

Carroll County Public Library
Board of Trustees Meeting - Virtual
September 23, 2020
Minutes

Due to the COVID-19 pandemic crisis the Carroll County Public Library (CCPL) Board of Trustees met virtually on September 23, 2020. CCPL had been closed to the public since March 14, 2020; branches re-opened on a limited basis on September 21, 2020.

1. Roll Call and Declaration of Quorum

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

Present:

Bill Bates	Leza Griffith	Virginia Harrison	Joyce Muller
Cindy Piazza	David Peloquin	Karen Soisson	

Staff Present:

Lynn Beard	Andrea Berstler	Jen Bishop	Tony Eckard
Jon Jopse	Bob Kuntz	Ed Leiter	Rita O'Brien
Darrell Robertson	Muffie Smith	Dorothy Stoltz	Stephanie Szymanski
Joe Thompson	Mary Wells		

Also present from the CohnReznick audit firm: Keith Amerman, Dan Kenny, and Adam Paulauskas.

Ms. Piazza made a motion to move the FY 2020 Audit report to this time. Mr. Peloquin seconded. Approval was unanimous. See Item 8a.

2a. North Carroll Branch Report

Darrell Robertson, branch manager reported on activities since September 2019 at the North Carroll branch via a slideshow video. Highlights included: International Night at the Library, a fire truck visit, Book Buzz, special holiday and seasonal events. The branch participated in Girls Love Mail, Corky's Mitten Tree, and Toys for Tots. Staff member Lynn Beard's Human Services Program Gingerbread Village entry brought the most money of any entry. Roar Like a Lion day was a huge hit, as was the Kids 2020 New Year's Eve event. There was a reading program with Hampstead Elementary, Family STEM programs, a Teen Escape Room, and a Teen virtual reality event. Staff helped with the Penguin Random House Book Fair, and hosted a school system intern. When the COVID closure occurred and everyone realized it would be a prolonged emergency, staff participated in trainings, learned about the virus, used MS Teams technology, and found new ways to serve their customers. Children's staff developed online programming in their homes and among other things the adult staff created "What to Read Wednesdays." Custodian Shon Shaffer installed a wooden READ sign outside that was decorated by customers. Staff provided Express Pickup in June, they weeded and enhanced the collection, met with community partners, worked with Library Associate Training Institute (LATI) and extended virtual services with online book clubs. Summer Reading earned smiles and opportunities for prizes. Passport staff received their annual training. Mr. Robertson reported on two wonderful messages he received on voice mail: one praising staff member Stephanie Hahn and another from the widow of a book discussion member, letting him know that the gentleman had passed away and how much he loved books and coming to the library. Mr. Robertson also expressed some wisdom that 2020 is a wash, weight gain doesn't count, lessons will help shape a better future, and we won't age. Ms. Berstler visited North Carroll on Monday when the branch opened and said that she could see the smiles of customers who were delighted to be back, we know that the branch is special to people of that area. She and the Board gave kudos to Mr. Robertson and the branch staff.

2b. Statistics Review – FY 20

Mr. Kuntz presented information on the FY 20 Statistics Review. One highlight is the tremendous increase in digital media circulation, Overdrive content went through the roof. As soon as we closed for COVID, customers got cards to borrow e-books and e-audio. We added Kanopy which had 3,500 checkouts during the time we were closed. Database use went up which included Ancestry and Morningstar, some went down. Staff made use of their time during the closure: staff training went up by 231% and the number of hours staff trained was up 74%. Most other statistics were impacted by the closing: circulation and internet use were noted. We won't be able to compare statistics to FY 20 however if we go through a situation like this in the future we can look back at these to know where to beef up the collection and make changes to databases.

3. Minutes of August 26, 2020

Mr. Peloquin moved to approve the Minutes of August 26, 2020. Ms. Harrison seconded. Approval was unanimous.

4. Financial Statement

Mr. Eckard invited everyone to celebrate beer week next Monday, September 28, at 7:30 and join CCPL for an online discussion with local Carroll County brewers. The financials through August 31 show a cash balance of \$2.4 million, \$700,000 more than this time last year. For a number of reasons we are not spending as much but we have collected donations. Revenues are \$18,000 behind budget even though we had anticipated lower fines and the possibility of going fine free due to COVID. Fortunately, the funds we will bring over from FY 20 will help with the shortfall. Customer driven activities like fax, printing, copiers, passport estimates were all scaled back by 25% in the budget and it is expected that those revenues won't pick up until the last 9 months of the year. Fortunately, County revenue is reliable and the State is stable. We also are working on two CARES Act grants from the Maryland State Library and the County that are for COVID response expenditures for things like disinfectant, bleach, wipes and other cleaning supplies. Online materials such as digital access to the *Washington Post* and *New York Times* which would not have purchased if not for COVID.

