

Carroll County Public Library
Board of Trustees Meeting
North Carroll Branch Library & via Zoom
September 22, 2021
Minutes

1. Roll Call and Declaration of Quorum

Ms. Griffith called the meeting to order at 7:05 pm and declared there was quorum.

Present:

Leza Griffith	Virginia Harrison	Kendra Hart	Joyce Muller
David Peloquin	Cindy Piazza	Karen Soisson	

Staff Present:

Andrea Berstler	Lynn Beard	Tony Eckard	Bob Kuntz
Ed Leiter	Rita O'Brien	Lisa Picker	Darrell Robertson
Muffie Smith	Dorothy Stoltz	Stephanie Szymanski	Joe Thompson

Also present: Garima Chaturvedi. Keith Amerman representing the auditing firm CohnReznick.

The Board agreed to move the FY 21 Audit Report to this time. See item 8a.

2. North Carroll Branch Report

North Carroll branch manager Darrell Robertson reported on the branch's activities via a video. Staff worked through the COVID crisis to continue services to the public that included donating books to the Scouts, buying reading prizes from local businesses, helping a school student with a kindness project, and collecting food for the Staff Association canned food drive. Staff received a large amount of ear buds and presented 10,000 of them to the public school system. While the branch was closed for COVID the HVAC was updated and previously unused space was turned into much needed storage. Weeding and relocating collections helped reduce physical barriers in the branch. Staff became virtual programmers and everyone did a great job with online programs and found creative ways to turn in person programs into virtual. Staff provided One Maryland One Book programs and online Library Associate Training Institute training. Customers shared pictures of their kids participating in programs from home. Battle of the Books went virtual with ecstatic parents and kids. Passport Services recently returned, staff coordinated with the State Department's Passport Services to get ready and staff are involved with Maryland Libraries' Passport Users' Group. The Communications' department created a great Passport hand out. When programs went in-person, many took place outside until the weather got too hot, then some came back into the branch. Circulation and visitor numbers have started to increase as have new customer card registrations. One of the Exploration Commons art library cards was created by a North Carroll volunteer. Staff member Nikky Gursky was the top Winter Reading program winner and Children's Services Supervisor June Bitzel graduated from Leadership Carroll. One of the Battle of the Book team winners The Colony of Nerds shared a photo with the staff and an inspiring young customer named Garrett came into the branch almost every day for summer reading. The Board thanked Mr. Robertson for the excellent report.

3. Minutes of June 23, 2021

Ms. Soisson moved to accept the Minutes of June 23, 2021. Ms. Harrison seconded. Approval was unanimous.

4. Financial Statement

Mr. Eckard presented the Financial Statement that ended on August 31, 2020. The balance sheet reflects \$1.8 million which is \$600,000 less than this time last year. This is due to invoices for Exploration Commons. The income statement reflects major revenues are on budget and \$35,000 ahead of budget. This is somewhat misleading due to timing, we received \$6,000 of e-rate money sooner than expected. It was noted that CCPL is overseeing a reprint of the Literacy Day by Day calendar, that is an unexpected project that will be included in the financials. Salary savings are misleading at this time due to a payroll accrual that was handled differently than in previous fiscal years, an adjustment will need to be made at the end of the fiscal year which will capture the payroll expense paid in FY 23 that belongs to FY 22. Other expenses are overspent due to early payment of contracts and prepaids. Vehicle maintenance is overspent due to work on the delivery van and truck rental. Due to use of cloud-based technologies there will be some shifting from capitalized to non-capitalized lines. Exploration Commons fundraising report does not reflect the recently received over \$75,000 in donations from the Tevis Family and Margie and Paul Pitrone. Mr. Peloquin noted many unbudgeted zeros and actuals in revenues. Mr. Eckard explained those are service-related activities, the budget amounts will start in the second quarter of the fiscal year. Revenues also reflect the restart of passport services at North Carroll and Eldersburg. There was discussion about possible increases in costs for Exploration Commons. The original contract had \$60,000 available for the roof and the County added \$130,000 for the additional work. Staff are also planning some work to restore the branch space for reopening. Ms. Berstler noted that staff meet weekly with the contractor and they continue to value engineer to keep costs under control. This is work that has to be done to make the branch whole and provide the HVAC on the roof in a safe manner. It is not expected that the costs will run exorbitantly over budget. It was noted that steel costs have risen from \$1.50 per foot to \$7 but everyone on the job is working to keep costs within budget. We hope, that if everything goes well, to host an opening before Christmas this year.

