

Carroll County Public Library  
Board of Trustees Meeting  
Eldersburg Branch Library  
October 27, 2021  
Minutes

**1. Roll Call and Declaration of Quorum**

Ms. Griffith called the meeting to order at 6:06 pm and declared there was quorum.

Present:

Garima Chaturvedi	Leza Griffith	Virginia Harrison	Kendra Hart
Joyce Muller	David Peloquin	Karen Soisson	

Staff Present at Open Meeting:

Andrea Berstler	Jen Bishop	Tony Eckard	Erin Gambrill
Vanessa Hill	Anna Johns	Angie Knight	Bob Kuntz
Lisa Picker	Nadine Rosendale	Muffie Smith	Dorothy Stoltz
Stephanie Szymanski	Joe Thompson		

Also present at Open Meeting: Bill Arthur, Lewis Contractors; John Bowers and Chris Haga (and Mrs. Haga), County Building Construction. Sharon Hafner Yingling, Chair of the Exploration Commons Fundraising Committee.

**2. Close Meeting to Discuss Personnel Matter**

***Ms. Muller moved to close the meeting to discuss a personnel matter. Ms. Harrison seconded. Approval was unanimous.***

The meeting closed at 6:07 pm.

**Reopen Meeting**

***Ms. Muller moved to reopen the meeting. Mr. Peloquin seconded. Approval was unanimous.***

The meeting reopened at 7:19 pm.

**3. Exploration Commons Update**

Ms. Berstler introduced Bill Arthur with Lewis Contractors and Chris Haga and John Bowers with County Building Construction to the Board and said there wouldn't be an Exploration Commons without their diligence to get the project done and thanked them for all their hard work. Mr. Haga, Mr. Bowers, and Mr. Arthur reported that although it was not intended to go this long the end is in sight. Lewis Contractors used value engineering to help transform the lower level of the Westminster Branch into this unique space and to keep cost overages to a minimum. The installation of the HVAC mechanical equipment has been a major challenge. The weight of the equipment meant that the 40 year-old roof of the Westminster branch needed to be strengthened and brought up to code. Teamwork helped to solve the problems. The engineer, the architect, and Lewis Contractors determined a path forward and it was implemented. No one wanted to close the Westminster Branch, but it was unavoidable for the HVAC installation and to get the roof up to code. The project started very close to the beginning of the COVID

pandemic and supply chain issues have affected the timeline. Everyone praised Mr. Kuntz and Ms. Bishop for their excellent assistance in getting the project done. Mr. Peloquin noted that Mr. Kuntz has kept the Board up to date at every meeting on the status of the project. Exploration Commons will put Carroll County Public Library on the map locally and nationally. It is an excellent addition to what the library can do for the community. Ms. Muller noted the wonderful projects that Lewis has done in the past at McDaniel College. The Board thanked Mr. Arthur, Mr. Bowers, and Mr. Haga for the excellent presentation. Ms. Berstler said we are hoping to have our donor reception and ribbon cutting/grand opening in December.

#### **4a. Summer Reading Report & Battle of the Books**

The Summer Reading report will be given at the November meeting. Mt. Airy Children's Services Supervisor and Leader of the Battle of the Books team, Erin Gambrill reported on a very different Battle of the Books this past year. The Battles were transformed from highly engaged in-person events with hundreds of students and spectators in local high school gyms to virtual battles due to COVID. The virtual Battles worked very well. This success was due because of the spirit of collaboration among the Battle committee members. Kari Kelly was the budget guru; Angie Knight, team advocate; Amber Farran, princess of print; Belinda Bauman, double-checker; Erin Snell, curator captain; Shelby O'Leary, coupon commander; Ghis Hockensmith, response rockstar; Beth Osborn, presentation pioneer; Heather Owings, overview ace; Stephanie Johnson, detail czar. Feedback on the 2021 virtual battles from parents, coaches, students, and CCPL staff was all positive. 35 to 42 CCPL staff members were needed for each night of the 4 battles. Staff took on the role of online question readers engaging directly with a team of students and their coaches giving staff the opportunity to experience the battle enthusiasm by the community. The Board thanked Ms. Gambrill for the report.