5. Correspondence and Announcements

Joyce Muller reported that the upcoming Citizens for Maryland Libraries virtual conference will feature Lynn Wheeler interviewing Dr. Carla Hayden, Librarian of Congress. Several staff were recognized for their work, led by Tony Eckard, for creating programs and staffing a library exhibit at the spring 2020 Celebrating America Expo and History Day project. There were kudos to Lisa Picker, Communications Director, for the description of EC50E that appeared in *Library Journal*, for gathering educational materials and online sources to help a teacher, and for obtaining a \$2,500 donation from Penguin Random House for next year's summer reading and Battle of the Books initiatives.

6. Citizen's Time

There were no citizens present. Staff Association representative Lynn Beard was recognized. Ms. Beard always does great work on the HSP Gingerbread House entry. Ms. Berstler said we have the most inventive staff and noted the Mad Scientist program and the Hot Dog Man that features our technology and materials.

Ms. Muller encouraged Board members to visit their local branch, thank the staff, and check out materials.

7. Executive Director's Report

Ms. Berstler reported that the first 3 days CCPL has been opened, we had 3,703 visitors, 183 signed up for computer use, and 361 logged onto wifi. Many people who came to pick up express pick up items discovered we had opened. We think numbers will steadily go up, but there probably won't be a big rush. People do want to come in do what they want, and pick things out. Members of the Executive Leadership Team (ELT) went to branches on Monday to make sure staff had everything they needed. Ms. Harrison asked about the number of people allowed in the buildings. Ms. Berstler said that Mr. Kuntz did a careful calculation based on the square footage of each building. Staff are counting heads for now. The Equity, Diversity, and Inclusion (EDI) Task Force has met twice and gotten a great deal of work done. They will meet again next Thursday. Ms. Muller noted the Davis Library Westminster Branch rededication event held on Friday, September 18 on a beautiful and perfect day. It was a wonderful event, had great press, and the people who toured Exploration Commons really enjoyed it. Ms. Berstler also noted that this year's Book Lovers Week has been a lot of work for Communications but they have author events, panel discussion, and book buzzes. She gave kudos to Communications for their hard work. Public Services has held lots of programs and IT is supporting the programs, making sure we stay connected. She said she is very proud of our team.

8a. FY 20 Audit Report

Mr. Eckard welcomed Dan Kenney, Adam Paulauskas, and Keith Amerman from CohnReznick. He also recognized the Finance staff: Ed Leiter, assistant director of finance and analysis who takes the lead on the audit and prepares the notes and financial statement, Mary Wells – payroll administrator, and Rita O'Brien – finance analyst. He noted that CCPL uses each FY budget as a way to measure financial progress through the year. In FY 20 revenues came in under budget driven by the COVID closing. However, we saved \$429,000 in expenditures: salary savings and associated payroll taxes, less materials were purchased, and there was no need for security guards. The net effect is \$250,000 in carryover to FY 21, we had budgeted \$175,000. Mr. Leiter reviewed the financial statement. He said this was our first time to work with CohnReznick and to do the audit work remotely. CCPL received a good report for the Financial Statement with an unmodified (or clean) opinion. The Management Discussion and Analysis summary compares FY 20 and FY 19 at a very high level. Current assets increased by \$500,000 due to cash on hand for gifts to Exploration Commons and grant awards from the Maryland State Library, which will help as construction invoices come due. Total liabilities increased by \$139,161 as of the end of the fiscal year mainly the result of the increase in CCPL's liability for compensated absences. Capital assets decreased by \$5,000 but will increase significantly in FY 21 due to Exploration Commons. Changes to Net Position were reviewed and included comments on operating grants from the County and State, booksales, copying and internet fees, and capital grants for Exploration Commons and technology replacement funds. Expenses increased \$300,000, the most significant expenses included salaries, in-kind from the county, and the collection. In-kind includes rent, insurance, and maintenance. In capital assets artwork in the Mary Lou Dewey Park at the Westminster branch was noted. Fixed assets by location were included. GASB standards will change the way lease obligations are presented in next year's audit. Mr. Leiter thanked Mr. Amerman, Mr. Kenney and Mr. Paulauskas, he said they were a pleasure to work with. Ms. Muller and Mr. Peloquin thanked Mr. Leiter for his report. Mr. Amerman, Mr. Kenney, and Mr. Paulauskas reported that the library staff did a great job and they look forward to working on site next year. Mr. Amerman noted the Independent Auditor's report and that it is the management's responsibility to produce a fair presentation of the financial statement for the Board. The finance department prepares the statement and the library's preparation is evidence of a solid financial team. The auditor's responsibility in accordance with GASB and Government audit standards and with the information obtained issued an unmodified or clean opinion. It is also the auditor's responsibility to talk about what they do and what they look at.

Items that were noted included the Statement of Net Position, capital assets, accrued vacation and pension liability. The auditors send confirmations to banks to confirm balances, and test amounts in line items. The pension liability was calculated by staff, other pension information is provided by the State Retirement System.