5. Correspondence and Announcements

There was no correspondence or announcements.

6. Citizens' Time

There were no citizens present.

Library Associate – Children's Lynn Beard was in attendance as Staff Association representative. Ms. Beard noted that the Staff Association was founded 45 years ago by the Board.

7. Executive Director's Report

Ms. Berstler thanked Mr. Thompson for pulling together the branch reports and noted how creative and outside the box they are in creating programs. Staff are working on COVID responses, keeping an eye on mandates from Federal and State governments and keep in contact with other library systems regarding vaccines and testing. So far only Anne Arundel Library has mandated vaccines for their employees but that is due to the County's mandate. The Communications department's Snapshot of activity was noted.

Executive Leadership Team (ELT) discusses vaccines every week and are encouraging staff to consider getting vaccinated. We will wait and see how the President's mandate unfolds with the Department of Labor and OSHA. Muffie Smith is researching everything that can be found about vaccines. ELT has put into place a mandate that new hires must be vaccinated, at this time there is only one open position that of Library Associate – Substitute. Dr. Hart asked about the procedures if a staff member tests positive; would they receive administrative leave? Ms. Berstler said we have not had a staff to staff transmission and if that happened we would look at administrative leave. We have been extremely generous with leave since March 13, 2020 and have worked to hold staff blameless, that is the approach we would probably take. North Carroll was closed 3 times out of an abundance of caution. Ms. Smith noted that none of the cases when a staff member tested positive was the exposure at work. It was noted there has been some push back on vaccination due to religious, medical or personal reasons. Ms. Berstler we would like staff members to get the vaccine on their own.

8a. FY 2021 Audit Report

Mr. Eckard recognized the Finance Department Team: Ed Leiter, Assistant Director of Finance who leads the audit process; Rita O'Brien, Finance Analyst, and Mary Wells, Payroll Administrator. Mr. Eckard gave a recap of the FY 21 budget. Revenues were short by \$111,000 which is 1% of budgeted revenues – the shortfall was due to reduced fines (which were eliminated) and user fees such as copier, printer, meeting rooms, etc. Expenditures came in under budget a little more than \$1 million which is 10% of the budget from salary savings, and reduced use of security guards, and reduced materials purchases. 78% of salary savings, mostly in hourly pages and substitutes accounted for \$524,000. The net effect is a balance of \$980,000. With \$175,000 budgeted for carryover, \$804,000 will be left. Staff will be having discussions with the Board on how to use that money while keeping in the mind the final construction costs of Exploration Commons.

Mr. Leiter presented an overview of the statements, this included: Management's Discussion and Analysis section that reflects why the FY 2020 numbers were restated in the FY 2021 financial statements. This was due to CCPL's adoption of GASB 84 which has more strict requirements on what is considered fiduciary activity, so the Maryland Digital Library activity was reclassified into CCPL's Special Revenue Fund. Capital Assets increased by \$4 million between FY 20 and FY 21 due to Exploration Commons construction. The Deferred Outflows and Inflows of Resources represents an amount to be used in future fiscal years to calculate pension expense from the Maryland State Retirement and Pension System. Non-current liabilities consists of compensated absences and the net pension liability. Increase of current and other liabilities is attributable to the \$500,000 loan obtained from County Government to pay for Exploration Commons costs. Capital Assets are presented in the Net Position section net of related debt. Revenues increased approximately \$2 million from last year due mostly to revenue received in 2021 for the construction of Exploration Commons. Charges for services consist of Book Sales, Copying, Internet print fees, and Passport fees, all are down from last year due to limited service provided. Operating Grants and Contributions includes the County appropriation, State Aid and Federal grants from the Maryland State Library, and donor gifts. Capital Grants includes funding from the County for Technology Replacement and Exploration Commons; and the State capital grant for Exploration Commons. Expenses decreased about \$500,000 from FY 20. CCPL's most significant expenses are from staffing and related expenses, In-Kind services from County government, and the materials collection. The statement of net position and the balance sheet for governmental funds include general funds, special fund, and grants fund. Special Fund reflects assets from the Carroll Library Partnership and the Maryland Digital Library – these funds are committed. Items that are also noted are un-spensible in the form of prepaids, committed funds for carryover and assigned purchase orders. The left over is unassigned. Mr. Leiter encouraged everyone to read the notes that provide more explanation and context of the statements. Keith Amerman presented the audit from the auditor

