

Carroll County Public Library
Board of Trustees Meeting
Eldersburg Branch
October 24, 2018
Minutes

1. Roll Call and Declaration of Quorum

Ms. Campanella called the meeting to order at 6:38 pm and declared there was a quorum present.

Present:

| | | | |
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| Bill Bates | Kathleen Campanella | Leza Griffith | Joyce Muller |
| David Peloquin | Cynthia Piazza | | |

Staff Present:

| | | | |
|--------------|-----------------|---------------------|------------------|
| Tony Eckard | Lorraine Fulton | Angela Knight | Nadine Rosendale |
| Muffie Smith | Angela Strobe | Stephanie Szymanski | Joe Thompson |
| Lynn Wheeler | | | |

Also Present: Ted Zaleski, Director of Carroll County Management & Budget.

2. Close Meeting to Discuss Personnel Matter

Ms. Muller moved to close the meeting to discuss a personnel matter. Mr. Peloquin seconded. Approval was unanimous. The meeting closed at 6:39 pm.

Board present during closed session:

| | | | |
|----------------|---------------------|---------------|--------------|
| Bill Bates | Kathleen Campanella | Leza Griffith | Joyce Muller |
| David Peloquin | Cynthia Piazza | | |

Staff Present: Muffie Smith, Lynn Wheeler

The meeting re-opened at 7:10 pm. Ms. Campanella asked Ms. Muller to share the Board's action during the closed session where Ms. Wheeler's work plan was reviewed, and the many things she has accomplished.

Ms. Muller said that the current Board of Trustees of CCPL formally voted to award Lynn Wheeler emeritus (a) status in recognition of her 45-year career in library services and her distinguished and meritorious service as the Executive Director (14 years) of Carroll County Public Library.

This is the highest honor traditionally presented to a retiring (from active service) faculty or administrator in higher education, but also practiced by select public libraries and/or given to members of the ministry. Board trustees (in academic organizations) vote on such requests. This will symbolize the visionary leadership Ms. Wheeler has provided during her tenure, one that notably embraces and exemplifies the mission of CCPL.

She will carry this honor throughout her life (no compensation involved) and continue as an ambassador for CCPL. At formal events, Lynn will be recognized as Executive Director and

Librarian Emerita, CCPL. She is welcome to attend Board meetings, but does not vote on any actions. She will be able to retain her carr.org email address. She could use this honorary title in any professional membership such as MLA, ALA, etc., where she may choose to serve.

3. Minutes of September 26, 2018

Mr. Peloquin moved to approve the Minutes of September 26, 2018. Mr. Bates seconded. Approval was unanimous.

4. Financial Statement

Mr. Eckard reviewed the Financial Statement ended September 30, 2018. Cash balances as of September 30 are at almost \$1.4 million, \$46,000 less than this time last year. Revenues are stronger than budget by \$60,000 due to the Nicholas Sparks author event, this is reflected in book sales with \$40,000 attributed to that one event. Other revenues are on target. Expenses for Nicholas Sparks are not fully accounted for at this time. Salary savings are at \$38,000. Auditing and bookkeeping are over budget due to timing of invoices, budget will catch up. Copiers and publicity are overspent. In Special Funds, the invoice came in from Polaris ILS vendor and will be reflected next month. The FY 18 MD eLearning project is coming to an end. It has been a busy month for passport activity, Eldersburg and North Carroll should make budget. The balance at the Community Foundation is almost \$13,000. There have been no new gifts since the last meeting. The Board thanked Mr. Eckard for the report.

5. Correspondence & Announcements

- a. Ms. Wheeler shared a note from a tutor expressing her thanks that we now have a large computer monitor in the Eldersburg tutoring room.

6. Citizen's Time

Ms. Picker presented the slideshow of recent library events.

Ms. Campanella invited Mr. Zaleski to speak to the Board. Mr. Zaleski said that Ms. Wheeler's leaving has left him with a problem that he will never be called fabulous or magnificent again. He noted that FY 18 is closed and income tax revenue was less than anticipated. The budget staff is well into the FY 20 capital budget process and will send out operating budget direction in a few days. County staff will be working with a new Board of Commissioners. Ms. Wheeler noted the County's third Triple A bond rating, and that Mr. Zaleski and his staff deserve great credit for their efforts. She also noted that he recently interviewed author Kyle Mills at A Likely Story Bookstore in Sykesville. The Board thanked Mr. Zaleski for his report.