Fixed assets are capitalized on the balance sheet. County and State appropriations are confirmed with those entities. Payroll and employee testing is performed, notes confirm there were no significant account policies adopted this year. Postemployment benefits liability is covered by the County. Tables reflect information and statistics related to the pension and OPEB plans. Budgetary comparison schedule noted some variances. The audit was performed with generally accepted auditing standards. The report on Internal control over financial reporting and compliance was noted. The auditor did not identify any deficiencies considered to be material weaknesses. The results of compliance tests disclosed no instances of noncompliance. The auditor is required to talk about responsibility, go through the plan, the scope and timing of the audit and that it complied with all ethics, independence and accounting policies, there were no significant changes in policies this year. Estimates are in accrued vacation and net pension liability, and the lives of capital assets and circulating materials. The auditor did not identify any fraud and there were no difficulties with management. Where the auditor found any corrected or uncorrected statements if there were any material adjustments the auditor would have noted that in an attached schedule. There were none and this tells how management is doing and would not affect a clean or unmodified opinion. Mr. Peloquin asked about the pension discount rate and there was some discussion regarding where the State is trending and that an actuary would be beneficial in this regard. Ms. Muller and Board members welcomed CohnReznick, and thanked Mr. Eckard, Mr. Leiter, Ms. O'Brien, and Ms. Wells for their expertise and financial oversight and stewardship.

Mr. Peloquin moved to accept the FY 20 Audit Report. Mr. Bates seconded. Approval was unanimous.

8b. Circulation Policy Update

Mr. Thompson presented information on the circulation policy update. He updated the document by removing all references to overdue fines. This reflects the spirit of the Board's approval to go fine free at the August 2020 meeting. It was noted that the whole policy has very archaic language and will need to be rewritten. Staff asked Board members for suggestions for the future rewrite and to send those to Mr. Thompson or Ms. Szymanski.

Mr. Bates moved to approve the update to the Circulation Policy. Ms. Harrison seconded. Approval was unanimous.

8c. Board Vacancies

Ms. Berstler said we will have two upcoming board vacancies. Mr. Bates will not be returning and Ms. Piazza's second term will end in December. They represent the Mt. Airy and Westminster library service areas. Ms. Berstler spoke with Patty Sundberg from Mt. Airy who has shared some names. The Board may know some individuals who are knowledgeable of the library, our activities, and use the library, to help fill these vacancies. It was decided to get names to Ms. Berstler with a copy to Ms. Muller by October 2 to give time to set up meetings. Ms. Piazza agreed to stay on into 2021 if needed. Ms. Griffith asked if the EDI Taskforce committee is looking to promote board policies on increasing diversity. There was some discussion about efforts and that it is good to have wisdom and ethnic diversity, and younger points of view on the Board. Ms. Muller thanked Ms. Griffith for her insight.

8d. 2021 Board Schedule

Ms. Griffith moved to approve the proposed 2021 Board Schedule. Ms. Soisson seconded. Approval was unanimous.

8e. Nominating Committee

Ms. Griffith and Ms. Soisson volunteered to bring forward a slate of officers for 2021 to the October meeting.

8f. Conflict of Interest Form

Mr. Bates moved to update the Conflict of Interest Form. Ms. Piazza seconded. Approval was unanimous.

9a. EC@50E Update

Ms. Berstler introduced our new staff member Digital Technologist, Jon Jopse who is working in the Makerspace. Mr. Jopse is currently going through the Library Associate Training Institute. Mr. Kuntz reported that the Exploration Commons (EC) preview Makerspace opened 3 weeks ago by appointment only. A good bit of equipment has been moved into the space and 3D printing is very busy as is the laser cutter. Mr. Jopse said he is thankful to be working at the library and said he is looking forward to working at EC. Construction is moving along, fire proofing is being applied to the steel, it will eventually be painted white. When that is completed the topping slab will be poured since the plumbing and electric trenches are complete. They started digging the elevator pit and will start pouring footings. Staff is working with Corsi Associates who are specialists in commercial kitchen equipment. One change to plans is that now the contractor is going to purchase and install the kitchen hood. Ms. Berstler said we have been very pleased with Lewis Contractors, communications between them, the county, and library staff have been great. Lewis is also doing value engineering to help us save money.

Ms. Muller noted that at the Davis Library Westminster Branch rededication event the very exciting fundraising library card artwork contest was announced. There will be cash prizes provided by the Friends of CCPL for first, second, and third in two age categories: children/teen and adult. With EC being a place for Infinite Possibilities, that is the theme for the contest. The first place entries will be made into art library cards that can be sold to benefit Exploration Commons. We are partnering with the Arts Council to promote the contest, all entries will be online. Ms. Berstler encouraged everyone to check out other library systems art library cards.

10. Adjournment

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

The meeting adjourned at 9:02 pm

Joyce Muller
President