CohnReznik. The independent auditor's report which summarizes the financial statements that were audited gave an unmodified opinion, the highest opinion that can be given. There were no issues with accounting policies and practices. The report on Government Audit Standards reflected no violation of agreements and received an unmodified opinion and noted no significant deficiencies. The communication letter from CohnReznik summarized the audit and the auditor's responsibilities and independence in regard to CCPL. The auditor would report to the Board any significant transactions or identified fraud and found nothing; there were no significantly material adjusted entries or disagreements with management. There are possible upcoming GASB standards for next year and one is related to leases but that will probably not be significant for CCPL.

Dr. Hart said it is great to hear this audit report and thanked Mr. Eckard and the Team for their efforts.

Mr. Peloquin moved to accept the FY 21 Audit Report. Ms. Harrison seconded. Approval was unanimous.

8b. Circulation Policy Update

Mr. Thompson presented the information on eliminating the \$25 out of state fee as stated in the Circulation Policy: "Out-of-state residents will be charged an annual fee to obtain a borrower's card. Exceptions may apply with proper identification." Exceptions are made for people who work for County Government, Carroll Community College, Carroll County Public Schools, Daycares, and McDaniel College. The Board held a lengthy discussion of the pros and cons of removing the fee. The discussion included information on past Boards' work on cost sharing. The Board did not reach a decision and the item was tabled for a future meeting.

8c. Board Vacancies

It was noted that Ms. Soisson is leaving the Board at the end of December.

8d. Nominating Committee

Ms. Griffith asked for volunteers from the Board to serve on the Nominating Committee. Dr. Hart volunteered. If a candidate for the position for Finksburg isn't filled right away, Ms. Soisson agreed to stay on for a few extra months.

8e. Conflict of Interest Form

Board members were asked to fill out the Conflict of Interest Form and turn it into staff.

9a. EC50E Update

Bob Kuntz reported that the steel should be delivered the first week of October. Horizontal steel will be installed through the middle of the branch with the roofers working behind the installation. It may take 3 to 6 weeks depending on how many crews are available to work. After the horizontal steel is installed the vertical steel will go in and the roof will get closed up and the HVAC will be installed. Then there will be testing and inspections. In the library branch upstairs barriers have been taken down and painting has been done including on the columns that house the kitchen vents. The existing color scheme has been followed. Also 40 years of dead mechanical equipment has been removed to make room for the steel. New ceiling tile and the same LED lights as in Exploration Commons will be installed, so it will be a lot brighter. Exploration Commons is 99% complete. Next week the main floor that runs through the

gallery and hallways will be completed. Punch list items are being worked on. All library staff have been through the space and partner tours are being held which included City Councilmembers who didn't want to leave! Major donor Greg Kahlert had a tour and really liked the vibe of the space. Staff are working on naming rights and signage. The main sign on the side of the tower is in and lit. Ms. Harrison was very complimentary of the sign. The branch remains closed during this time.

9b. EDI Document

Ms. Berstler said that the Equities and Diversity Inclusion document was made available at a previous meeting and this time at this meeting was held for review and questions from the Board. It is not a policy but an operational document with many elements being incorporated in the new Strategic Plan. Ms. Berstler said that the Board should be informed and up to date on what is happening with this information. Dr. Hart, Ms. Harrison, Ms. Muller, Mr. Robertson, and Mr. Thompson were part of the Task Force. Ms. Griffith asked how progress will be reported to the Board. Ms. Berstler explained that the Strategic Plan work will begin in January 2022 and it would be expected that results would be ready for a Strategic Plan review in January of 2023. Ms. Berstler also noted that Strategic Planning Groups will report every 6 months and their information will be used to create future reviews for the Board. Ms. Griffith thanked everyone for their work on a good, thorough and thoughtful job on this document.

There was discussion on whether to revert back to an all-virtual meeting for the October 27 Board meeting.

10. Adjournment

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

The meeting adjourned at 8:59 pm.

Leza Griffith
Chair