

MEETING MINUTES
Carroll County Public Library Board of Trustees
April 23, 2025

Location: Taneytown Branch

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

Ex-Officio: Commissioner Vigliotti

Members Absent: Virginia Harrison

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 5:55 pm.

ESTABLISHMENT OF A QUORUM

Six members of the Board were present, and a quorum was in attendance.

CLOSED SESSION – PERSONNEL

On motion of Mr. O'Callaghan, seconded by Ms. Gray and carried, the Board closed session for personnel reasons at 5:58 pm.

On motion of Mr. O'Callaghan, seconded by Ms. Gorsuch and carried, the Board voted to open session at 7:12 pm.

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 Mr. O'Callaghan, seconded by Ms. Gray and carried, the Minutes from March 26, 2025, were approved.

GENERAL PUBLIC COMMENT

There was no public comment.

CCPL HISTORY EXPO 2025

Mr. Thompson announced the second of the History Expo's two award winners. Hannah Caswell was present to accept the award and present her project on the Chesapeake Bay. Ms. Caswell will be competing in the State competition in May.

STAFF PRESENTATION

Jillian Dittrich, Taneytown Branch Manager, updated the Board on programming, community

partnerships and collaborations. The Branch has built strong connections with the community, the schools and the police department. There are weekly craft nights for adults, robust children's programs and the Branch participates in many community functions.

STAFF ASSOCIATION REPORT

Kayla King, Staff Association Representative, stated they are thinking of programs for staff activities this summer.

FRIENDS REPORT

Julie Ford-Mount updated the Board on membership statistics (over 600 members), and the Friends' involvement during National Library Week, Battle of the Books and Author Events.

FINANCIAL STATEMENT – INFORMATION

Jill Edelen, Director of Finance, reviewed the most recent Financial Statement. Ms. Edelen stated all numbers are as projected. Members of the Board asked for clarification regarding Federal, State and County funding. Ms. Berstler and Ms. Edelen stated Federal funding cuts will have an impact on the library regarding staff development funds and possibly the Strategic Plan grant but the Leadership Team is working on other possibilities to help bridge the gap.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Wantz praised a recent newspaper article that highlighted the library's circulation statistics as being one of the highest in the State and noted an upcoming award for Innovative Programming the library will receive for the Mock Trial Camp.

B. OTHER BOARD MEMBERS

Board members praised library staff and programming, including Battle of the Books, for the positive effect on education and reading initiatives, and for the digital apps that provide material if you are on the go.

C. EX-OFFICIO

Commissioner Vigliotti praised Chair Wantz for being a capable and effective advocate for the library.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programs since the March Board meeting. Ms. Berstler noted the upcoming Strategic Plan Town Halls and encouraged Board members to attend and mentioned a grant request that has been submitted to the Kahlert Foundation to help support early literacy efforts.

A. ADMINISTRATIVE REPORT

There were no other Administrative Matters.

B. ELT REPORTS

Joe Thompson reported on the Kindergarten Library Card Campaign, the Outreach Puppet Shows and 1,000 Books Before Kindergarten reading challenge. These successful programs are key to encouraging families and young children to be lifelong readers and to establish a strong literacy background to help throughout their lives.

Bob Kuntz stated the Polaris software the library uses will be updated. The update is being planned as to not disrupt any services. Carroll County Public Library is part of a consortium that includes McDaniel College, Carroll Community College and Chesapeake College. Mr. Kuntz stated he is waiting on quotes for painting and carpet replacement in some branches and keeping an eye on shelving costs with impending tariffs on products.

C. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

NOMINATING COMMITTEE

Mr. O'Callaghan stated recommendations will be forwarded to Board of County Commissioners soon.

BOARD OF TRUSTEES BYLAWS – DISCUSSION AND APPROVAL OF PROPOSED AMENDMENT

On Motion of Ms. Gray, seconded by Mr. O'Callaghan and carried, the Board voted to accept the proposed amendment regarding Article V, Attendance and Conflict of Interest.

REQUESTED GUIDELINES AND PROCEDURE FOR ACCESS TO LEGAL COUNSEL – DISCUSSION AND APPROVAL

The Board discussed the current draft of this document. Ms. Berstler will amend the document with the suggested edits and consult with the Attorney about adding language regarding the notification process for the County if needed.

This item will be on the May Agenda.

NEW BUSINESS

CARROLL COUNTY PUBLIC LIBRARY'S COMMITMENT TO ACCESSIBILITY FOR ALL

On motion of Mr. O'Callaghan, seconded by Ms. Gray and carried, the Board voted to accept the Carroll County Public Library's Commitment to Accessibility for All statement.

DRAFT AI POLICY – DISCUSSION

Mr. Kuntz presented the Generative Artificial Intelligence Policy to the Board. This policy contains guidelines and expectations for staff in their use of generative tools.

On motion of Mr. O'Callaghan, seconded by Ms. Gorsuch and carried, the Board voted to approve this policy.

CLOSED SESSION AND ADJOURNMENT

On motion of Ms. Gorsuch, seconded by Mr. O'Callaghan and carried, the Board voted to Close Session for personnel reasons at 9:15 pm.

On motion of Ms. Gray, seconded by Ms. Gorsuch and carried, the Board voted to Adjourn after Closed Session.


Approved

