

Carroll County Public Library  
Board of Trustees Meeting - Virtual  
October 28, 2020  
Minutes

*Due to the COVID-19 pandemic crisis the Carroll County Public Library (CCPL) Board of Trustees met virtually on October 28, 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 6:03 pm and declared there was quorum.

Present:

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

## 2. Close Meeting to Discuss Personnel Matter

***Ms. Soisson moved to close the meeting to discuss a Personnel Matter. Ms. Harrison seconded. Approval was unanimous. The meeting closed at 6:04 pm***

Staff Present during Open Meeting:

Lynn Beard	Andrea Berstler	Tony Eckard	Bob Kuntz
Rita O'Brien	Nadine Rosendale	Muffie Smith	Dorothy Stoltz
Stephanie Szymanski	Joe Thompson	Mary Wells	

***Ms. Griffith moved to reopen the meeting. Ms. Piazza seconded. Approval was unanimous. Mr. Bates moved to call the meeting to order. Ms. Harrison seconded. The meeting came to order at 7:14 pm.***

### 3a. Summer Reading Report

Lynn Beard, North Carroll library associate – children’s and chair of the team reported on this year’s Summer Reading program with the theme “Imagine Your Story.” The team made decisions to keep the program the same as last year. They transferred all programs to on-line, and moved the start date to June 15. The partnership with Carroll County Public Schools (CCPS) continued, gameboards were distributed through CCPS. Gift cards for prizes were purchased from local businesses. Express Pickup was used to share book prizes that were provided by Penguin Random House. Beanstack and its app version along with a paper version of the gameboard that were beautifully designed by the Communications department were used. Staff promoted databases and other library services our customers may not know about. Last year there were almost 10,000 participants, this year due to COVID 4,084 logged in on their own with no face to face contact with staff. There was a 6% increase in finishers. Many families participated in summer reading. The Committee included staff members: Maria Vilcek from Mt. Airy, Mandy Davis from Finksburg, Maureen Aversa from Westminster, Liz Jones from Westminster, Kayla King from Taneytown, Kelley Gordon from Outreach, Keri Severino from Communications, Patsy Linville from Eldersburg. Team members contacted program presenters to help prepare them to give their programs via Zoom, they prepared staff training, held virtual booktalks, and worked on the winter staff reading program. Ms. Linville will serve as next year’s team leader along with Angie Knight from Eldersburg, our systemwide children’s program coordinator. This was Ms. Beard’s second year to lead the team and she said it is very helpful to work with a team as it creates cohesiveness. This year’s prize winners were highlighted and quotes from parents who said their kids begged to read and loved seeing their librarians in online storytimes. Ms. Muller congratulated Ms. Beard, noted that it’s great that all those people completed the program and to express to the team what wonderful work they did.

**3b. Eldersburg Branch Report**

Ms. Rosendale presented a video of the branch year in review from October 2019 until October 2020. The background featured was in honor of Eddie Van Halen. Programs were highlighted from the past year, community activities, and ways the staff worked through the pandemic with online programs. Express pickup is a hit, the highest number for one day was 205. Online trivia, family game night and thank you notes and compliments from happy customers were shared. The Board thanked Ms. Rosendale for putting together the great video and noted all of the staff creativity.

**4. Minutes of September 23, 2020**

*Mr. Bates moved to approve the Minutes of September 23, 2020. Ms. Piazza seconded. Approval was unanimous.*

**5. Financial Statement**

Mr. Eckard said we have completed one third of FY 21. Cash balance is strong at \$1.8 million, \$580,000 more than this time last year. Major revenues are at budget and include a new revenue for the Universal Service Credit (USC or e-rate). IT manager Gary Bowman applied for purchases through the USC, this will provide \$45,000 of revenue that we haven't had in many years. Overall for the past three months we are \$22,000 behind budget in revenue, due to the loss of fine income. The full fiscal year budget for fines was set at \$30,000. Expenses reflect salary savings at \$200,000, this is welcome news, since minimum wage will increase on January 1, 2021 and we will start hiring for Exploration Commons. Mr. Eckard thanked Mr. Bates for his suggestion to change the grant statement format to match the way the other financial statements are presented. The Exploration Commons Phase II grant was reviewed, since September 30, we have received two invoices from the contractor both over \$300,000. Mr. Eckard also noted the Fundraising Campaign and that we still have a ways to go, we do expect a check from the Kahlert Foundation very soon. We are receiving two CARES act grants one from the County and one from the Maryland State Library (MSL). We received \$47,000 from the County and have expended \$22,000 so far, the County also increased their grant support by \$8,000 for COVID expenses.

