

Carroll County Public Library
Board of Trustees Meeting
Westminster Branch Library
June 23, 2021
Minutes

1. Roll Call and Declaration of Quorum

Ms. Griffith called the meeting to order at 6:28 pm and declared there was quorum.

Present:

Leza Griffith	Virginia Harrison	Kendra Hart	Joyce Muller
David Peloquin	Cindy Piazza	Karen Soisson	

Staff Present:

Andrea Berstler	Jen Bishop	Tony Eckard	Nancy Haile
Bob Kuntz	Lisa Picker	Concetta Pisano	Muffie Smith
Dorothy Stoltz	Stephanie Szymanski	Joe Thompson	

2. Close Meeting to Discuss Personnel Matter

Ms. Piazza moved to close the meeting to discuss a personnel matter. Ms. Harrison seconded. The meeting closed at 6:29. The Board met to interview a prospective candidate for the Mt. Airy Trustee position. Mr. Peloquin moved to recommend Garima Chaturvedi to the Commissioners for the Trustee position. Ms. Piazza seconded. Approval was unanimous.

3. Reopen Meeting

Ms. Soisson moved to reopen the meeting. Ms. Muller seconded. Approval was unanimous. The meeting reopened at 7:14 pm.

4. History Day Local Award Winner

Via Zoom, Ms. Stoltz introduced Sumiya Rahaman to the Library Board. Sumiya won the Celebrating America History Day Local CCPL Connecting the Past to the Present and Future Award. Sumaiya's high school history project was an insightful documentary called *Tiananmen Square Massacre: Censorship in Communications*. As chair of the Celebrating American Committee, Mr. Thompson presented Sumiya with a certificate for the wonderful work on the project. The prize included a book on the subject of the massacre, and a \$50 Amazon gift card. Sumiya thanked everyone for the award, the book, the gift card, said she is so glad to have earned the award, noted that she has started to read the book; and thanked everyone for accommodating the virtual visit. The Board gave Sumiya a round of applause. A link to the documentary will be shared.

5. EC Update

Mr. Kuntz and Ms. Bishop took the Board and staff on a tour of Exploration Commons (EC). The Board was thrilled with the space with kudos to Mr. Kuntz and Ms. Bishop for all their work on the project.

6. Materials Management Report

Materials Manager Concetta Pisano reported on activities in the Materials department this past year. FY 21 challenges and opportunities include access to periodicals, homework help, and expanded digital content. All agree that FY 21 brought challenges to everyone at CCPL, and Materials was no exception. The Materials department took these challenges and turned them into opportunities for staff and customers that included: concerns of COVID contamination with paper materials prompted branch managers to ask for electronic access to newspapers; supplemental learning, homework help, for students who were not heading back into the classroom and their parents; and ways to expand digital content especially for kids and teens. Brainfuse HelpNow gives online homework help from 2 – 11 pm seven days a week for kindergarten into college in math, science, English, and social studies. Adults can access resources for GED, resumè writing, and MS software. JobNow provides online expert help with career planning, job searches, resumè writing and interview techniques. VetNow also has live online resources geared towards veterans and their families including help in applying for benefits and connecting with community resources, resumè and interview preparation. Online access of newspapers for libraries can be difficult, our staff suggested two that would be good additions to the collection: *The New York Times* and *The Washington Post*. Online access to both publications includes in-library and at-home access. Staff were also interested in access to *The Baltimore Sun*, which is not set up for access for libraries or any organizations. US Newsstream provides access to articles from over 500 newspapers, including *The Baltimore Sun*, *The Washington Post*, *The New York Times*, *The Wallstreet Journal* and *USA Today*. ComicsPlus was added recently and provides access to digital comics, graphic novels and manga. It provides simultaneous, unlimited use of over 20,000 titles, that can be accessed using devices, computers, and are downloadable. Staff members previewed this product and it got a lot of enthusiast support. Usage from the last year was reviewed. Brainfuse's HelpNow has been very popular with 2,167 uses. Materials staff members will get the word out about these free services. They are working with branches to focus on satisfying customer needs and to increase usage. Ms. Berstler called the materials management department staff unsung heroes and praised their flexibility and adaptability during the pandemic to keep our customers connected when they could not come into the branch. The Board thanked Ms. Pisano for the report.

7. Minutes of May 26, 2021

Ms. Piazza moved to approve the Minutes of May 26, 2021. Ms. Muller seconded. Approval was unanimous.

Ms. Griffith read the following: On May 26, 2021 the Board voted to close the meeting per the Maryland Open Meetings Law Section 3-305b to discuss a personnel matter. Approval was unanimous, the meeting closed at 6:04 p.m.

