

Carroll County Public Library

Board of Trustees Meeting

May 25, 2022

Minutes

Virtual via Zoom

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

Joyce Muller

Dave O'Callaghan

Staff Present:

Suzanne Arcuri

Andrea Berstler

Tony Eckard

Karen Gonsman

Bob Kuntz

Lisa Picker

Patty Sundberg

Stephanie Szymanski

Joe Thompson

2a. Mt. Airy Branch Report

Branch Manager, Patty Sundberg presented the report with activities from the Mt. Airy Branch and featured photos of some of the activities and very happy customers who started to return to the branch. In the past year programs crossed from online to in-person. Many take home kits were prepared and a favorite featured a pouch for a library card; an online Pickleball program was well attended; kids visited all dressed up for Halloween; a thank you note was received for the highly used study rooms; the Mt. Airy Garden Club redoes a wreath each year, there was a photo of the Mt. Airy Fire Dept. placing it high on the branch; the knitting club weekly meetings have become a branch program open to others; the vaccine clinics were very successful and there is a possibility of a kids' vaccine clinic in the future, the teen area is set up for the kids to do lots of crafts and work together, the children's staff keep a board for new kids to storytimes to put their names on it – the board is full; storytimes are back and packed; the kindergarten puppet shows and tours were very successful and the kids love seeing how the book drop works, staff are now book talking at the Mt. Airy Middle School and have met the new school librarian. Circulation clerk Suzanne Arcuri who was present as Staff Association rep was introduced. Ms. Arcuri thanked the Board for the opportunity to attend the meeting. Ms. Sundberg invited everyone to drop in for a visit. The Board thanked Ms. Sundberg for the report.

3. Minutes of April 27, 2022

Ms. Muller moved to accept the Minutes of April 27, 2022. Mr. O'Callaghan seconded. Approval was unanimous.

4. Financial Statement

Mr. Eckard presented the Financial Statement that ended on April 30, 2022. Cash balances are high because April was the first month of a quarter when we receive our County appropriation and are at \$3.9 million, \$440,000 more than this time last year. This past week one of the larger Exploration Commons (EC) invoices was paid, there are 2 or 3 yet to come. Revenues are at budget, when last year's carryover is backed out, we are \$24,000 ahead of revenue. Expenditures reflect \$370,000 in salary savings this line is projected to be about \$440,000 at the end of the fiscal year. We received an updated statement for the Mary Lou Dewey Park account held at the Community Foundation, it is currently at \$9,038, this reflects turbulence in the financial markets.

5. Correspondence and Announcements

- a. Former EC manager Jen Bishop received the volunteer of the year award from the ARC and the EC project contractor received an Excellence in Construction Award from the 2022 Baltimore Excellence in Construction program.
- b. Via Lana Montgomery in Outreach, we received a thank you from a friend of hers who was without power and internet while working at home, he went to the Westminster Library and was happy to have access to the internet and printing services. He was also very impressed with the services and staff at EC.

6. Citizens' Time

There were no citizens present.

7. Executive Director's Report

Ms. Berstler noted that we continue to take small steps back from COVID. Kim Smithson in HR is doing a great job in managing staff exposures and testing. We are out of test kits but could receive more in June depending on what the Health Department receives. Numbers for Battle of the Books are almost at pre-pandemic numbers. Kudos to the committee for their work. Ms. Berstler compiled workshops that may be of interest to the Board at the upcoming American Library Association Conference in June.

8a. FY 23 Operating Budget

Mr. Eckard reported that the County Commissioners approved the County's FY 23 operating budget on May 24 and this includes the additional \$214,000 to provide a 5.55% salary increase for CCPL staff, almost uniform with the County. In the out years of the operating budget the County plans the 5.55% increases for their staff in Fiscal Years 24 and 25 but only 3% for CCPL. Since increases in future years would be at the 3% amount, we will have to have the same conversation with the County that we had this year. They agreed to over \$1 million in capital funds for one-time technology replacement needs. State Aid will increase \$95,000 which is more than anticipated due to a supplemental amount that was approved. Additional positions for Exploration Commons were not included. Revenues for customer services such as passports and printing will remain unchanged at 75% of pre-pandemic levels. Expenditures changes include using the additional State Aid in these ways: \$50,000 to Materials, increase to security for Westminster and Taneytown due increase in the contractor's hourly rate (note that the contractor has had difficulty in filling all of our needs), increases to line items that are impacted by inflation, increase of \$15,000 to State retirement, and \$25,000 towards programming. The \$469,000 to provide the full salary increase and includes payroll taxes. Minimum wage will increase in January 2023. Staff are investigating the possibility of having a 990 tax form prepared in the future to assist in fundraising efforts, \$4,000 is being put aside to hire an outside accounting firm if the decision is made to move forward. An additional \$2,000 has been added to support professional memberships for staff, the return is more quality of services. The County is now going to pay for trash pick-up at the Westminster branch. Additional cleaning and fuel and oil are increased. Software is also increased due to subscription cloud-based services that are going up in price. Mr. Eckard said that since the Commissioners approved their FY 23 budget the Board can approve CCPL's.

Mr. O'Callaghan moved to accept the FY 23 Operating Budget. Ms. Muller seconded. Approval was unanimous.

9a. FY 22 Budget Update

Ms. Berstler said as part of looking at this fiscal year's budget, we may have around \$380,000 in savings at the end of the year. As a way to thank staff for all their extraordinary work this past year ELT is proposing a tiered (based on hours worked) bonus that would be paid to staff in June 2022. It is expected to be a one-time cost of approximately \$127,000 and would come from salary savings. It was noted that we cannot sustain a salary raise from this money because it is one-time funds. Staff members will receive a letter, and everyone who has worked at least the minimum required hours for their position will receive something, this includes the leadership team and branch managers. It was noted that security guards are contractual and not included. Mr. Eckard explained the bonus will be paid independent from normal payroll. We are mimicking what we did in FY 19, the last time a bonus was issued to staff.

Ms. Muller moved to approve the staff bonuses. Ms. Harrison seconded. Approval was unanimous.

9b. Proposed 2023 Holidays

Ms. Berstler proposed a change to paid holidays to start in calendar year 2023. CCPL has fewer paid holidays than other nearby library systems and this proposal adds 3 paid holidays and bring us up to 13 paid holidays and a floating holiday. We will not close for Good Friday but will close the branches the Saturday before Easter. In place of Good Friday being a paid holiday staff will receive a Floating Holiday that can be used anytime during the calendar year. Staff Day will be moved to Indigenous People's Day (aka Columbus Day) in October. The library will be closed so staff can attend Staff Day, which is a workday. Veteran's Day will become a Paid Holiday. American Indian Heritage Day (aka Black Friday) will become a Paid Holiday. New Year's Eve will become a Paid Holiday. This allows CCPL to be good stewards when branches are not as busy and give staff more holidays.

Ms. Muller moved to accept the proposed holidays for 2023. Ms. Harrison seconded. Approval was unanimous.

It was noted that interviews for the EC Manager position are starting tomorrow. Ms. Berstler also said that at this time we cannot hire an additional person at EC because the county will not approve another benefits package.

Ms. Griffith asked if there was anything more; there was no further business except to note that the next meeting is on June 22, 2022 at the Eldersburg Branch Library starting at 7 pm.

10. Adjournment

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

The meeting adjourned at 8:05 pm.