

Carroll County Public Library
Mt. Airy Library
May 22, 2019
Minutes

Ms. Picker presented the 2019 Battle of the Books video before the start of the meeting.

Present:

Bill Bates Kathleen Campanella Joyce Muller Karen Soisson

Staff Present:

Suzanne Arcuri Andrea Berstler Tony Eckard Bob Kuntz
Lisa Picker Muffie Smith Patty Sundberg Stephanie Szymanski
Joe Thompson

1. Roll Call and Declaration of Quorum

Ms. Muller called the meeting to order at 7:04 pm and declared there was a quorum.

2. Minutes of April 24, 2019

Ms. Campanella moved to approve the Minutes of April 24, 2019. Mr. Bates seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard presented the financial statement which ended April 30, 2019. Cash balances are at \$2.9 million. Revenues overall are \$151,000 ahead of budget. Expenses reflect salary savings of \$159,000. Passport service at Eldersburg through 10 months has exceeded budget and North Carroll is looking like they will make their budget for this fiscal year. The Campaign for Exploration Commons shows revenues are almost \$400,000. We received good news with a \$20,000 gift from Dr. and Mrs. Wack, a larger commitment from Jason Stambaugh of \$7,500 and \$50,000 from Thomas Bennett & Hunter. The Tower, Main Gallery, Video Wall and Refrigerator naming rights are claimed. The grant for Pepper is fully spent and completed. The MLD Sculpture Park account at the Foundation is at \$13,541.

4. Correspondence and Announcements

- a. CCPL received a Chamber Public Safety Award for distinguished achievement as part of the Critical Incident Management Team that assisted the *Carroll County Times* find staff housing after the shooting at the *Capital Gazette* office in Annapolis last year.
- b. First time Battle of the Books MC, State's Attorney Brian de Leonardo, sent a message commending the Battle of the Books.
- c. A letter was received from Penguin Random House CEO, Annette Danek-Akey on behalf of their employees who made a \$1,500 donation to Battle of the Books.

- d. CCPL received three certificates for work on the Celebrating America History Day event. Mr. Eckard chairs the committee with Jane Sewell of the Union Mills Homestead. The certificates were for the Outreach Dept., the Augmented Reality display, and for CCPL's all-around efforts, all were signed by Commissioner Rothstein. The Board gave kudos on all of these accolades.
- e. Ms. Muller and Ms. Campanella attended the awards program at the Maryland Library Association Conference where Director Emerita, Lynn Wheeler was recognized with the honorary membership. They also visited the exhibits and at the business meeting witnessed Mr. Thompson hand off the president's gavel to Ms. Berstler for the upcoming year. Many CCPL staff participate in and support MLA events. CCPL stands head and shoulders above with many alumni serving in library leadership capacities across the state. They said it was great to see our leaders in action and to honor Ms. Wheeler. They were proud to represent the Board.

5. Citizen's Time

No citizens were present.

6. Executive Director's Report

Ms. Berstler welcomed circulation clerk, Suzanne Arcuri, who was attending a Board meeting for the first time and representing the Staff Association. In addition to the written report, Ms. Berstler noted that the branch managers send her a one page report every month, and she pulls one story from each to share with the Board. Upcoming events were reviewed. The Finksburg branch 10th anniversary celebration was held on Tuesday, May 21 with Commissioner Frazier, former Commissioner Mike Zimmer and previous branch managers in attendance. Kudos were given to branch manager, Heather Owings and Lisa Picker for planning the day. The gardens at the branch look wonderful. An article about our robot Pepper was featured on the front page of the *Carroll County Times*, Ms. Bishop and Mr. Kuntz were interviewed. The article and a video on the *Times* website were shared with the Board. Two coding programs have been held and our customers are enjoying Pepper's visits. A Program Planning Forum was held on May 9 with staff from all branches who are involved in programming and implementation. They gave input on what they feel is successful, what programs they would like to do, and how to reach the demographics in individual communities. The executive leadership team will be evaluating the collected data. The information will be presented in August to management council and a summary will be prepared for the Board. Ms. Muller noted that there is a suggestion to have an adult version of the battle of the books, Mr. Thompson and Ms. Picker are co-chairing a team to explore that idea. The Board thanked Ms. Berstler for the report.

7a. Mt. Airy Branch Report

Branch Manager, Patty Sundberg reported on activities with A Year at Mount Airy. She said it's been a busy year with activities that include a storytime in downtown Mt. Airy at the caboose, Teen After-Hours, Memory Writing programs with residents of Lorien, and Baby Rembrandt kids artwork program.

