

Carroll County Public Library  
Board of Trustees Meeting  
Headquarters  
June 27, 2018  
Minutes

**1. Roll Call and Declaration of Quorum**

Ms. Campanella called the meeting to order at 11:14 a.m. and declared there was a quorum present.

Present:

|                |                     |               |              |
|----------------|---------------------|---------------|--------------|
| Bill Bates     | Kathleen Campanella | Leza Griffith | Joyce Muller |
| David Peloquin | Cynthia Piazza      | Karen Soisson |              |

**1a. Close Session to Discuss a Personnel Matter**

*Ms. Piazza moved to close the Session to Discuss a Personnel Matter. Ms. Griffith seconded. Approval was unanimous.*

Staff Present for Closed Session:

|                  |               |              |                     |
|------------------|---------------|--------------|---------------------|
| Nadine Rosendale | Terri Simmons | Muffie Smith | Stephanie Szymanski |
|------------------|---------------|--------------|---------------------|

The meeting closed at 11:15 a.m. Ms. Szymanski left the meeting at 11:20 a.m.

*Mr. Bates moved to adjourn the closed meeting. Ms. Muller seconded. Approval was unanimous. The closed meeting adjourned at 5:20 p.m. There was a recess and Ms. Campanella declared the meeting open at 6:08 p.m.*

Ms. Picker reviewed the activities slideshow.

**1b. Open Session**

Staff Present for Open Session:

|                 |                 |                |                     |
|-----------------|-----------------|----------------|---------------------|
| Tony Eckard     | Lorraine Fulton | Nancy Haile    | Bob Kuntz           |
| Concetta Pisano | Muffie Smith    | Dorothy Stoltz | Stephanie Szymanski |
| Joe Thompson    | Lynn Wheeler    |                |                     |

Also Present: Ted Zaleski, Director, Carroll County Management & Budget

**2. Minutes of May 23, 2018**

*Ms. Muller moved to approve the Minutes of May 23, 2018. Ms. Piazza seconded. Approval was unanimous.*

Ms. Campanella read the following statements: On May 23, 2018 the Board voted to close the meeting per the Maryland Open Meetings Law Section 508-10a to discuss a personnel matter. Approval was unanimous, the meeting closed at 6:15 p.m. On June 11, 2018 the Board voted to hold a special meeting and to close the meeting per the Maryland Open Meetings Law Section 508-10a to discuss a personnel matter. Approval was unanimous, the meeting closed at 1 p.m.

### **3. Financial Statement**

Mr. Eckard presented the financial statement ended May 31, 2018. Cash balance is just over \$2 million, \$100,000 less than this time last year. Revenues are \$160,000 ahead of budget, when last year's carryover is backed out revenues are almost \$97,000 ahead. Salary savings year to date are \$137,000. There have been some unusual expenses in professional fees this year for help we needed with our 403b certification and tax credit assistance, that item is overspent by \$4,100. The Augmented Reality grant has concluded. In passport revenue Eldersburg should exceed budget, North Carroll is not quite at budget. The Road To TechXcellence report doesn't reflect the \$10,000 pledge from Lehigh or \$1,000 from Bonds Meadow Rotary. Thanks to Lisa Picker for her work on getting the Rotary donation. In May the Board approved a resolution to move forward with the Maryland State tax credit application, the application has been submitted with the resolution signed by Ms. Campanella. It will be several months before we are notified if we are awarded the credits. The Board thanked Mr. Eckard for the report.

### **4. Correspondence and Announcements**

- a. Ms. Wheeler thanked Mr. Zaleski for CCPL's FY 19 budget appropriation including the total capital of \$465,000 for tech replacement and the Westminster basement renovation.
- b. There was an article in today's *Carroll County Times' Neighborhood* section on the Finksburg Garden. Ms. Wheeler thanked Ms. Fulton for her efforts on the project. She worked with Career and Tech to get the storytime area construction completed, the mulch work was done on Tuesday, June 26. Ms. Wheeler thanked Karen and Richard Soisson for their donation towards the garden. Mr. Kuntz will be working with County Facilities to fix a drainage issue before moving forward on the next phase. Mr. Kuntz and Ms. Owings, branch manager have been contributing lots of time and effort to the project.

### **5. Citizen's Time**

Ms. Campanella invited Mr. Zaleski to speak the Board. Mr. Zaleski announced that the Commissioners adopted the FY 19 budget. After the Tuesday election it appears there will be 3 returning commissioners and 2 coming onboard. Mr. Zaleski is working with McDaniel College to create a new master's of public administration and policy graduate program to replace the current public administration program. He suggested library staff that may be interested in the program and noted that Mr. Eckard just finished his graduate work in the current program. Ms. Wheeler congratulated Mr. Eckard on his master's degree and said Mr. Zaleski is a renaissance man. The Board thanked Mr. Zaleski for the information.

