

MEETING SUMMARY
Carroll County Public Library Board of Trustees
May 29, 2024

Location: Mount Airy Branch

Members Present: Kendra Hart
Virginia Harrison
Garima Chaturvedi
Joyce Muller
David O'Callaghan
Carol Gorsuch
Stephen A. Wantz

Ex-Officio Commissioner Michael Guerin

Members Absent: None

Present with the Board were the following people: Andrea Berstler, Joe Thompson, Lisa Picker, Jill Edelen, and Karen Gonsman (Zoom).

CALL TO ORDER/WELCOME

Chair Hart called the meeting to order at approximately 7:00 pm.

ESTABLISHMENT OF A QUORUM

Six members of the Board were present, and a quorum was in attendance. Ms. Chaturvedi arrived late, and seven members were present.

WELCOME TO NEW BOARD MEMBERS

Chair Hart welcomed new board members Carol Gorsuch and Stephen A. Wantz. Chair Hart also welcomed Commissioner Guerin, attending as Ex-officio.

REVIEW AND APPROVAL OF AGENDA

On motion of Mr. O'Callaghan, seconded by Ms. Muller and carried, the agenda was approved.

REVIEW AND APPROVAL OF MINUTES

On motion of Mr. O'Callaghan, seconded by Ms. Harrison and carried, the Minutes from April 23, 2024, were approved.

GENERAL PUBLIC COMMENT

Marty Hankins, President of the Friends of Carroll County Public Library Board, read a letter that described the role of the Friends.

SPECIAL PRESENTATION BY THE CITIZENS FOR MARYLAND LIBRARIES

Jim DeArmy, CML Executive Director and Mary Baykan, CML President were present. Ms. Baykan stated she was grateful to see the Friends in attendance and that CML serves as Friends

of Libraries at the state level. CML advocates for funding and resources for library systems across the state. Ms. Baykan stated that although Carroll County Public Library isn't the biggest system in the state, it is the most innovative and forward-thinking system in the state. Every year CML awards Outstanding Employee recognition and this year, the award is given to the Leadership Team at Carroll County Public Library.

Chair Hart thanked Mr. DeArmy and Ms. Baykan for their presentation and staff for their award and recognition.

STAFF PRESENTATION

Kari Kelly, Branch Manager, updated the Board on the staff, programming and community involvement of the Mount Airy Branch. Ms. Kelly praised staff and how they covered programming during vacancies. Ms. Muller praised the Mount Airy staff and the Branch. Ms. Chaturvedi is impressed that the staff knows her parents' names and most customers by name and genuinely care about everyone that utilizes the Branch.

BATTLE OF THE BOOKS COMMITTEE REPORT

Ms. Kelly stated Battle of the Books is the largest program, other than summer reading. She stated there is an increase in home school and private school teams. Ms. Kelly thanked everyone who donates to Battle of the Books to help make it a success.

Ms. Berstler stated a new middle school has joined the Battle of the Books this year and noted the number of teams that want to participate is growing. Ms. Berstler noted circulation stats are very high and attributes it to the reading culture in the County which is supported by the Battle of the Books and Adult Battle After Hours.

STAFF ASSOCIATION REPORT

Mara Snyder, Staff Association Representative, noted the Dining Around the World within Carroll County. June 7th staff will explore Japanese cuisine at Akira in Westminster.

FRIENDS REPORT

Ms. Townsley provided the Friends' report. Ms. Townsley described the role of Friends and reported that memberships and donations have increased and noted upcoming events to attend. Ms. Townsley stated they are looking to increase their presence in the Taneytown area and will be looking for three new Board members as current terms are ending.

FINANCIAL STATEMENT

Ms. Edelen presented the May 2024 Financial statement to the Board. Ms. Edelen reviewed the Balance Sheet and Income Statement. When Ms. Edelen pointed out the cost savings resulting from open staff positions, Ms. Chaturvedi cautioned that there could be hidden costs to having critical staff positions remain open. While it may seem that the library saves money, there are costs incurred in potential overtime hours and burnout of a staff that is already over-stretched. Mr. O'Callaghan asked if we are still pursuing benefit packages from the County for more positions and Mr. Berstler stated we are not.

Ms. Edelen and Ms. Berstler discussed the liability of saved leave and stated we are working with the auditors to assign unpaid leave as a liability in the future.

A. BUDGET DISCUSSION

Ms. Edelen also reviewed the proposed FY25 budget noting what will be covered with one-time funds. Ms. Edelen stated we are hoping to provide a 1.5% COLA to staff. Through interest income, cash back credit card benefits, cash back on Amazon purchases, and asking staff to be more cost/savings conscious, our cost saving efforts have been phenomenal.

On motion of Ms. Muller, seconded by Mr. O'Callaghan and carried, the FY25 Budget was approved.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Hart thanked Laura for all of her hard work and for keeping the Board organized and informed.

B. OTHER BOARD MEMBERS

Ms. Gorsuch noted the improvements to the North Carroll Branch and how great it looks.

C. EX-OFFICIO

Ex-Officio Guerin did not have anything to report.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programs since the April Board meeting. Regarding the Strategic Plan, Ms. Berstler stated it is currently projected through 2025 but if we receive grant funding, we will start the process in the fall. Ms. Berstler stated she has spoken to Maureen Sullivan to serve as consultant for a Board training retreat. Ms. Chaturvedi asked for clarification of the funding source for the Board consultant. Ms. Berstler stated special-purpose grant funding will cover the cost of a Board consultant.

A. ADMINISTRATIVE REPORT

There were no other Administrative Matters.

B. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

A. DISCUSSION OF ETHICS AND ETHICAL CONDUCT POLICIES – ESTABLISHMENT OF SUBCOMMITTEE.

Ms. Gorsuch, Mr. O'Callaghan and Ms. Berstler will serve on a subcommittee for both the Board and Staff policy. A draft will be brought back to the September or October meeting.

NEW BUSINESS

A. DISCUSSION OF STUDY FOR IMPACT OF OVERDUE FINES

Ms. Berstler provided the Board with plans for the study. The plan shows revenue and costs. Ms. Berstler reviewed the history of the state legislation regarding fees for minors. Implementing fines will be a cost vs. revenue piece.

B. DISCUSSION OF STUDY FOR FEASIBILITY OF SUNDAY HOURS

Ms. Berstler provided the Board with plans for the study. Ex-officio Guerin suggested starting with a small study with basic data regarding Sundays and then more data could be requested later if needed.

Both discussions noted the impact to the staff. The plans are an outline for the next four weeks with results brought to the June meeting.

C. DISCUSSION OF JOINT STATEMENT WITH COUNTY COMMISSIONERS

Ms. Berstler stated there was a request to set the record straight regarding the library's relationship with the Commissioners. The Board did not want to issue a statement at this time.

It was decided to add the Board Selection Process to the June agenda and, during the June meeting, a decision will be made whether to meet in July.

ADJOURNMENT

On motion of Ms. Muller, seconded by Ms. Chaturvedi and carried, the Board voted to adjourn at 9:35 pm.


Approved _____ 10/26/2024