

MEETING SUMMARY
Carroll County Public Library Board of Trustees
September 25, 2024

Location: North Carroll Branch

Members Present: Kendra Hart
Garima Chaturvedi (7:21 pm)
Joyce Muller
David O'Callaghan (Zoom)
Carol Gorsuch
Stephen A. Wantz

Ex-Officio: None

Members Absent: Virginia Harrison

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

CALL TO ORDER/WELCOME

Chair Hart called the meeting to order at approximately 7:01 pm. Chair Hart noted the Board will be going into Closed Session for a legal discussion.

ESTABLISHMENT OF A QUORUM

Five members of the Board were present, and a quorum was in attendance. Ms. Chaturvedi arrived at 7:21 pm and six members were present.

REVIEW AND APPROVAL OF MINUTES

On motion of Mr. O'Callaghan, seconded by Mr. Wantz and carried, the Minutes from July 23, 2024, were approved.

GENERAL PUBLIC COMMENT

There was no public comment.

AUDIT – INFORMATION – APPROVAL

Ms. Edelen introduced Cheri Amoss from CliftonLarsonAllen LLP. Ms. Amoss stated the audit went well and CCPL received a good, clean audit and the highest level of assurance of the financial information.

On motion of Ms. Muller, seconded by Mr. Wantz and carried, the Board voted to accept and approve the audit.

STAFF PRESENTATION

Darrell Robertson, Branch Manager, highlighted staff, programs and activities at the North Carroll Branch in the past year. There are many children's and adult programs, partnerships in

the community and opportunities to be visible outside the branch including Battle of the Books, Cascade Lights, and other area festivals and school events. Mr. Robertson showed a clip of a newscast which highlighted the Branch and the importance of early childhood exposure to books and reading.

STAFF ASSOCIATION REPORT

Sarah Stone, Staff Association Representative, reported they are wrapping up the summer fundraiser, continuing the Eat Around the World activity and the annual meeting will be held after Staff Day where they will vote on a new vice president.

FRIENDS REPORT

Ms. Chaturvedi reported on new ideas for Friends initiatives to promote the group without taxing staff time or the budget such as "Friends Picks" for books and being more involved in the children's Battles. The Friends will be present at the Adult Battles, Staff Day and Friends of the Library Week.

FINANCIAL STATEMENT – INFORMATION

Jill Edelen presented the September financial notes and stated everything is as anticipated. Ms. Edelen stated the onetime bonus is expected to be included in the October 18th paycheck.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Hart highlighted Ms. Picker and her team and the work they do on the spotlight handout.

B. OTHER BOARD MEMBERS

There were no other reports.

C. EX-OFFICIO

There was no ex-officio present.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programs since the July Board meeting. Ms. Berstler noted the Summer Reading Program, Day for Book Lovers, Commissioner Breakfasts, Celebrating American in partnership with CCPS and the Board of County Commissioners' office. Ms. Berstler was asked about the status of Feasibility study for Eldersburg. She stated staff is working to get the project into the County CIP.

A. ADMINISTRATIVE REPORT

There were no other Administrative Matters.

B. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

A. ETHICS STATEMENT FOR LIBRARY TRUSTEES – DRAFT – DISCUSSION

B. ETHICS STATEMENT FOR LIBRARY STAFF – DRAFT – DISCUSSION

The Board reviewed and discussed the Ethics Statement for Library Trustees and Staff. There was a lengthy discussion suggesting the language in the Trustees portion should align more with

the language in the Staff statement. Ms. Muller will edit the Ethics Statement for Library Trustees, and it will be presented to the Board at the October meeting.

On motion of Ms. Chaturvedi, seconded by Ms. Muller and carried the Board voted to approve the ethics statement for staff

C. NOMINATING COMMITTEE

Ms. Muller noted the Nominating Committee met to discuss and open the search for a new Trustee. This will be an At-large position open to anyone that lives in Carroll County. The application will be open from October 1 – 25th. The committee also discussed bringing forward Officer position suggestions.

Chair Hart suggested in the future, moving the process up earlier in the year to allow more time for review and appointment from the Board of County Commissioners.

NEW BUSINESS

A. 2025 HOLIDAYS AND CLOSINGS

The Board reviewed the 2025 Holidays and Closings. On Motion of Mr. Wantz, seconded by Ms. Gorsuch and carried, the Board voted to approve the 2025 Holidays and Closings with a modification to close at 3:00 pm on Wednesday, November 26, 2025. This motion included a modification to this year's calendar to close at 3:00 pm on Wednesday, November 27, 2024.

B. RECOMMENDED EDIT TO BEHAVIOR POLICY

Ms. Berstler presented the recommended edit to the behavior policy to add language prohibiting the handling and use of cannabis on library property. Ms. Berstler noted since adult use of marijuana is now legal, language should be added to specifically prohibit it.

On motion of Mr. O'Callaghan, seconded by Ms. Muller and carried, the Board voted to approve and accept the recommended edit to the Behavior policy.

Ms. Berstler noted the Future Business tab which includes policies/procedures that will be reviewed at upcoming meetings.

CLOSED SESSION – LEGAL ADVICE

On Motion of Ms. Chaturvedi, seconded by Mr. Wantz and carried, the Board voted to go into Closed Session.

ADJOURNMENT

On motion of Ms. Muller, seconded by Ms. Chaturvedi and carried, the Board voted to adjourn at 9:54 pm.


Virginia R. Harrison
Approved