7. Report of Director

Circulation was up 0.7% in September, and is down 0.5% for the year. Visits were at 71,515 for the month. Eldersburg, Mount Airy and Westminster had increases in circulation. All branches had decreases in foot traffic. Digital audio had a double digit increase in September. Sunday circulation year-to-date through October 14 is 18,851. (All branches opened on October 7).

Ms. Wheeler reported that we received our new passenger van. She thanked Fleet Services for their maintenance of our vehicles.

Ms. Wheeler said it is impossible to overstate Lorraine Fulton's work on creating the gardens at Finksburg, It was only a year ago that she shared her vision for the garden at the unveiling of the pergola installed by Ryan Piazza as his Eagle Scout project. The proposed garden is now a reality.

Upcoming events include the November 2 - Wheeler retirement reception, November 3 – CML meeting; November 12 – Staff Day. Board meetings on November 14 and December 12. The Friends Tea on December 6 will feature Christina Kovac, author of *The Cutaway*.

8a. Finksburg Garden Guild

Lorraine Fulton, Director of Institutional Advancement and Development reviewed the steps involved in developing and creating the Finksburg Library gardens. The Garden Guild now has 16 members, many are Master Gardeners. Some of the members also work on the garden at the Eldersburg Branch. They represent many garden clubs, and are holding seminars at Finksburg on garden subjects as part of their mission to share their knowledge. Phase 1, the Story Garden, is now complete. In addition to donating the shed, Lowe's Home Improvement provided 3 staff members to put in 200 feet of edging and then donated all the tools that were used on the job. Many plant materials have been donated by guild members, including Laura O'Callaghan and Eileen Stoner. The Welcome Garden big dig was held on September 29. All the plants are in compliance with the Chesapeake Bay Trust Foundation (CBTF) grant. The grant also covered the cost of 12 trees planted this month by Bartlett Tree. In addition, Bartlett donated a gum tree. To create a rock garden, Bob and Anita Bullock are donating and delivering 3 large boulders that will be installed in front of the large windows at the branch. Home Depot gave \$800 worth of tools. So far over \$6,000 in cash has been donated along with \$5,000 in grant funds. The Finksburg Planning and Citizen's Council is planning to contribute to the rock garden. Signage will be purchased in accordance with the CBTF grant. Ms. Fulton shared a video of the garden created by Marie Fish.

Ms. Fulton announced that we received \$75,000 from the Kahlert Foundation to support the construction of **Exploration Commons at 50 East** and were given an invitation to apply for more funds in the future.

8b. Summer Discovery, Battle of the Books, Learning Advantage Partnership Report

Ms. Wheeler introduced Eldersburg branch children's services supervisor, Angie Knight. Ms. Knight started CCPL's Battle of the Books initiative and has been involved in the planning and coordination of every battle. She chaired the 2018 Summer Discovery, and is very involved with the Learning Advantage Partnership (LAP). Ms. Knight said that partnerships are important to libraries because they give us the opportunity to share resources and reach out to people who may not necessarily discover the library.

The Learning Advantage Partnership with CCPS has resulted in many projects around the County. In addition to Battle of the Books and Summer Discovery we have partnered with the schools in supporting drama clubs, maker fairs, mock interviews, work with classes of intellectually challenged students, and kindergarten readiness.

Battle of the Books is a great example of the partnership with CCPS, this past year there were 6 elementary battles, 1 regional middle school battle, and 1 homeschool elementary battle with 1,427 competitors and over 5,000 spectators. Eldersburg restaurant, Oscar's Ale House offered to cater the Eldersburg Battle. They provided wings and mac and cheese for 1,000 and also offered free dinner giveaways as Summer Discovery prizes. Staff are now giving booktalks at the schools to kick off Battle season. There are already 53 teams registered. Eldersburg staff member Stephanie Johnson and Ms. Knight met with 45 parents and 20 children to give information on the upcoming 2019 Battles. Ms. Knight also shared a story of grandparents who wanted to get involved with their grandchildren and did so by reading the battle books, coming to the coaching meetings, and writing questions. It was a great way to connect the generations.

