

Carroll County Public Library
Board of Trustees Meeting
North Carroll Branch
September 26, 2018
Minutes

1. Roll Call and Declaration of Quorum

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

Present:

Bill Bates	Kathleen Campanella	Leza Griffith	Joyce Muller
David Peloquin	Karen Soisson		

Staff Present:

Lynn Beard	Tony Eckard	Lorraine Fulton	Bob Kuntz
Ed Leiter	Rita O'Brien	Emily Ogg	Darrell Robertson
Muffie Smith	Stephanie Szymanski	Joe Thompson	Marlene Wenzel
Lynn Wheeler			

Also Present:

Cheri King, CPA, CliftonLarsonAllen and Andrea Berstler, Executive Director, Wicomico Public Libraries, incoming CCPL Executive Director.

2. Minutes of June 27, July 9, July 23, July 24, 2018

Ms. Campanella read the following statement: On the following dates and times the Board voted to close the meetings to discuss a personnel matter: June 27, 2018 at 11:15 am, on July 9, 2018 at 9:44 am, on July 23, 2018 at 12:28 pm, on July 24, 2018 at 9:42 am. Approval was unanimous.

Mr. Peloquin moved to approve the Minutes of June 27, July 9, July 23 and July 24, 2018. Mr. Bates asked that a twice noted statement be removed from the June 27 minutes. With the correction, Ms. Muller seconded. Approval was unanimous.

Ms. Campanella asked the Board to move the Audit Report up on the agenda. The Board agreed. Ms. Campanella invited Cheri King, Signing Director, CliftonLarsonAllen and CCPL Finance staff to present the report. (See item 8a. for detail).

After the audit review, Ms. Wheeler reviewed the activities slideshow that included a photo of the large shed donated by Lowe's and thanked Lorraine Fulton for her work on the Finksburg Garden project. The big dig to prepare for the Chesapeake Bay Trust grant plantings will be on Saturday, September 29. The tree planting is planned for October.

3. Financial Statement

Mr. Eckard reviewed the Financial Statement ended August 30, 2018. The variance report reflects cash balances of \$1.7 million, which is \$569,000 less than this time last year, due to technology replacement spending. This will be reimbursed by the County. Reimbursement of \$249,000 was very recently received. Revenues are ahead of budget by \$61,000 due to ticket

sales for the sold-out Nicholas Sparks author event scheduled for 10/17. Bank charges reflect our decision to take interest income rather than accept lower service charges; therefore, we are collecting more interest and service charges are overspent. Passport activity reflects revenues of \$9,000 at Eldersburg and \$8,000 at North Carroll, both branches are on pace to make budget. Activity in the Road to TechXcellence campaign to fund Exploration Commons reflects \$130,000 raised. Former Board member Todd Herring is giving a gift of \$5,000. The balance in the Mary Lou Dewey Sculpture Park account at the Community Foundation is nearly \$13,000. A gift towards the park was received from Mr. and Mrs. Sam Case in honor of Ms. Wheeler's retirement. The Board thanked Mr. Eckard for the report.

4. Correspondence & Announcements

Items shared include:

- a. A thank you note to Lowe's manager for the garden shed.
- b. Notification from the State that CCPL received a clean State Retirement audit.
- c. Notification from the Maryland State Library that \$1 million in Capital Funding was approved in FY 2019 for Exploration Commons.
- d. In-kind statement from the County for FY 18.
- e. A letter from Lynn Wheeler to Johnny Graham, Head of Springdale Preparatory stating that due to the multi-year Exploration Commons at 50 East project, we would not have the capacity to ask the Commissioners to consider a public/private library construction project until at least FY 22. We did sign the MOU to continue delivery and checkout service to Springdale.
- f. A thank you letter from the Carroll Tech Council for the donation of used computers to support the TechKid's initiative to provide computers to low income students at no price.
- g. A letter from Audrey Cimino, Executive Director, Community Foundation of Carroll County noting that Ms. Wheeler and CCPL will be receiving the Non-Profit Philanthropist of the Year Award.
- h. The online announcement of the Commissioners' unanimous vote to approve the \$1.5 million loan to construct Exploration Commons.