**6. Correspondence and Announcements**

Ms. Muller reviewed Correspondence and noted the letter staff received from Open Works, thanking CCPL for production of 3D printed face shield parts from March 23, 2020 to June 12, 2020. Staff Day is coming up on November 11 on Zoom. Ms. Muller congratulated Director of communications Lisa Picker, who was not in attendance because of the Wimpy Kid event, for a great Book Lovers Week the 10 year celebration. Director of public services, Joe Thompson, has been running a weekly program for the Maryland Library Association (MLA) Conversations with lots of librarians, a great way to keep in touch with informative talks. He also interviewed the ALA president Julius Jefferson at the Citizens for Maryland Libraries (CML) meeting. He has been appointed chair of the ALA Committee on Legislature; congratulations to Mr. Thompson.

**7. Citizen's Time**

No citizens were present.

**8. Executive Director's Report**

Ms. Berstler shared photos that were shared with her at the Executive Director's Roundtable. The Roundtable gives her a chance to hear from staff directly what's going on, and hear any concerns. Part of that presentation is to share what is going on in each branch. The photos feature lots of branch programs including the birth of a

foal, cooking classes, science program with barn owls lunch box, book turkey, Masked Mad Science, storytimes, the Hot Dog Man, cardboard costumes, goats and pumpkins storytime. CCPL's mascot Corky visited Pepper, went to Hoffman's, to Baugher's to pick apples, to the fire company and went up to the top of the fire ladder and he did a square crow. The drive-thru program with the author of *The Diary of A Wimpy Kid* sold out, the author was in attendance and the publisher provided a cool drive through. Library staff has been exceptionally busy with programming. It's amazing to see their ingenuity and creativity and willingness to take opportunities that come their way. Work is being done on the new strategic plan, EDI task force, and soon staff will be working on the next fiscal year budget proposal. The Board thanked Ms. Berstler for the wonderful report.

#### **9a. Election of Officers for 2021**

Ms. Griffith reported on the proposed slate of officers for 2021. Ms. Griffith agreed to be president, Mr. Peloquin agreed to be treasurer. The committee was not able to fill the vice president role, however they plan to address that in November.

***Ms. Harrison moved to approve the Slate of Officers for 2021. Mr. Bates seconded. Approval was unanimous.***

#### **9b. EC50E Update**

Mr. Kuntz reported there is a lot happening. Almost all the framing is done except the main wall of gallery in the makerspace. Drywall and plywood are going up in the electric room. The framing inspection should be completed this week. The walls are poured for the elevator tower, block will go up soon. The wall for the teaching island in the kitchen is in and it is about 15 feet long. A good bit of ductwork is in for the HVAC, and emergency exits are starting to be dug on the back side of the building soon. There is still some sewer tie-in work being done, there is no parking behind the branch right now but the City of Westminster is allowing our customers to park for free in the Diffendal Lot. We are still on schedule for construction to be complete on March 8, 2021. An RFP has gone out for AV equipment and one will go out soon for furniture.

#### **10a. Staff Handbook Update**

Director of human resources, Muffie Smith reviewed a recommended update to the Staff Handbook to allow Executive Leadership Team (ELT) members under unexpected and emergency-type circumstances to accrue a limited amount of compensatory time. There was discussion and the board asked for clarification of how compensatory time is carried and it was noted that no staff member is allowed to carry more than 37.5 hours at any particular point and this would apply to ELT. Ms. Smith reviews all leave reports at the end of each pay period to be sure no staff member is over the allowed amount of compensatory time. The Board approved the recommendation to modify the statement: "Members of the Executive Leadership Team work whatever hours are required to do the job, and do not receive compensatory time: and change it to: Members of the Executive Leadership Team can earn compensatory time for unplanned/emergency situations and can earn up to 37.5 hours.

***Ms. Griffith moved to approve the change to the Staff Handbook. Mr. Bates seconded. Approval was unanimous.***

#### **10b. Future Meeting Planning**

- Director's evaluation – Ms. Muller would like to find time to meet in person.
- Interview prospective trustees, more information will be coming.
- The Strategic Planning Committee would like to give an update on their work and hold a 30 minute focus group with the Board and include some members of the Friends.

- Staff would also like to set up time for a tour of Exploration Commons for Board members.

**10. Adjournment**

*Ms. Piazza moved to adjourn the meeting. Mr. Bates seconded. Approval was unanimous.*

The meeting adjourned at 8:21 pm.

Joyce Muller  
President