

Carroll County Public Library
Board of Trustees Meeting
Eldersburg Branch
October 23, 2019
Minutes

1. Roll Call and Declaration of Quorum

Ms. Muller called the meeting to order at 6:05 pm and declared there was a quorum present.

Present:

Bill Bates	Kathleen Campanella	Leza Griffith	Joyce Muller
Cindy Piazza	Karen Soisson		

Staff Present for Closed Session: Muffie Smith

2. Close Meeting to Discuss a Personnel Matter

Ms. Griffith moved to close the meeting to discuss a personnel matter. Mr. Bates seconded. Approval was unanimous.

The meeting closed at 6:06 pm. Ms. Piazza arrived during the closed session.

Ms. Piazza moved to reopen the meeting. Ms. Campanella seconded. Approval was unanimous.

The meeting re-opened at 7:09 pm. The Board announced they will meet in closed session at the November meeting to discuss personnel matters.

Staff Present for Open Session:	Lynn Beard	Andrea Berstler	Tony Eckard	
Erin Gambrell	Angie Knight	Lisa Picker	Nadine Rosendale	Muffie Smith
Dorothy Stoltz	Angela Strobe	Stephanie Szymanski	Joe Thompson	

3. Minutes of September 25, 2019

Ms. Campanella moved to approve the Minutes of September 25, 2019. Ms. Soisson seconded. Approval was unanimous.

4. Financial Statement

Mr. Eckard reviewed the Financial Statement as of September 30, 2019. Cash balances are at \$1.2 million, \$65,000 less than this time last year. Income reflects \$42,000 ahead on revenue. Expenditures highlights include \$72,000 in salary savings, audit and bookkeeping fees are overspent due to timing of the audit invoice, budget will catch up, ticket book sales are over by \$30,000 due to Lisa Picker's successful author events, a budget adjustment may need to be made to reflect this success. Program presenter fees are overspent by \$6,000 due to Book Lovers and the Karen Abbott events, in addition to branch book sale – book sale purchases include purchases for the Battle of the Books. Special Funds reflects normal Carroll Library Partnership activity. Passport activities reflects that Eldersburg is \$15,585 above budget and North Carroll is \$4,700

over budget, overall this activity has contributed \$26,700. Exploration Commons report reflects total revenues collected at \$713,000, we have since received \$50,000 from Tevis Energy. Campaign expenses are budgeted at \$220,000 but staff have kept that expenditure modest. Grant activity was reviewed: One Maryland One Book, Striving Readers 1 and 2, Phase 1 Design for Exploration Commons capital and Maryland eLearning for 2019 and 2020. Grants that are wrapping up include Technology Training, Pepper, Choose Civility, 2019 Staff Development, 2019 Tech Connect and the facilities study grant. We will receive new grants for Skillsoft, MD eLearning, Tech Connect, Staff Development, and the Arts Council. The Day by Day calendar grant is for a project that the Maryland State Library asked us to coordinate, it is a perpetual literacy calendar featuring artwork by our staff member Ed Leiter's wife Marcia Leiter with design and layout work by Lisa Picker. The Mary Lou Dewey Sculpture Fund balance is \$9,102. Ms. Muller congratulated Mr. Eckard on the clean audit and thanked him for the report.

5. Correspondence and Announcement

A letter was received from Jack and Beth Tevis with a \$50,000 donation to Exploration Commons. Two newspaper articles were reviewed, one on the successful Michael Connelly author event and another on the Macmillan Publishing ebook embargo. Ms. Berstler said the Maryland Library Association Executive Board passed a resolution in response to Macmillan's proposed changes for how they will and will not sell eBooks to libraries. Macmillan's embargo would only allow the State eBook consortium to purchase one copy of new ebook titles for the entire state during the first 8 weeks of release. This will affect people who cannot afford to buy these items and create tremendous hold lists. CCPL staff have an email ready to send to our customers about the situation. There was discussion regarding the Macmillan embargo and the Board agreed that our customers should be informed about the embargo. Ms. Berstler said libraries around the country have invited Macmillan to come to the table to try and work out this problem.

6. Citizens Time

There were no citizens present. Ms. Berstler introduced Angela Strobe, Eldersburg senior circulation clerk who was present representing the Staff Association.

7. Director's Report

Ms. Berstler reviewed new information. The Capital Improvement Project (CIP) list has been submitted to the County. The projects include HVAC and renovation of Eldersburg, office space for Outreach and storage for North Carroll if the sheriff leaves the lower level of that branch, and look at ways to use the rectory space when Outreach moves for improved branch office and public space at Westminster. These projects will be up to the Commissioners. The Day by Day Calendar project is a literacy calendar that is modeled after other states. The Maryland State Library asked CCPL to work on this collaborative project, with a Maryland focus. Kudos to Lisa Picker who did the design and layout. NASA will be in New Windsor and Westminster on October 31 for meetings on programming for the Outpost project. Ms. Berstler noted that staff are doing some research regarding going fine free. There are pros and cons, staff are researching the subject carefully because it would be a major policy change. Pratt and Calvert in Maryland recently went fine free.

