

MEETING MINUTES
Carroll County Public Library Board of Trustees
June 25, 2025

Location: Mount Airy Branch

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

Ex-Officio:

Members Absent:

Present in addition to the Board were the following staff members: Andrea Berstler, Jill Edelen, Joe Thompson, Bob Kuntz, Lisa Picker, Karen Gonsman, and Laura Bavetta.

CALL TO ORDER/WELCOME

Chair Wantz called the meeting to order at approximately 6:42 pm.

ESTABLISHMENT OF A QUORUM

Six members of the Board were present, and a quorum was in attendance.

CLOSED SESSION – PERSONNEL

On motion of Ms. Gray, seconded by Mr. O'Callaghan and carried, the Board closed session for personnel reasons at 6:43 pm.

On motion of Ms. Chaturvedi, seconded by Mr. O'Callaghan and carried, the Board voted to open session at 7:36 pm.

REVIEW AND APPROVAL OF AGENDA

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

REVIEW AND APPROVAL OF MINUTES

On motion of Ms. Gray, seconded by Ms. Chaturvedi and carried, the Minutes from May 28, 2025, were approved.

GENERAL PUBLIC COMMENT

There was no public comment.

STRATEGIC PLAN – UPDATE

Joe Thompson introduced Dr. Audrey Barbakoff, Consultant for the Strategic Plan. Dr. Barbakoff updated the Board on the status of the work being done for the Strategic Plan. There have been meetings with key stakeholders, a public survey, a staff survey, three town hall meetings for the

public and three for staff as well. Dr. Barbakoff reviewed the guiding statements for the Mission, the Vision and the Values and the goals for the Strategic Plan.

Mrs. Berstler explained the timeline for moving forward, including meeting with branches for staff input and collecting Board input. The complete Plan, including staff and Board input, is set to be presented at the November meeting and then will be reviewed as part of the annual workplan.

STAFF PRESENTATION

Kari Kelly, Mount Airy Branch Manager, updated the Board on programming and partnerships in the community. Ms. Kelly reviewed the statistics for the number of visitors, meeting room usage, circulation, program attendance and new library cards. The Mount Airy Branch is the second busiest branch in the system.

STAFF ASSOCIATION REPORT

Maria Vilcek, Staff Association Representative, reported how the group offers ways to support staff both inside the library as well as outside the library. They are working on plans for trivia nights and trips to Frederick Keys games.

FRIENDS REPORT

Ms. Chaturvedi presented the Friends update and shared the ways they will be involved and supportive through upcoming programs, fundraisers and events across the entire system.

FINANCIAL STATEMENT – INFORMATION

Jill Edelen, Director of Finance, reviewed the most recent Financial Statement.

Ms. Edelen discussed an updated FY 2025 Budget in order to bring decisions made in early FY 2025 into alignment with the budget.

On Motion of Mr. O’Callaghan, seconded by Ms. Chaturvedi and carried, the Board voted to amend the changes to the FY 2025 Budget as presented.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Wantz noted plans for Congressman Johnny Olszewski to visit the library in August and praised staff for always having excellent, successful programs for the community.

B. OTHER BOARD MEMBERS

Other Board members mentioned the programs and events they attended and how they are always well attended and successful. After the Board expressed the difficulty of getting into classes and programs, Mrs. Berstler noted staff is working on new software programs to assist in allowing more new registrants to sign up for classes and limit the number of repeat users in order to have a more equitable process.

C. EX-OFFICIO

There was no ex-officio present.

EXECUTIVE DIRECTOR’S REPORT

Ms. Berstler reviewed events and programs since the May Board meeting and noted upcoming events. Ms. Berstler received the State Library Statistics and will report more on this at the next

meeting and shared information regarding a grant the library received from the Kahlert Foundation. Ms. Berstler and Ms. Picker shared the "Save the Date" card for the 2026 Book Festival.

ADMINISTRATIVE REPORT

There were no other Administrative Matters.

A. ELT REPORTS

There were no ELT reports.

B. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

NOMINATING COMMITTEE

Mr. O'Callaghan stated the Board of Commissioners will be meeting June 26th to discuss the open Trustee position and make a decision.

NEW BUSINESS

JULY BOARD MEETING – DISCUSSION

The Board decided to cancel the July meeting. The next meeting will be September 24th at the North Carroll Branch.

ADJOURNMENT

On motion of Ms. Gray seconded by Ms. Chaturvedi, and carried, the meeting was adjourned at 9:31 pm.



Approved

