

Carroll County Public Library
Board of Trustees Meeting
Virtual
May 27, 2020
Minutes

Due to the COVID-19 pandemic crisis the Carroll County Public Library (CCPL) Board of Trustees met virtually on May 27, 2020. CCPL has been closed to the public since March 14, 2020 due to the crisis.

1. Roll Call and Declaration of Quorum

Due to technical difficulties Ms. Muller asked that Vice President Leza Griffith chair the meeting. Ms. Griffith called the meeting to order at 7:14 pm and declared there was quorum.

Present:

Bill Bates	Leza Griffith	Virginia Harrison	Joyce Muller
David Peloquin	Cindy Piazza	Karen Soisson	

Staff Present:

Andrea Berstler	Tony Eckard	Kathy Hlavin	Bob Kuntz
Emily Ogg	Lisa Picker	Terri Simmons	Dorothy Stoltz
Patty Sundberg	Stephanie Szymanski	Joe Thompson	

2. Staff Report – Mt. Airy

Patty Sundberg gave the Mt. Airy Branch Report: A Year at Mount Airy via PowerPoint. Starting in May 2019, staff provide a caboose storytime in downtown Mt. Airy which is done every quarter; a very successful author event with Jennifer McMahon was one of many author events held at the branch. In June 2019, adult services supervisor Sara Szymanski graduated from Leadership Carroll and children's staff built large letters that say EXPLORE for the summer reading program and invited kids and parents to help paint them. In July 2019, a snow machine was used at a Disney party that had more kids attend than any time before, a grandparent was very impressed with how well the staff worked with the crowd and there was a Traditional Tales storytime that had a math and science twist. August 2019 featured one of the children's play and learn items purchased with a gift from the Mt. Airy Kiwanis Club, they have been giving \$1,000 towards kids programs and their donation started the play and learn program in the system, and there was a Mermaid Brigade storytime. The children's department's greatest hits for September 2019 were highlighted on a whiteboard and an author visit from a 1952 graduate of Western Maryland College (now McDaniel) was a great hit at the senior book club. In October 2019 a Winfield Elementary kindergarten received a certificate from her school for finishing CCPL's summer reading program and children's services supervisor Erin Gambrell's Soul Train storytime featuring a human car wash was a great hit. In November 2019 the turkey book folding program was very successful, there is a group of crafters who enjoy all of the crafting programs that are offered, and there was an earthworm science program. December 2019 featured a Disney Frozen program, and the touring theater troop Brightstar performed a Dickens' Tale. January 2020 features a group of seniors who come together twice a month to do memory writing, these stories are shared with residents of neighbor Lorien Assisted Living and CCPL's humanoid robot Pepper was a big hit. In February 2020 staff held a bottle cap craft

program and a scarf shindig where participants pretended to be on a roller coaster. In March 2020 there was a superhero program and Erin Gambrell started doing online storytimes, she was one of the staff members who pushed doing online programs, and is part of the group that is making sure that all online offerings are excellent. In April 2020, Maria Vilcek did an online program with her dog, Kari Kelly did a teen reader's advisory program, and Sara Arnold is doing an ongoing series of bookcamps. May 2020 featured a photo of a little boy who participated in Robin Dugan's online storytime, reflecting how staff is engaging with customers while our buildings are closed. The Board thanked Ms. Sundberg for the report. Ms. Berstler thanked Ms. Sundberg for her presentation and the creative work being done by Mt. Airy staff and said we appreciate the leaders that are being cultivated. Ms. Sundberg said she is very proud of staff and looking forward to seeing them.

3. Minutes of April 22, 2020

Mr. Peloquin moved to approve the Minutes of April 22, 2020. Ms. Piazza seconded. Approval was unanimous.

4. Financial Statement

Mr. Eckard gave an update on the financial statement that ended on April 30, 2020. This is ten months into FY 20 with two months to go. Cash balance at the end of April is at \$3.3 million which is \$400,000 more than last year this time; in spite of lost revenues from fines, passports, meeting room use. The higher amount is due to some variables: money collected for the Exploration Commons campaign and the pace of spending in the Materials budget has slowed down with the shift from physical materials to digital. Revenues are at budget, with one more distribution expected from the State which should come next week, hopefully the State Board of Public Works will not pull those funds, but it is of concern to staff. We are also waiting to hear about the impact of the FY 21 state budget and how it could affect CCPL. At this time, the projected revenue shortfall for this year is \$190,000. Fortunately, there is salary savings which may offset that shortfall. Salary savings at this time is at \$212,000 and staff are hoping to add \$33,000 to that and it could be as much as \$290,000 by the end of the fiscal year, which could help with carryover in FY 21. Mr. Peloquin asked for information on how salary savings have been accumulated. Mr. Eckard explained that first it is due to the work of HR staff Muffie Smith and Terri Simmons who are looking for ways to reassign positions and hold positions open to assist with staffing for Exploration Commons and second during the closing some funds for hourly and sub positions haven't been spent. The variance report shows that some regular budget line overages have softened such as in computer maintenance. The Community Foundation account has lost some due to the COVID crisis, the March 2020 statement ended with \$8,700, \$500 lower than at the end of December 2019. It was noted that Materials purchasing is less, but the department expects to try and fully spend their budget by the end of the fiscal year. Staff have just purchased 2 years of LinkedIn Learning, previously called LYNDIA, a product that offers online learning that will be available for our customers and staff. Some funds for this are coming from grants that have lost their original purpose such as staff attendance at canceled conferences, but this still fits within the parameters of their spending guidelines. The Materials staff have also found that there has been shift in the availability of some physical materials.

5. Correspondence and Announcements

There was no Correspondence or Announcements.

Ms. Muller joined the meeting at this time via phone. Ms. Griffith continued to chair the meeting.