## **6. Report of the Director**

Ms. Wheeler reviewed the Director's Report. Circulation was down 6.4% in May and is down 2.7% for the year. Visits are at 898,876, with one month to go. Eldersburg and Mount Airy are showing gains for the year. Digital audio and ebooks continue to grow in demand. Sunday circulation through June 17 is at 86,120 with 49,501 visits. Traffic on all social media channels is up. Facebook is up 11% for the year. The CCPL and Eldersburg pages have the most likes. The Communications staff keep posts timely and interesting and our customers repost a lot.

Ms. Wheeler thanked Ms. Fulton and the Garden Guild for their work on the Finksburg garden. We are very thankful to the County for the lump sum of \$365,000 towards tech replacement in addition to the FY 19 CIP amount of \$100,000. The County may also add car charging stations because BGE is pushing for them. We have earmarked Finksburg and North Carroll branches for the stations. Ms. Wheeler thanked Vince Campanella for bringing Lehigh Cement onboard with a pledge of \$10,000 to support Exploration Commons.

Ms. Wheeler noted that Mr. Thompson and Mr. Kuntz met with Johnny Graham, head of Springdale Prep in New Windsor. The school wants to revisit putting a public library in the old New Windsor Middle School building, now that they have signed a lease with the County. This is not something we could handle in the next few years while we are building Exploration Commons. It would have to be a project supported by the County. Meanwhile, we will continue to provide daily delivery of materials to the school and handle library card registration, check-in and check-out of materials for students and staff. Ms. Wheeler will send a letter to Mr. Graham reiterating CCPL's current position.

Upcoming events include: Monday, September 17, 10-3pm – Day for Booklovers, McDaniel College; Wednesday, September 26, 7:00pm – Board meeting, North Carroll; Wednesday, October 17, 7 pm – Eldersburg Branch: Vote Smart; Friday, November 2, 5-8 pm – Wheeler retirement reception, New Windsor; Monday, November 12-Staff Day, 8:00–2:00, Martin's Westminster.

### **7a. Materials Management Report/Collection Development Policy**

Ms. Pisano presented the Materials Department report. Playaway Launchpads were added to the collection in October 2016 and continue to be very popular. Staff plan to add more in FY 19; we continue to see increases in audiobook and ebook use through Hoopla and Overdrive. Hoopla is up 30%; audiobooks circulation is up 51%. Ebook circulation is up 15%. Ebooks are at 61% of Overdrive circulation. Staff members respond to all customer purchase recommendations, if items are not added staff lets the customer know why, most of the time the recommendations are purchased.

Nancy Haile and Debbie Dustin do all of the ordering and bundling of book sets for Battle of the Books. Materials staff give branch staff collection maintenance assignments each month to keep the collection fresh. They visit branches to meet with staff and help them with collection

development and management. The department continues to purchase print and non-print materials to support programs, including Summer Discovery, One MD One Book, STEM education and the African American read-in, and prepared a Choose Civility booklist. Ms. Haile, head of children's materials selection coordinated the Black Eyed Susan Workshop that had 34 public and school librarians participate this year. Ms. Wheeler noted Ms. Haile's fabulous work putting our children's collection together. Kendal Hopkins served on the One Carroll One Book project group that featured *In Carrie's Footprints*. Ms. Hopkins and Sharon Roman organized a small book collection for the Boys and Girls Club. They also worked with Library Link to create a more comprehensive collection. The new fishing rod collection is available at Westminster. Debbie Dustin ordered plastic sleeves for the rods and did some custom work to make them more secure. Ms. Pisano served as co-chair of the MLA author award committee this year with the focus on poetry. Gayle Danley was chosen. She writes and performs slam poetry. Her performance was so compelling at the conference that, Jim Neal, president of the American Library Association, who was at MLA, immediately arranged for Ms. Danley to present a program at the ALA conference. Ms. Pisano also served on the strategic planning committee this past year.

As an update to the CCPL Collection Development Policy, Ms. Pisano asked the Board to approve updated ALA documents that are included in the Collection Development Policy. These include the ALA Bill of Rights and documents that interpret the ALA Bill of Rights with regard to censorship, guidelines on diverse collections, labeling, and evaluating collections. Other documents that have been updated include the ALA Freedom to Read document that guards against reduced or denied access to government or public information, challenged materials and expurgation of library resources. Ms. Campanella asked how the staff feel about these changes. Ms. Pisano said she and her staff are recommending that all of the document changes become part of the Collection Development Policy. This is part of what libraries do to provide all types of materials and information so that everyone in the community has access to materials. Ms. Campanella said that she appreciates the work of the department and the difference it makes in the community.