5. Citizen's Time

There were no citizens present.

6. Report of Director

Ms. Wheeler recognized Andrea Berstler, incoming Executive Director and gave the Board an overview of their meetings with local leaders, including Dr. Robert Wack and Dr. Jim Ball. On Thursday, September 27, Board President Kathleen Campanella will formally introduce Ms. Berstler to the Commissioners as part of the Positively Carroll agenda.

Ms. Wheeler pointed the Board's attention to the FY 2018 statistical report prepared by Mr. Kuntz. FY 18 ended with circulation of 3,614,568, a 2.9% decrease from FY 17. Visits were at 984,546. Our busiest branch, Eldersburg ended the year with a 1.7% increase in circulation and an increase in foot traffic. Digital audio and ebooks ended the year with double digit increases. Business through the statewide Digital eLibrary Consortium continues to grow. Circulation for July 18 increased by 30.2% over July 17. Heading into FY 2019, circulation was down 0.2 % in July and 2.0% in August. Eldersburg had increases both months, including a 3.6% increase in

August. Door count is at 176,096 for the year. Digital audio and ebooks are up for the year. Digital music and video are down. Responding to demand, we will increase spending for Hoopla and Overdrive in FY 2019.

CCPL received a \$5,000 Chesapeake Bay Trust grant to support native plant gardens at the Finksburg Branch. Ms. Wheeler thanked Ms. Fulton, Mr. Kuntz and the Finksburg Garden Guild for their hard work on the gardens.

Ms. Wheeler reported on another very successful Day for Book Lovers in partnership with McDaniel College and thanked Ms. Muller for introducing author Tayari Jones and interviewing author Lynne Olson.

Upcoming events: Finksburg Garden Big Dig on September 29; Ms. Wheeler will be speaking at Union Mills Homestead dinner on October 2. Mr. Eckard gave everyone an invitation to the Jerome L. Day Commemoration honoring Jerome L. Day the first Carroll Countian to die in WWI. Activities planned include a presentation by Susan Thompson, historian at Aberdeen Proving Ground, on the history of carrier pigeons in WWI. The Westminster Oyster Stroll is on October 13; Dessert and Discourse on October 11 will feature Dale Bowman presenting Tech to Table; Philanthropist Breakfast is on October 17, where the library is receiving the Non-Profit award; also on 10/17 will be the sold out Nicholas Sparks event. October 24 is the Board meeting in Eldersburg; Ms. Wheeler's reception is on November 2; Staff Day is on November 12; the Friends Tea is on December 6. Ms. Wheeler shared a bookmark created for her talk to the Chamber of Commerce and shared our newly designed library card.

7a. North Carroll Branch Report

Darrell Robertson presented the North Carroll Branch report. He focused on the excellent work of staff who have a combined 324 years of experience at CCPL, including Stephanie Hahn, circulation manager; Roberta Davis, senior circulation clerk; Aimee Gladfelter, circulation clerk and booksale guru; Emily Ogg, circulation clerk, LA sub, and booksale guru; June Bitzel, children's services supervisor; Marlene Wenzel, adult services supervisor, senior book club coordinator; Donna Messori, LA – adult, display case coordinator; Linda Renick, LA - adult, Score Challenge representative; Mark McKinney, LA II, is a member of the Tech Programming Work Group; Beth Osborne, LA – children's is a member of the Applied Technology Team; Mikaela Turek, page II/passport specialist who has processed 717 passports; Shon Shaffer, branch maintenance custodian who also oversees a camp that hosts underprivileged children. All staff including pages and info subs help serve the community and support Toys for Tots, Girls Love Mail, Mitten Tree, and Survival Satchels. Mr. Robertson introduced Lynn Beard, LA – children's, who is the team leader of Summer Discovery, and the creative force behind many branch and systemwide endeavors. Ms. Beard presented information on the STEM projects at the branch including Drones, Ozobots, Lego programs, Bilibos, blocks, ramps, a light table that was provided by the Striving Readers grant with CCPS, and Keva Family Engineering blocks. Other STEM activities and toys are the RigaMaGig, the Rock and Roll Tower which includes Ramps, Gears, Duplo Building, Letter Recognition and creative play. The Board thanked Mr. Robertson and Ms. Beard for the report.