6. Citizen's Time

No citizens were present.

7. Executive Director's Report

Ms. Berstler recognized Emily Ogg from North Carroll, who was attending the meeting representing the Staff Association. She also noted the Staff Association's fabric donation for staff to make masks. Ms. Berstler gave kudos to the staff for program planning during the crisis. Staff have presented live and recorded programs. There is a committee that includes Ms. Picker, Mr. Thompson and Ms. Stoltz who are working to keep the level of programming excellent. Ms. Picker and Ms. Stoltz are also sitting on a statewide committee that among other things are charged with how to collect program statistics. The Materials staff have been busy providing online resources including LinkedIn, which is very timely as this will be a time when people will need to develop new skills. The fine free for minors' legislation was not signed by the governor, this means the additional funding that was part of that legislation also did not pass. Maryland libraries will start working on legislation for 2021. Staff town hall meetings have been held, at the latest 115 staff members joined the meeting. Executive Leadership Team (ELT) has been working on the reopening document and the staff town hall meetings have been helpful in making informed decisions. Next week we will move from Stage 0 to Stage 1 with staff reporting back to the branches working to start Express Pickup on June 8. There will be shortened hours to limit customer and staff exposure. Security will also be brought back. Carroll will be one of the first systems to open up, Garrett started first with limited service; and the director reports that it is going well. The systems that are waiting to open include Pratt, Montgomery and Prince George's because of the many complex issues their counties are experiencing from the crisis. Ms. Berstler thanked the ELT, the branch heads, and all staff for creating our opening document that can be used in any crisis. We got a great response from the business community for hosting the Anirban Basu webinar. Ms. Berstler thanked Karen and Richard Soisson for their most recent donation to Exploration Commons. Ms. Berstler noted that Muffie Smith was not attending the meeting due to recent surgery, Ms. Simmons said that Ms. Smith is home and doing well. Ms. Picker said that the announcement of Express Pickup start will be made on June 1. Custodial staff will start work this Friday and everyone else will start on Monday, June 1. We will also remain fine free during this time. Ms. Muller thanked Ms. Berstler and the ELT, on behalf of the Board, for all the good work they are doing. She also thanked staff member Doris Keck for making and mailing handmade face masks to all Board members. She thanked Mr. Thompson for his excellent highlights reports and said that last week's town hall was excellent. Ms. Muller also noted that fundraising for Exploration Commons will be revving back up and Sharon Yingling, the chair of the fundraising committee, will be starting with a letter to our current funders.

8a. Exploration Commons at 50 East Update

Mr. Kuntz gave an update on EC@50E. Progress is being made, the 4 contractors have submitted technical papers and pricing. We won't see pricing until staff score the technical piece which will be turned into the County next Monday. The contractors then give presentations and

then pricing will be discussed. The contract process should be done by the end of June with construction starting in July or August and should take 6 to 7 months. Mr. Kuntz said the County has been great to work with and he noted that the parking agreement didn't hold things up that much. Ms. Berstler said after construction is complete we will need 2 months to outfit the space with equipment and furniture and we may be holding a ribbon-cutting this time next year.

8b. FY 21 Budget

Mr. Eckard brought updates to the FY 21 operating budget that will need to be approved at the June board meeting. Starting with revenues, on Tuesday, May 26 the commissioners approved the county's budget that includes flat funding of \$9,279,640 for CCPL. The commissioners are planning to reopen the budget process in the fall but Mr. Eckard said there probably won't be any optimism for more revenues in the fall because the County's income tax collection from the State always lags behind and it's probable that tax intake will be less. We may get lucky and the commissioners could find the \$45,000 to help with the increased minimum wage. There is more concern about the State funding and we will know more when the Board of Public Works announces measures they will take regarding the State's budget. We expect many of our little revenues like passport fees, fines, and printer, copier, and fax use will be affected. Passport fees could be 2/3 of what we usually bring in during a regular year. Mr. Eckard said he is more optimistic that we will have some unspent money, we budgeted \$150,000 for carryover but we may have \$75,000 to \$120,000. Our IT manager Gary Bowman is working on documents for reimbursement from eRate. We need to upgrade our IT infrastructure which is eligible for eRate reimbursement, this could amount to \$45,000. Expenditures reflects phasing in of Exploration Commons with staffing and training, salaries will remain flat and we hope the state may reconsider the January 2021 scheduled increase to the minimum wage; there could be a change in how staffing will look like on the other side of COVID with more online programming, maybe less in-branch programming and how subs and hourly staff are used may be a new normal. Materials expenditures between physical and digital may change due to new demand for digital materials and we need to be sure to have enough sanitizing supplies and equipment. Mr. Eckard will bring the budget back to the board with more detail in June and ask for approval.

9a. Rescind Policies

- i. ADA Library Services Policy**
- ii. Service to Special Populations: Deaf, Hard-of-Hearing, Deaf-Blind and Speech Disabled – a Revision to TDD Policy**

Ms. Berstler noted that staff started several months ago reviewing policies and trying to make sure they are up to date and compliant. Mr. Thompson said these two policies were found to be no longer of use because the information is in the Staff Handbook, other policies, and on the library's website, so they are redundant. Ms. Berstler gave kudos to Mr. Thompson, Ms. Szymanski and Mr. Kuntz for their work on this project. It was noted these policies were put into place after the 1992 Americans with Disabilities Act was signed into federal law.

Ms. Soisson moved to rescind both policies: ADA Library Services Policy and Service to Special Populations: Deaf, Hard-of-Hearing, Deaf-Blind and Speech Disabled – a Revision to TDD Policy as the information is included in other documents. Ms. Harrison seconded. Approval was unanimous.

10. Adjournment

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

The meeting adjourned at 8:23 pm.

Leza Griffith
Vice President