The Summer Discovery 2018 theme this year was Libraries Rock. Participants earned points for attending programs and reading. Customers eagerly await the latest edition of *Currents*, so they can sign up for programs. In June, July, and August there were 2,140 programs held with 19,033 in attendance. The Summer Discovery kick off was very successful at all branches, with an overall attendance of 1,846. Activities included petting zoos, outdoor activities, carnival games, and crafts. The Outreach Department arranged for day care providers and child care centers to register groups of children so they could participate in summer reading. It increased participation and engagement in the program, and finishers quadrupled. A new feature this year was giving participants the opportunity to write reviews which could be counted toward their goal. 1,487 people wrote book reviews. This is a great way to let parents know how a child understands what they have read. Ms. Knight shared one of the video reviews submitted. There were 977 summer goals. 1,124,219 minutes were logged across the system with 7,250 registrations, an increase of 1,026 over 2017. The Board thanked Ms. Knight for the report.

8c. FY 18 Statistics Review

Ms. Wheeler reviewed FY 18 statistics prepared by Bob Kuntz and pointed out the wallet card prepared by Lisa Picker. While DVD and CD circulation dropped, digital audio use was up 38%. We met with Brian Nielson, Penguin Random House, who reported that audio book sales are robust throughout the industry. Collection turnover was at 4.89 which is lower than in the past. WiFi usage was down. The *Carroll County Times* archive was popular. Ms. Wheeler noted it was Mr. Kuntz's idea to digitize the *Times* archives. Total bookings for meeting rooms were up. STEAM and tech programs had a 47% increase in attendance.

8d. Eldersburg Branch Report

Ms. Campanella thanked branch manager, Nadine Rosendale for the warm welcome to the branch. Ms. Rosendale reported on many positive experiences that customers have at the Eldersburg Branch. The library is a place that thrives on interactions big and small every day, interactions that make connections, relationships and transformations. In addition to helping people find books and materials that meet their needs and interests, staff interactions shared by Ms. Rosendale include: Chris Badeker helped a customer scan and save 70 photographs to a flash drive for a memorial service, after Wal-Mart staff referred the customer to the library. Mr. Badeker also helped a customer set up a new cell phone, saving a trip to Columbia. Kim Mathias, page and passport agent encouraged the wife of a man who was traveling to Dresden Germany to get her passport and travel with her husband, which she did. Customers enjoy the wide variety of programs from Paws to Read, and Yoga, to theatre productions. Ms. Wheeler

noted that Eldersburg has a very busy Facebook page with over 2,000 friends. Ms. Muller thanked Ms. Rosendale for the engaging stories that always give a measurement of the library's importance. Mr. Peloquin thanked Ms. Rosendale for her help on the Executive Director search committee and the Board thanked her for the report.

9a. Election of Officers

Ms. Campanella asked Ms. Muller to present the slate of officers for FY 2019.

Ms. Muller presented the slate: Mr. Peloquin as Treasurer, Ms. Griffith as Vice President, and Ms. Muller as President. As current President, Ms. Campanella has been asked to serve as the Board representative on the Friends Board. Ms. Campanella thanked Ms. Muller and Ms. Griffith for serving on the committee. With the recommendation as a motion to approve the slate, Mr. Bates seconded. Approval was unanimous.

Ms. Wheeler thanked Ms. Campanella for her service as president. Ms. Campanella said it is a labor of love and interesting times with the director transition. The new slate of officers will start January 2019.

9b. EC50E Update

Ms. Wheeler shared Ms. Fulton's thank you letter to Greg Kahlert. Mr. Eckard noted that in FY 19, \$150,000 was budgeted for carryover; however, we ended FY 18 with an additional \$150,000 in fund balance. The staff would like to add the additional \$150,000 to the FY 19 budget and use it toward the match for the state capital grant project to support Exploration Commons, thereby reducing the amount we would need to borrow from the County. Our MOU with the County says that both the Library Board and the Commissioners must approve a budget amendment in order to use the funds. Ms. Wheeler asked the Board for permission to pursue this action. Mr. Zaleski is going to advise on how to pursue the matter with the Commissioners. The MOU was signed at the time that Finksburg was being built, in order to move funds for the Finksburg Branch opening day collection to a new fiscal year.