8a. FY 2018 Audit Report

Mr. Eckard welcomed Cheri King, Signing Director of CliftonLarsonAllen (CLA) and lead auditor on the CCPL audit. He recognized the Finance Office staff: Ed Leiter, CPA, Rita O'Brien both attending the meeting and Mary Wells, Payroll Administrator. He also thanked IT and HR. We ended FY18 with revenue above budgeted revenue of \$170,000. FY18 expenditures were under budget by \$135,000. Both were consistent with trends throughout the fiscal year. CCPL has an arrangement with the County which allows the Library to keep unspent funds. This is noted in the Management Discussion and Analysis section of the audit report. The agreement was originally started in order to transfer funds for the Finksburg library opening day collection from one fiscal year to the next, and to assist with local funding of the required match of the State Capital project program.

Mr. Leiter reported that the audit report gives CCPL an unmodified opinion or a clean bill of financial reporting. He highlighted notes in the audit that reflect changes from the previous fiscal year. One introduced pledged receivables to Exploration Commons, there are two groups: those due in less than one year and those due in one to five years. A second note pertains to the new GASB 75 standard requiring the library to recognize and disclose post-employment benefits for retiree health insurance. We do not have to post a liability for OPEB, because the County makes OPEB contributions on our behalf; however, we have to disclose this contribution in the footnotes. Another note states that the loan arrangement from the County to finance the construction of Exploration Commons will have significance in the coming year. Mr. Leiter thanked Ms. King and her staff for their diligent work to prepare the audit in time for presentation for the September Board meeting.

Ms. King reported on the library's share of the OPEB liability. These benefits reflect a \$13 million liability. Mr. Peloquin asked how fast it is growing. Mr. Leiter said the County shows an FY 18 contribution of \$10.5 million, \$1.5 of which is for CCPL. Ms. King reviewed the management letter which did not change from the prior year. She noted two items of potential risk pertaining to segregation of duties in both the IT department and in Finance. These have been noted in prior years. No problems were found, but the auditor has a duty to inform the Board of any inherent risks. Ms. King stated that CCPL does a good job handling tasks given the size of the organization. The second letter to the Board notes new accounting policies in regard to GASB 75. There are some estimates in the financial statement including depreciation of circulation materials, in-kind benefits from the County for operating facilities and the pension liability. There were no uncorrected or corrected statements and no disagreements with management.

Ms. Wheeler thanked Ms. King and her team. Ms. King said that she is available throughout the year and encouraged Board members to get in touch with her anytime with questions. Ms. Wheeler also thanked the Finance department for their excellent work to ensure the audit process went smoothly. Mr. Eckard thanked Mr. Leiter for his tireless work on the audit.

Ms. Campanella asked the Board to consider accepting the audit report as presented and recommended by staff.

Ms. Muller moved to accept the FY 2018 Audit Report as presented. Ms. Soisson seconded. Approval was unanimous.

8b. Auditor Extension

FY 2018 marks the end of the five-year auditing contract with CliftonLarsonAllen (CLA). The contract includes an option to extend for up to two years. We are happy with CLA services and CLA agreed to reduce the proposed extension price to match the cost of the FY 18 audit. Noting that the staff and Board will be busy with many transitions occurring with a new executive director, Ms. Wheeler signed the contract extension for FY 2019. Mr. Peloquin asked if CLA performs other library system audits. Ms. King said they perform Baltimore County Public Library's audit and also work with school systems and community colleges. Ms. King left the meeting at this time.