8a. Battle of the Books and Summer Reading Reports

Learning Advantage Partnership liaison and Eldersburg children's services supervisor Angie Knight introduced Mt. Airy children's services supervisor Erin Gambrill the leader of Battle of the Books team and North Carroll library associate – children's Lynn Beard the leader of the Summer Discovery team. Ms. Gambrill shared correspondence from Battle teen participants. This year a battle for home school and private middle schools was added to the mix with the help of the Outreach department. Using great moments in sports analogies Ms. Gambrill gave an overview of the spring 2019 battles. Overall there was a 9.8% increase in participation over 2018, and spectators increased by almost by 5%, there was a 3% increase in public school participation. Staff just went out to the schools to booktalk this year's battle title selections with students.

Lynn Beard presented a report on Summer Discovery with the theme A Universe of Stories. Unique paper and online game boards that explained the program were very effective tools to help parents and kids participate in the program. Ms. Beard shared photos and stories from this year's program with 123,595 people who attended 3,610 programs during the summer. Ms. Gambrill who is a NASA Solar System Ambassador offered a series of programs. The team worked to increase the participants from the 6-10 year age group and saw participation up by 40% over 2019. The Learning Advantage Partnership between CCPL and CCPS strengthened collaboration among media specialists, reading specialist, and English Language Arts teachers which helped increase registration by 32% and finishers by 114%. Penguin Random House donated over 2,000 books for finishing prizes, this was a wonderful incentive. The Board gave kudos to the teams and sent thanks to our partners at Penguin Random House.

8b. Eldersburg Branch Report

Branch manager Nadine Rosendale with the assistance of Ms. Knight gave the Eldersburg branch report using a quiz based on the Clue game board. Staff members and activities highlighted this year include Lynn Graham, circulation and passport manager – passport agent Jessica Perez had an interesting experience working with a large family; Lynn Erbe works in children's where a butterfly release program was held; library associate- substitute Hannah Summer helped a customer research a quote for a Sunday sermon; in the adult area members of the Masai tribe came and spoke to the community; all five of the local elementary schools participated in the One Book program which had activities around *Escape From Mr. Lemoncello's Library*; in Exploration Point new staff member Anna Johns presented a Girls Who Code program led by programmers from Northrup Grumman; during the Summer Discovery celebration, a former summer volunteer who has graduated from high school, came back to help with the 615 attendees; the circulation department has a regular customer who was born in England and became part of a discussion on how to pronounce the word scone; and staff members Stephanie Johnson and Buff Kahn hosted visitors from the Shanghai Educational Center. The Board thanked Ms. Rosendale for the report.

9a. Election of Officers

The committee presented the proposed slate of officers for 2020. Ms. Muller: President, Ms. Griffith: Vice President, Mr. Peloquin: Treasurer. There were no other nominations from the floor.

Ms. Griffith moved to accept the slate of officers for 2020. Ms. Soisson seconded. Approval was unanimous.

In other Board business Ms. Campanella nominated Joyce Muller for a second term, Leza Griffith for a first full term, and Dave Peloquin for a first full term. Mr. Bates seconded. Approval was unanimous. Ms. Muller and Ms. Griffith abstained from the vote.

9b. Exploration Commons at 50 East Update

Ms. Berstler gave an update on the EC@50E project. Permission to go out to bid has been received from the budget office, the architect Manns Woodward has finished those documents, and are now working on the permits. An updated cost estimate was done. Although this is not a big project, it is a high profile one and we already have builders interested in doing the work. Construction will probably start in January, which will put possible opening before the 2020 holidays or January 2021. Bob Kuntz is working with Wesley Wilson at Pratt SLRC to create a statewide Library Maker Users Group to share ideas and best practices.

10a. Current Board Processes

Ms. Muller and Ms. Berstler reviewed Board responses to situations that come up from time to time. These include queries from the media, Ms. Berstler will respond and if the media want a response from the Board, the president will respond. If Board members hear any information that is pertinent to CCPL, please let Ms. Berstler and Ms. Muller know.

10b. Stock Donation Resolution

Mr. Eckard asked the Board to approve a resolution to allow Ms. Berstler, Mr. Thompson, Mr. Kuntz and himself to approve sale of gifts of stock received by CCPL. We have been using Kairos, the local office of Raymond James who have asked us to provide additional people to approve stock sales in case Ms. Berstler is not available.

Ms. Campanella moved that we approve a resolution to authorize staff to approve liquidation of stock for deposit, as described. Mr. Bates seconded. Approval was unanimous.

11. Adjournment

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

The meeting adjourned at 8:44 pm.

Joyce Muller
President