Ms. Griffith moved to amend the FY 19 budget to recognize additional fund balance to support Exploration Commons construction, subject to Mr. Zaleski's recommendation on how to proceed with this request to the Commissioners Ms. Piazza seconded. Ms. Muller asked if we are approving in principle the presentation to allocate \$150,000 as part of the match from the carryover. Mr. Peloquin suggested adding that this came about through diligent budgeting, and reflects good stewardship of funds. Ms. Campanella said Ms. Piazza's second is amended as above. Approval was unanimous.

It was noted that staff hope to take this to the Commissioners in the next two weeks.

10a. Community Postings, Display Case and Art Exhibit Policy

Mr. Thompson presented a proposed policy change driven by an ad in the *Carroll County Times* publicizing a Civil War exhibit at the Westminster Library and at other libraries in the State. The ad did not contain an attribution or contact. The display at the Westminster Branch was nicely done, however, staff propose that we revise the policy to state that displays are not representative

of the library. Staff also recommended updating the policy to note that a customer's name or organization must be placed with the display.

Ms. Muller moved to accept the Community Postings, Display Case and Art Exhibit Policy as amended. Mr. Peloquin seconded. Approval was unanimous.

10b. Meeting Room Policy and Regulations

Joe Thompson presented proposed changes to the meeting room policy. New meeting room booking software slightly changes the procedures for booking rooms. Customers are now instructed to call a branch rather than a central number for assistance with booking or cancellation. A second change updated language to include digital promotions.

Ms. Piazza moved to approve the changes to the Meeting Room Policy and Guidelines. Mr. Peloquin seconded. Approval was unanimous.

10c. Board Resolutions

Mr. Eckard asked the Board to approve Board resolutions for changes to the CCPL bank accounts to add incoming Executive Director, Andrea Berstler's name on 3 BB&T accounts, the MLGIP account held at PNC, and the Raymond James account.

Ms. Griffith moved to approve the resolution to add Andrea Berstler to the 3 BB&T accounts. Mr. Peloquin seconded. Approval was unanimous.

Mr. Peloquin moved to approve the resolution to add Andrea Berstler to the PNC MLGIP account. Mr. Bates seconded. Approval was unanimous.

Mr. Peloquin moved to approve the resolution to add Andrea Berstler to the Raymond James Account. Mr. Bates seconded. Approval was unanimous.

10d. 403b Amendments

Mr. Eckard presented two proposed amendments to the 403b plan held at TIAA CREF.

- 1) Although the recommendation was not unanimous, the majority of the CCPL 403b Committee voted to make enrollment in the TIAA CREF savings plan opt out instead of opt in. This would add an automatic enrollment feature, at the rate of 2% deferral, for new salaried staff hired after January 1, 2019. Staff would have 45 days to opt out or change the rate of deferral. There is a further grace period of 90 days to get money back from TIAA CREF. If a staff member decides to opt out, funds already deferred would be subject to taxes, but no penalties.

Ms. Griffith moved to approve the amendment and resolution to change CCPL's 403b plan to an opt out plan for new salaried staff hired after January 1, 2019. Mr. Peloquin seconded. Approval was unanimous.

- 2) CCPL's 403b plan has never allowed for in-service distributions for participating staff members. All contributions are 100% employee funded. A current long standing

employee requested a distribution. If the Board approves, this would allow employees to receive a distribution with the consent of spouse. The proposed change, reviewed by 403b attorney, Marika Ostendorf would allow in-service distributions, starting at age 59 1/2 based on IRS rules, with a limit of up to 2 in-service withdrawals per year. Mr. Bates recommended we adopt this change rather than have employees leave their jobs so they could access their funds.

Mr. Peloquin moved to change the 403b plan to allow in-service distribution starting at age 59 1/2. Ms. Piazza seconded. Approval was unanimous.

It was noted that Mr. Eckard would add Ms. Berstler as an administrator to the 403b TIAA-CREF account.

11. Adjournment

Ms. Griffith moved to adjourn the meeting. After a round of applause for Ms. Wheeler, Ms. Muller seconded. Approval was unanimous.

The meeting adjourned at 9:25 pm.

Kathleen Campanella
President