*Ms. Muller moved to accept the changes to the Collection Development Policy as recommended by staff. Ms. Piazza seconded. Approval was unanimous.*

#### **8a. FY 19 Operating Budget**

Mr. Eckard presented updated information on the FY 19 Operating Budget which reflects changes to the original request that was approved by the Board in December 2017 and was then submitted to the County Budget Office. Revenue changes include an increase of 3.2% towards salaries and \$24,000 to support the impact of the minimum wage law increase. We are well-served by the County and the State. State Aid will increase by \$37,000.

Operating expenditure increases reflect \$252,000 in salaries, including minimum wage adjustment, \$32,000 in materials. Ms. Pisano asked that the additional \$32,000 be allocated to electronic access for Hoopla, Overdrive and databases that have fast growing circulation. There was discussion about possible increases to print materials due to rising paper costs. Mr. Eckard

noted that we have received State Aid increases each year under the Hogan administration. Other expenditures were noted: change in furniture and equipment line was reduced to help fund the new HR Payroll system. Book sale purchases reflect increase of revenues for branches. Changes were made to North Carroll and Eldersburg passport revenues to more accurately reflect current trends.

*Mr. Peloquin moved to approve the FY 19 Operating Budget as presented. Ms. Soisson seconded. Approval was unanimous.*

#### **8b. FY 19 Special Funds Budget**

Mr. Eckard gave information on FY 19 Special Funds Budget which reflects activity of the Carroll Library Partnership. This budget of \$36,000 is based on actual partnership activity. Ms. Wheeler thanked Mr. Kuntz for his work with ILS vendor, Polaris to establish a ceiling on annual price increases and to get pricing information in advance, so that we and partners have time to incorporate changes into the annual budget planning process.

*Ms. Piazza moved to approve the FY 19 Special Funds Budget. Ms. Griffith seconded. Approval was unanimous.*

#### **8c. FY 20 Capital Request**

Mr. Kuntz and Ms. Wheeler noted that with \$465,000 approved in FY 19, the Tech Replacement request for FY 20 will not exceed the \$100,000 currently in the CIP. The other priority project we would like to request is Westminster basement renovation, phase 3. The Eldersburg HVAC replacement, which is in the CIP will be driven by the County. It will be a significant cost. We would like to include layout changes at the same time. If the County waits until FY 2022 we can apply for a State Capital grant. We have expressed our interest in having electric car charging stations at Finksburg and North Carroll, if the County decides to pursue the project.

*Mr. Peloquin moved to approve the FY 20 County Capital Improvement Requests. Ms. Griffith seconded. Approval was unanimous.*

#### **9a. Makerspace Update**

Mr. Kuntz gave an update of the makerspace project. Staff met with the architects from Manns Woodward Studio at the MLA conference. Three focus group dates have been set up: July 9, July 30 and one later in the summer, all at New Windsor Library HQ. So far, staff have identified 86 people to invite to the focus group meetings, those include our Board, Commissioners, government staff, businesses, schools, a very wide spectrum including some educators who can recommended students that may be interested in participating. The email invitation will go out on Thursday, June 28. The group meetings will be facilitated by the architect.

#### **9b. End of Telephone Notification**

Ms. Wheeler asked for feedback from the Board on a letter to let our customers know that we will end notification by telephone at the end of 2018. Replacement cost for the server that handles telephone notification is \$10,000 with \$2,500 in annual maintenance. Currently there are about 9,000 customers who have telephone notification set in their accounts but many of them also have text capability and/or an email address that we could use for notification. The circulation staff will be talking to customers about this change in notification settings. Ms. Muller suggested some wording changes to the notification letter that will be sent to customers.

### **9c. July Board Meeting**

Ms. Wheeler said that with the Capital Improvement Projects approved we don't have any other business to bring forward in July, and therefore, recommended canceling the scheduled meeting.

*Ms. Griffith moved to cancel the scheduled July 25 Board meeting. Ms. Piazza seconded. Approval was unanimous.*

Ms. Wheeler gave information about the City of Westminster's Public Safety Advisory Council. They have completed a community survey and results could be presented this summer. While the survey results are generally positive, there are a number of comments that mention concerns at the library. Ms. Wheeler wanted the Board to be apprised of the situation. The PSAC has been meeting for about 2 years, following incidents of sexual harassment of women walking on the Wakefield Valley trail. Ms. Wheeler and Westminster branch manager Christina Kuntz will be attending the Council's next meeting in August. Ms. Muller and Mr. Peloquin offered to attend the meeting on August 27 with Ms. Wheeler and Ms. Kuntz, if needed. Ms. Wheeler said she would send survey results to the Board. Ms. Campanella thanked Ms. Wheeler for keeping the Board apprised of the situation.

### **10. Adjournment**

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

The meeting adjourned 7:57 p.m.

Kathleen Campanella  
President