In July the staff participates in the annual Mt. Airy fire fighters parade. Charles Benet, the husband of long-time staff member Elsbeth Benet created an Apollo display for the branch display case. Mr. Benet worked at NASA during the moon landings. Ms. Benet, Library Associate - adult and a sub for many years, has decided to retire. Volunteer Deb Schaeffer has put in 500 volunteer hours. Easier to handle folding chairs were purchased for the large meeting room. LA II Sara Arnold has done a lot of relationship building with media specialists at area schools including attending South Carroll High football games with reading materials and give aways. The branch participates in the Mt. Airy Main Street Association's annual History 101 event every year. Other programs include: Summer Discovery 2018, LA – Meg Griffin's Volunteer Fair, Preschool Science: hatching chicks, Roar like a Lion Day, Kate Quinn and Jennifer Pharr Davis author events at the branch, Game of Thrones, Battle of the Books, STEM at Mt. Airy Middle with media specialist Pam Lichty, and a visit by Pepper. New staff members include Beckye Eckart, circulation manager, Amber George, circulation, LA Subs: Mara Snyder, Ivan Freedman, and Alisha Scrivens. Children services supervisor Erin Gambrill has been selected as a solar system ambassador by the Solar System Exploration Public Engagement Institute sponsored by Inter Planetary Institute at Johns Hopkins Applied Physics Lab. She has to do 4 programs for the public, which works out because of the summer discovery theme of The Universe. The branch will have several pieces of the moon to share with customers this summer. The Board thanked Ms. Sundberg for the report.

8a. EC Update

Mr. Kuntz reported on the latest development with the Exploration Commons project. He reported the good news that the rest of the branch will not have to have sprinklers. Staff are now waiting to hear where the water connection will be made on Main Street. The kitchen vents will have 3 corresponding fans on the roof, that way each fan can operate separately. We are working with the Chamber on the groundbreaking event which is scheduled for June 25 at 4:30. We are working on getting a speaker. Tours and videos of the space will be running and Pepper will be in attendance. On June 4 all CCPL staff are being invited to tour the space.

8b. FY 20 Budget

Mr. Eckard brought proposed changes to the FY 20 Operating budget, to reacquaint the Board with the request and what has changed since the request went to Management and Budget in December. Management and Budget was comfortable with our request and it went into the Commissioners' proposed budget. The budget includes an increase of 3% from the County which equals \$270,000. Revenue budget lines that are recommended to change from December: State Aid to 1,069,000, Fines down to \$175,000, Interest Rates up to \$9,200, Passports up \$11,000, and author events up by \$13,000. Expenditures reflect 3% in salary increase, security guard use up by \$11,500, postage is going up with an increase of \$1,000, additional cleaning (done by contractors) decrease by \$4,000, the book budget line will adjust with State Aid. Ms. Picker gave information on our partnership with A Likely Story Bookstore to bring authors to Carroll County. With the assistance of the store we have been able to bring many more authors in and at decreased cost. We work with all the major publishers including Penguin Random House. When we charge for an event it is for the cost of the book and is an inexpensive night

out. In the past we absorbed all of the cost, working with the bookstore gives a cushion. At a future meeting Ms. Picker will lay out the details of how author events have evolved.

Mr. Eckard also noted the County's FY 20 proposed budget contains ongoing 3% salary adjustment and a 1% bonus for county employees but does not include a 1% bonus for library employees. It is not a given that county and library staff are treated the same, but it has been our experience that generally it is the rule of thumb. The County budget is scheduled to be adopted on Tuesday, May 28, it is possible that the budget could include a 1% bonus for the library. If the County does not fund the 1% bonus for CCPL it would be possible to fund a bonus out of current payroll funds. Staff was looking to the Board for guidance on this issue. The cost to give CCPL staff this bonus is \$78,000. Board approval was not required because payroll funds would be used for payroll.

Ms. Muller asked for a motion of endorsement to provide a 1% bonus for staff. Mr. Bates moved that in the event the County does not the 1% bonus that the Board endorse the use of \$78,000 from unspent payroll to match that bonus for library employees. The Board discussed concerns about the situation, Ms. Berstler said she is working with the County regarding the issue. Board members unanimously agreed on the endorsement.

Ms. Muller asked for any new business. There was none.

Adjournment

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

The meeting adjourned at 8:23 pm.

Joyce Muller
President