

MEETING SUMMARY
Carroll County Public Library Board of Trustees
June 26, 2024

Location: Eldersburg Branch

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

Ex-Officio Commissioner Ed Rothstein

Members Absent: None

Present with the Board were the following staff members: Andrea Berstler, Jill Edelen, Bob Kuntz, Laura Bavetta and Karen Gonsman (Zoom).

CALL TO ORDER/WELCOME

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

ESTABLISHMENT OF A QUORUM

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

REVIEW AND APPROVAL OF MINUTES

On motion of Mr. O'Callaghan, seconded by Ms. Muller and carried, the Minutes from May 29, 2024, were approved.

On motion of Ms. Chaturvedi, seconded by Ms. Muller and carried, the Minutes from April 23, 2024, were approved with the suggested changes.

GENERAL PUBLIC COMMENT

There was no public comment.

STAFF PRESENTATION

Nadine Rosendale, Branch Manager, updated the Board on the staff, programming and community involvement of the Eldersburg Branch. Ms. Rosendale reported that passport transactions, drive-up and notary services and meeting room reservations continue to grow. Ms. Chaturvedi asked if there is a fee for meeting room reservations. Ms. Rosendale stated non-profits are not charged to use the meeting space, but businesses are. When asked where overflow parking is located when there are large events, Ms. Rosendale stated that customers will park at Walmart or the Church and have to cross the street.

STAFF ASSOCIATION REPORT

Mikaela Turek, Staff Association Representative, noted last month's dine around the world night and stated July's location will be LunaZul in Hampstead. Ms. Turek also noted there will be fundraisers to support the selected charity this year, the Humane Society of Carroll County.

FRIENDS REPORT

Ms. Chaturvedi noted the number of new Friends members listed in the Currents publication.

FINANCIAL STATEMENT

Ms. Edelen presented the June 2024 Financial statement to the Board. Of note, interest income, passport and book sales/event revenue exceeded expectations. Expenses of note include updates to the outreach services vehicle to allow people to access the vehicle in a safe manner, computer maintenance items are being performed to extend the life of the technology capital budget provided by the county, subscription-based software costs continue to increase and replacing furniture in the Westminster and North Carroll Branches.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Hart noted she attended the Westminster Summer Reading event and the Juneteenth celebration where Outreach staff was very involved and energetic.

B. OTHER BOARD MEMBERS

Ms. Chaturvedi stated she attended the Eldersburg Summer Reading event, Ms. Muller attended the Tracy Chevalier author event, Mr. O'Callaghan attended the Summer Reading event at Finksburg as well as the Chamber breakfast with Commissioner Kiler and Ms. Gorsuch stated she was excited to borrow a fishing rod from the North Carroll Branch and noted it came with instructions.

C. EX-OFFICIO

Ex Officio Rothstein noted the Finksburg Chamber Breakfast and it was a good discussion with partners in the community and praised how everyone is able to work together to develop best practices in the County.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programs since the May Board meeting. Ms. Berstler noted the summer meals that are available at both the Taneytown and Westminster Branches, which has started a pilot program this year.

A. ADMINISTRATIVE REPORT

There were no other Administrative Matters.

B. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

A. ELDERSBURG FEASIBILITY STUDY – PRESENTATION OF FINAL REPORT

Ms. Berstler and Mr. Kuntz presented the results of the Eldersburg Feasibility Study. The report included an executive summary, peer comparison data, space needs assessment, site plan options and community, staff and stakeholder input.

Mr. Kuntz explained next steps which include forwarding the report to County staff, discussing funding options and getting the project into the CIP.

B. STUDY FOR IMPACT OF OVERDUE FINES – PRESENTATION OF REPORT

Ms. Berstler presented the report and reviewed the history of the “fine free movement”. Ms. Berstler noted the most recent legislation, CB 208/SB 250, that clearly defines who is a minor and what material can and cannot accrue fines.

The report includes data regarding surrounding systems and their policy on fines, circulation statistics before and after the fine free movement, the financial impact on revenue and expenses for reinstating fines (both ongoing costs and one-time costs) and immeasurable and unknown costs.

The Board discussed the possible negative impact on customers and staff if fines were reinstated.

Ms. Muller made a motion to accept the study and forward it to the Board of County Commissioners. Mr. O’Callaghan seconded the motion. Upon further discussion, Mr. Wantz stated he would like to hear from staff what their thoughts are regarding this issue since they are on the front lines. Ms. Muller and Ms. Harrison noted their concern of not forwarding the study to the Commissioners since they requested it to be done. Mr. O’Callaghan suggested taking the time to survey staff and updating the report with the information. Ex Officio Rothstein stated he would discuss the study during Open Session the next day and let the Commissioners know it is a work in progress and will be presented to them soon.

Based on the discussion, the Board decided to wait and hear from staff before forwarding the report.

On motion of Ms. Muller, seconded by Ms. Chaturvedi and carried, the Board voted to retract Ms. Muller’s previous motion.

C. STUDY FOR FEASIBILITY OF SUNDAY HOURS – PRESENTATION OF REPORT

Ms. Berstler presented the report which included a history of Sunday hours at CCPL, data from surrounding counties and their operating hours, the impact on staffing and revenue/expenses and the immeasurable and unknowable impacts.

The Board discussed consideration of library staff and their desire to work on Sundays and if it would be more useful to spend the money that would be put towards Sunday hours on more programming which is what library customers would want based on feedback they receive.

On motion of Ms. Muller, seconded by Mr. O’Callaghan and carried, the Board voted to accept the study and recommendation of the Executive Director not to open on Sundays and retain our current operating hours.

D. REVIEW AND APPROVAL OF COMPETENCIES LIST FOR EXECUTIVE DIRECTOR

Ms. Berstler asked the Board to review the List of Competencies and tabled the discussion for a future meeting.

NEW BUSINESS

A. SELECTION OF NOMINATION COMMITTEE FOR 2025 BOARD OFFICERS AND BOARD MEMBER FOR EXPIRING TERM

Due to the time, this item will be discussed at a future meeting.

B. BOARD DECISION ON JULY MEETING

The Board decided to hold the July meeting on Tuesday, July 23rd at 7:00 pm at Headquarters.

C. APPROVAL OF 2025 MEETING SCHEDULE

Due to the time, this item will be discussed at a future meeting.

MOTION TO REQUEST RESERVE FUNDS

On motion of Mr. O'Callaghan, seconded by Ms. Muller and carried, the Board voted to direct the Executive Leadership Team to request permission from the Board of County Commissioners to use the reserve fund for bonuses.

ADJOURNMENT

On motion of Ms. Chaturvedi, seconded by Ms. Muller and carried, the Board voted to adjourn at 10:16 pm.

Approved



7/23/2024