

Carroll County Public Library
Board of Trustees Meeting
June 22, 2022
Minutes
Eldersburg Branch Library

1. Roll Call and Declaration of Quorum

Ms. Griffith called the meeting to order at 7:01 pm and declared there was quorum.

Present:

Garima Chaturvedi	Leza Griffith	Virginia Harrison	Joyce Muller
Dave O'Callaghan	David Peloquin		

Staff Present:

Andrea Berstler	Tony Eckard	Karen Gonsman	Bob Kuntz
Lisa Picker	Concetta Pisano	Nadine Rosendale	Angela Strobe
Stephanie Szymanski	Joe Thompson	Joy Zimmer	

2a. Materials Management Report

Materials Manager, Concetta Pisano reported that 99% of the FY 22 materials budget has been spent so far. After two retirements this past year, two new staff members have joined the department: Angela Gorman and Lori Wiles, they are fitting in very well. Highlights of this past year include purchase of 1,690 Battle of the Books, the Picture Book edition of the Black-Eyed Susan Tapestry (spearheaded by Nancy Haile and sponsored by MLA) was held with 65 attendees, selection of children's materials for Finksburg's Native Pollinator Plants Projects backpacks, ordering for the State Library Hatchlings Grant, training on the North Star Digital Literacy Platform purchased by the State Library. Ms. Pisano was a member of the Battle of the Books After Hours team and served as a judge for one of the kids' battles, other materials staff volunteered at the kids battles. The department contracted with the Ingram Book Company to provide an audit of the print collection regarding equity, diversity, and inclusion materials. The audit revealed that our collection is in good shape concerning those subjects. Ms. Pisano attended the Cultures Conference provided by the State Library and co-facilitated the Learning Circle on Challenges to Collections Program. Ms. Pisano announced her retirement to the Board that is planned for the end of September. Board members thanked Ms. Pisano for the report and wished her well in retirement with a round of applause.

2b. Eldersburg Branch Report

Branch Manager, Nadine Rosendale welcomed everyone back to the Eldersburg Branch Library. This presentation focused on core values and interactions with the community. We Build Community – two crochet groups merged into one and helped put their items on display at the branch and made items like blankets and hats to donate to organizations. Inspire Curiosity – staff are working to encourage customers to switch from audio CDs to digital materials and are helping customers to use Hoopla and Libby. Inspire Curiosity and Building Community – staff started a Homeschool Coding Club that is extremely popular. They also work with an online program of Zentangle that has participants from all over the States and the World. We Treat Everyone Equally and Respectfully – staff have been helping customers from around Maryland to fill out forms to prevent eviction and electric turn off and with an online court appearance. We Treat Everyone Equally and Respectfully. We Build Community – the branch partnered with a local Girl Scout who was doing her Gold Project and a local church to put up a Little Local Pantry on the branch grounds. Commissioner Rothstein attended the opening and a note

from a participant thanked everyone for providing the pantry. We are Risk-Takers and Leaders and Embrace Challenges – This included the lifesaving efforts of staff, customers, and EMTs on Friday, June 17. Ms. Berstler received an email from a County Public Safety employee who said that those efforts probably helped save the person's life and commended everyone's efforts (see Item 5). Andrea thanked the branch staff for everything they did. The Board thanked Ms. Rosendale for a great report and the quick work of the staff in assisting in life saving efforts.

3. Minutes of May 25, 2022

Ms. Muller moved to accept the Minutes of May 25, 2022. Mr. O'Callaghan seconded. Approval was unanimous.

4. Financial Statement

Tony Eckard presented the Financial Statement that ended on May 31, 2022. Cash balances are at \$2.8 million, \$540,000 more than this time last year. When last year's unspent budget is excluded we are \$15,000 ahead of budget. Revenues are at budget. Salary savings is at \$388,000. Staff will receive the board approved bonus this Friday, June 24. Salary increases of 5.55% go into effect in FY 23. The May financials do not reflect the payment of \$110,000 towards Exploration Commons costs, there are still some invoices to be paid. Mr. Kuntz noted that almost all of the punch list items have been taken care of except for some electrical work on the outside sign. Mr. Eckard gave an update to the FY 23 budget noting carryover, likely salary savings, the cost of the bonus, and that inflation will probably be a factor in this budget cycle. It was noted that the new Exploration Commons manager Candace Birger started last week.

5. Correspondence and Announcements

Ms. Berstler noted the press about the FY 23 budget and the email she received about the great work of the Eldersburg Branch staff in helping to revive a customer on Friday, June 17, 2022.

6. Citizens Time

There were no citizens present. Ms. Berstler introduced Angela Strobe, Sr. Circulation Clerk at Eldersburg who was attending as Staff Association rep and Joy Zimmer, Library Associate at Westminster who was attending for the Library Associate Training Institute (LATI).

7. Executive Director's Report

Ms. Berstler noted all branch, Exploration Commons and Outreach reports. The first four summer reading kick offs have been highly attended, Eldersburg and Westminster are coming up. Celebrating America's Passport numbers have surpassed the 2018 numbers. Our communities are thrilled to be back out, in the library, and engaged in our events. Ms. Berstler shared one of the Native Pollinator Backpacks for kids that are flying off the honeycomb shelves at the Finksburg branch. Many thanks to Dave and Laura O'Callaghan for their support of this project. The second permanent storystroll opened at Memorial Park in Taneytown, the first one is at Deer Park. More storystrolls are being considered throughout the County. Lisa Picker explained the process of how the books will be shared at the strolls through the year and the process the staff is using including the creation of a storystroll logo, work with outside groups like scouts, and the local park and rec departments. Staff members and board member Garima Chaturvedi will be attending the ALA conference this weekend. Today Ms. Berstler and Mr. Kuntz gave a tour of Exploration Commons to gubernatorial candidate Kelly Schulz at the suggestion of Commissioner Rothstein. Her running mate is from Sykesville and he learned a lot about our high caliber

library system. The senior storytime held at Fairhaven was noted by Ms. Harrison. The Outreach department took their vehicle to the senior community did the storytime and shared materials with the residents. Ms. Berstler noted the snapshot of CCPL's social media engagement.

