at the Public Library Association conference in March on Exploration Commons. Workforce development is becoming very important in library world. It is sad to announce that Jen Bishop has given her resignation to move on to the University of MD to be the Assistant Director for Women in Engineering program. Board members asked that it be relayed to Ms. Bishop how much her work at CCPL has been appreciated and congratulations on this opportunity. Ms. Berstler announced that this year's annual Staff Day will be held in person on November 11 and will be a celebration of what staff have been through as a team in the last 3 years.

We will be hosting the Maryland Association of Public Library Administrators meeting on July 21 at EC. Ms. Berstler, Mr. Kuntz, and Amy Miller Meyers will attend MACO in August in Ocean City. We are waiting for the final ALA Conference schedule to come out, staff will let Board members know about an opportunity to visit the conference in DC.

Ms. Muller suggested that some information be shared with the Board at an upcoming meeting on the subject of book banning so Trustees can be informed before the upcoming elections with responses if this subject comes up in conversations with candidates.

8. Staff Handbook Updates

Ms. Gonsman presented updates to the Telecommuting and Leave of Absence policies for Board approval.

Telecommuting Policy

Over the past couple of years of COVID we learned a lot about telecommuting and discovered we needed to outline standards more efficiently and effectively. Telecommuting is considered a privilege. The possibility of telecommuting in a job will be communicated when positions are advertised. Positions that will be eligible need to be identified with clear guidelines. There are many employees whose work is all public service. These positions will not have much flexibility, however there may be some opportunities. A list of eligible job titles is being developed. New employees must complete their probationary period before being eligible. The new policy outlines the expectation that the teleworker will provide their own phone, computer, and internet access from home. ADA compliance is also included. Ms. Gonsman said that supervisors will be coached on best practices including addressing possible abuse, parameters for training via telework, and expectations for

childcare. The revised policy states that if the library closes for a weather event, the teleworker will also be allowed to be off.

Ms. Muller moved to accept the updated Telecommuting Policy. Mr. Peloquin seconded. Approval was unanimous.

Leave of Absence Policy

Currently the Leave of Absence policy has been intertwined with the Family Medical Leave Act (FMLA) and this needs to be corrected. This change will give flexibility to offer intermittent FMLA properly and helps protect the staff in the long run. Items that were noted during the discussion included the use of the sick leave bank which requires an employee to use all of their leave before being eligible; leave of absence limited to one year; and leave of absence options. Ms. Gonsman said that leaves of absence have to be balanced between supporting and helping employees and effectively running the library. The leave of absence would guarantee an employee to return to an equivalent position, not necessarily the exact position before the leave. Board members asked about what happens with salary increases during a leave of absence. After some discussion it was decided to add language outlining how COLAs would be handled with staff during a leave of absence. Annual, sick, and personal leave is not accrued during a leave of absence. Staff may choose to pay for health insurance during a leave of absence. This policy affects only salaried staff. Ms. Berstler said that the State of Maryland has also passed a Family Leave Act (NOT FMLA) however the law does not outline how this leave will be funded nor are there provisions for non-profits. It was also noted that FMLA is not leave, but a guarantee of a position after the leave is over.

Ms. Muller move to accept the updated Leave of Absence Policy with the suggested changes. Mr. Peloquin seconded. Approval was unanimous.

Ms. Harrison asked if there was any other business, there was none.

9. Adjournment

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

The meeting adjourned at 8:31 pm.

Virginia Harrison
Vice Chair