8c. Sunday Activity at Mt. Airy Branch

Sunday activity at Mt. Airy is growing. Based on current trends, Mr. Thompson presented estimated business levels if we were to open Mt. Airy on Sundays year-round. These statistics were compared to those at Eldersburg and Westminster. Staff recommended that we continue to compare business levels through FY 20. If the trend continues, we could make a case in the FY 21 budget to open Mt. Airy on Sundays year-round. The Board thanked Mr. Thompson for the report.

8d. Makerspace Follow up

Mr. Kuntz gave information on the new layout design presented by the architect, Manns Woodward Studios on September 17. Highlights include: A large 164 seat meeting room with 4 monitors and a kitchenette, 2 small meeting rooms, branch storage, mechanical room, vending space, restrooms, staff offices with a kitchenette, a mixed-use classroom with a raised floor, a culinary arts kitchen with 3 cooking areas and demo space, seating for 40, prep space, sinks, dishwashers, refrigerator, freezer, pantry, 2 monitors, and cameras. The makerspace will have a raised floor with plenty of outlets, powered tables, a multi-3D printer station, comfortable seating, storage, soundproof AV/VR lab, and space for equipment that requires ventilation. The architect is trying to eliminate stairs as much as possible, there will be gradual ramps, a stairwell, and elevator. There will also be gallery space to highlight items made by customers. There was some discussion about the space. The Board thanked Mr. Kuntz for the report.

8e. Circulation Policy Update

Currently, checkout of additional materials is automatically blocked when customers reach \$10 in fines. Cardholders are referred to Unique Management (UM) when they reach \$25 in fines. The \$25 threshold was set when CCPL initially contracted with UM more than 20 years ago to assist in obtaining overdue materials and collecting fines. Mr. Robertson and Ms. Ogg said the \$10 automatic block is helpful because it gives staff the chance to negotiate fines and get materials back. However the UM threshold is too low. Staff recommended to the Board that we increase the threshold to \$50.

Ms. Wheeler said that UM service is beneficial in recovery of materials because customers pay attention to the collection notices.

Mr. Peloquin moved to take staff recommendation to up the amount of accounts to Unique Management from \$25 to \$50. Ms. Griffith seconded. Approval was unanimous.

Mr. Bates asked if the total of fines owed is ever written off. Mr. Eckard said the auditors don't look at fine income as collectible. There was some discussion about benefits of eliminating fines. Ms. Wheeler said that people in Carroll County appreciate the expectation of responsibility for materials.

8f. Board Vacancies

Ms. Wheeler announced that Ms. Campanella's second term will end in December 2019 and she is not eligible for reappointment. Ms. Muller's first term will end in December 2019 and she is eligible for reappointment. If Ms. Muller and the Board agree, her name can be submitted for reappointment. Ms. Wheeler asked the Board to begin the search for replacement with the goal of getting names to the new Board of Commissioners by no later than March 2019, because it can take time for the commissioners to consider appointments. Ms. Campanella's replacement should come from the South Carroll area.

8g. 2019 Board Meeting Schedule

Ms. Muller moved to approve the 2019 Board schedule as presented. Mr. Peloquin seconded. Approval was unanimous.

8h. Nominating Committee

Ms. Muller volunteered to serve on the Nominating Committee to appoint a slate of officers to serve during calendar year 2019. Ms. Griffith also agreed to serve.

8i. Conflict of Interest Form

Ms. Wheeler asked Board members to complete Conflict of Interest forms and give to Ms. Szymanski.

Ms. Campanella thanked Ms. Berstler for spending time with us to meet longtime partners and be introduced to the Commissioners before her actual start date.

9. Adjournment

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

The meeting adjourned at 9:17 pm.

Kathleen Campanella
President