8. FY 23 Special Funds Budget

Mr. Eckard asked the Board to approve the FY 23 Special Funds Budget. This budget covers the Carroll Library Partnership activity. The Partnership includes McDaniel College's Hoover Library and the Community College's Library for their use of the Integrated Library System. CCPL pays 70-75% of the cost, the amounts for each participant were listed in the budget. Government accounting standards dictate that funds like these where we collect payments and share expenses be separated from our operating budget. A 3.5% increase in expenses is expected in FY 23.

Mr. Peloquin moved to accept the FY 23 Special Funds Budget as presented. Ms. Harrison seconded. Approval was unanimous.

9a. HR Policies Updates

HR Director Karen Gonsman presented 3 policies for updates. The Introductory Period is currently at 1 year and staff feel that is excessive and recommend moving it to 6 months for new and newly promoted staff. Evaluations will be done at 3 months and then 6 months. The introductory period could be extended by 3 months and Board members expressed concern that it wasn't clear in the rewritten policy that a third evaluation would then be performed. Ms. Gonsman said an evaluation will be added when the introductory period is extended. Training for onboarding and orientation is now being improved. Ms. Berstler and Ms. Gonsman noted that the HR staff are working to update some policies now that need work and that we may hire an outside consultant to do an overall update to the Staff Handbook in the future.

With the amendment that there could be a third evaluation when the introductory period is extended three months, Mr. Peloquin moved to accept the changes to the Introductory Period policy. Mr. O'Callaghan seconded. Approval was unanimous.

The Leave Policy was originally written that new hires could not use leave time. Ms. Gonsman said that in her experience, if new staff have personal leave they are allowed to use it and from what she has heard we make exceptions and allow new staff to use their personal leave. It was noted that hourly staff receive some sick leave due to the Maryland Sick and Safe Leave policy. Sometimes new staff start their job with vacation plans and we try to work that out with them. Exceptions can also be made if a new employee becomes ill. We try not to allow a lot of borrowed leave but if the person leaves or is terminated whatever back time they received, the amount would be deducted from their final pay. Mr. O'Callaghan suggested a wording change that leave records are available in the payroll software instead of naming the product that we are currently using.

Ms. Chaturvedi moved to approve the Leave Policy as amended. Mr. Peloquin seconded. Approval was unanimous.

The Reclassification Policy currently says that the Executive Director can approve up and down two levels of reclassification, more than that would need Board approval. To allow more flexibility it would be beneficial for the organization if the Executive Director could reclassify positions without Board approval. There is nothing in the Statue that prohibits changing this policy. Changes could be requested due to similar positions in other systems. Ms. Berstler reported that there is not a good standardization

of job descriptions among library systems and that makes it difficult to look at positions across the State. With the current compensation study that is being performed a consultant was hired to help make it clear which jobs are similar for the study.

Ms. Muller moved to approve the Reclassification Policy as amended. Mr. Peloquin seconded. Approval was unanimous.

9b. Board Responsibilities – Book Challenge Training

Ms. Berstler gave a presentation on book challenges for Board members' information. This is due to the rise in book challenges in the past 2 years and to give Board members a common frame of reference for these types of challenges. A list of the 10 Most Challenged Books of 2021 was shared. Ms. Berstler said that libraries believe that parents and guardians have the right to guide their children's reading and education, that a small group of parents and guardians should not dictate what books other people's children or a whole community should be allowed to read. Most voters oppose efforts to remove books from school and public libraries. The Board's role is to ensure that CCPL is prepared with current policies and procedures, they stay informed, use talking points that help discuss a person's Freedom to Read, know when to refer questions to staff. One example that people who voice complaints about materials may not take into consideration is that their view may one day not be in favor and others could challenge what they prefer to read. Some resources were shared such as the American Library Association's Statement of Freedom to Read and the United for Libraries website. Ms. Berstler shared the information provided for staff on how to talk with customers who have complaints about materials. We have received one formal complaint so far this year. There will be a workshop at the ALA conference, Ms. Chaturvedi plans to attend. Ms. Picker suggested ways Board members can respond to questions from the press and asked if anything is seen on social media to try and get a screen shot and send it to staff.

9c. July Board Meeting

Ms. Muller moved that the planned July 27, 2022 meeting not be held unless there is a need. Ms. Harrison seconded. Approval was unanimous.

Mr. O'Callaghan asked about what renovations are being considered at the Eldersburg Branch Library. Ms. Berstler said a complete renovation that will include, but not limited to replace the old two-pipe HVAC system, remove the portico, go to one central desk, create two entrances that would be accessible from both parking lots, and a drive thru that would go around the building.

Everyone received a copy of this year's One Maryland One Book: *What's Mine and Yours* by Naima Coster. Activities for this program will happen September 15 – November 15.

10. Adjournment

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

The meeting adjourned at 8:48 pm