8. Financial Statement

Mr. Eckard reported that the cash balance of \$2.3 million at the end of May is about \$200,000 less than this time last year. This is mostly due to the EC construction. Liabilities include the \$500,000 loan towards the EC project that will be payable to the county. We are optimistic that we won't need to borrow more due to the Commissioners' additional \$1 million support of the project that will be available on July 1. Revenues are behind budget but the shortfall is smaller than expected, as we get to year end expenditures reflects less spending, so that should offset the revenue shortfall. CARES act grants and reduced spending on hourly staff should mean a

fair amount left at the end of the year. Mr. Eckard noted an all but one positive balance on the Income Statement and said he could not remember any time where numbers have been this strong. It was caused by the pandemic and the impact on activity levels, and we hope when stakeholders review this year's activity they understand this was an outlier year and that we will continue to need the funding for our normal activity. Ms. Berstler said we didn't spend because they asked us not to spend. Mr. Peloquin noted this was the cheeriest review of a financial statement.

9. Correspondence and Announcements

In addition to a complimentary note in the packet, an article in the *Northern News* about CCPL's extended hours and the summer reading program was noted. Nancy Haile, Materials Manager – Children's was in attendance representing the Staff Association.

10. Citizens Time

There were no citizens present.

11. Executive Director's Report

In addition to the report Ms. Berstler noted that 2 board members went through orientation. Ms. Harrison and Dr. Hart commended the staff on the orientation. Dr. Hart thanked the team for an engaging discussion and collaborative presentation. She said she and Ms. Harrison left the meeting knowing their purpose as board members, learned everyone's duties and gained a greater appreciation for the organization.

Board members received copies of the One Maryland One Book, *The Book of Delights: Essays* by Ross Gay, the Carroll One Book, *Just Mercy: A Story of Justice and Redemption* by Bryan Stevenson, and this year's Summer Reading Bag designed by the talented Lisa Picker and the Communications team.

Ms. Berstler discussed ways to acknowledge Sharon Hafner Yingling's tireless fundraising efforts to support the Exploration Commons project.

12a. FY 22 Special Funds Budget

Mr. Eckard asked the Board to approve the FY 22 Special Funds Budget that reflects the activity of the Carroll Library Partnership. Revenues reflect income from the partners for invoices, expenditures reflect the partners share of the integrated library service.

Mr. Peloquin moved to approve the FY 22 Special Funds Budget. Ms. Harrison seconded. Approval was unanimous.

12b. FY 21 Budget Adjustment No. 1

In April the Commissioners approved \$130,000 to address the roofing issue at the Westminster Library and added it to CCPL's FY 21 appropriation. Mr. Eckard asked the Board to approve the FY 21 adjustment to increase the FY 21 budgeted revenues and expenditures by \$130,000. The funds are for

the specific purpose to reinforce the existing roof and support installation of HVAC equipment for Exploration Commons.

Ms. Muller moved to approve the FY 21 Budget Adjustment No. 1. Ms. Piazza seconded. Approval was unanimous.

13a. EDI Document

Ms. Berstler asked the Board to read through the document for discussion at a later meeting. ELT has reviewed the document. Ms. Berstler thanked the members of the Task Force that included Ms. Harrison, Dr. Hart, Ms. Muller, Mr. Thompson, and six staff members. Mr. Thompson said there were fruitful, honest conversations with full participation from the members.

13b. Juneteenth Holiday

Juneteenth was recently enacted at the federal, state, and county levels as a holiday to recognize the end of slavery. Ms. Berstler asked the Board to approve Juneteenth as an annual paid holiday for CCPL beginning June 19, 2022.

Ms. Piazza moved to add Juneteenth as a CCPL paid holiday. Ms. Soisson seconded. Approval was unanimous.

13c. State of Emergency

The County and State have removed their respective COVID States of Emergency. Ms. Berstler asked the Board to consider ending CCPL's State of Emergency.

Ms. Muller moved to remove the CCPL State of Emergency effective June 23, 2021. Mr. Peloquin seconded. Approval was unanimous.

13d Board Meetings – July/August

Ms. Muller asked if there was anything the Board needed to be aware of with the Exploration Commons project. There was discussion regarding matters with the Westminster branch roof and placement of the Exploration Commons HVAC units. Ms. Berstler and Mr. Kuntz are working with the contractor and the county to find the best option for the project. It was decided to hold the scheduled July 28 meeting either in person at Headquarters or virtually, unless it is not necessary to meet.

14. Adjournment

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

The meeting adjourned at 9:01 pm