#### **4b. Eldersburg Library Branch Report**

Eldersburg Library Branch Manager Nadine Rosendale welcomed everyone to the branch and asked Anna Johns, Library Associate – Children's to report on this past year's activities in Exploration Point. STEAM and STEM programs in Exploration Point are offered for preschool to 17 year-olds. Examples include: Virtual STEAM and Maker, Wiggle Bot, Design Your Own Art Machine, STEAM at Home – Halloween, Code a Scratch Game, Coffee Filter Chromotography Turkeys, Grab Bag of Beads, Design your own 3D printed cookie cutters, Make a foldable microscope, Build a wind-powered car, Make a reversable octopus plush, STEAM Summer Games, and many more. These hands-on in-person and virtual programs have been well attended. Helping area students to gain volunteer service hours has also been a focus of some of the projects including an upcoming lock-in. Ms. Johns demonstrated the Zoetrope, which creates an illusion of animation with lighted images in motion. Ms. Johns received an internal program grant to work with the branch teen committee to focus on creating program for teens, 13–17 years old. These programs will be designed for replication by other branches.

#### **5. Minutes of September 22, 2021**

***Ms. Muller moved to approve the Minutes of September 22, 2021. Mr. Peloquin seconded. Approval was unanimous.***

#### **6. Financial statement**

Mr. Eckard reported through September 30, 2021 the balance sheet reflects \$1.3 million in cash which is half a million less than a year ago. This is due to Exploration Commons invoices. The \$500,000 loan from the County is noted on the Balance Sheet. We will be drawing on the \$1 million the County allocated

very soon. The Income Statement reflects the unexpended budget of \$979,000, when the budgeted \$175,000 is taken out, that leaves \$804,000 of revenue. Disposition of the revenue will be discussed in future months. Overall revenues are on target. Expenditures reflects salary savings of \$180,000, after the payroll accrual of the \$78,000 adjustment. Mr. Eckard gave a shout out to Sharon Yingling, Chair of the Exploration Commons Fundraising Committee and noted that an additional \$96,000 has been raised. Grants include the County Cares Act with an additional \$18,000 for new branch water fountains; Delivery Van with Wifi capability is funded by the State for half of the cost; new version of the Maryland eLearning grant; Statewide compensation study, CCPL is taking the lead on the project and managing the financial side. Mr. Peloquin asked how much the Exploration Commons project will go overbudget. Mr. Eckard said it is changing day by day and staff are estimating on a final cost of just over \$5 million. Mr. Kuntz noted we are now paying for General Conditions because Lewis Contractors has to be on site.

## **7. Correspondence and Announcements**

There was no additional correspondence. Ms. Picker announced that there will be an Adult Battle of the Books to be held at 1623 Brewery on March 15, 2022. There are six titles to be read and it will cost \$20 for a team to enter the Battle. Ms. Berstler noted that Exploration Commons Manager Jen Bishop won the Citizens for Maryland Libraries (CML) Davis McCarn award and is featured in CML's newsletter *The Citizen*.

## **8. Staff Association Activities**

Eldersburg Circulation Clerk and Staff Association Vice President - Vanessa Hill reported that the Staff Association is doing a big push to get members signed up. They are also holding a fundraiser for the Humane Society and on November 1 will begin a canned food drive. Ms. Berstler asked Staff Association to consider holding a Systemwide Cornhole Tournament. There is a cutest pet contest being held as part of the Humane Society fundraiser.

## **9. Citizens Time**

No citizens were present.

## **10. Executive Director's Report**

Ms. Berstler thanked Mr. Thompson for work on the branch reports. It is great to see what's going on at the branches. Kudos were given to Ms. Picker for a wonderful Nicholas Sparks event.

### **a. New Point of Sale Machines**

Ms. Berstler gave information on the new Point of Sale machines. The Finance department and branch staff have been working since the COVID closing to find a new vendor for this equipment and software. The current equipment is now at end of life. This upgrade will include new safety features to keep our customers information confidential. Staff will receive training on the new system.

### **b. Sunday Hours**

Members of Executive Leadership Team (ELT) have been discussing Sunday Hours along with branch managers since the COVID closing and then after the reopening. The consensus is that we are not ready to reopen on Sundays yet and will push Sunday hours opening until September 2022. A customer survey

is planned for April, staff will formulate questions to solicit what customers feel are the best hours for CCPL. No correspondence regarding Sunday hours except for one email has been received. This does not mean we are not going to reopen on Sundays.

Ms. Berstler asked the Board to approve closing on New Year's Eve this year. It would not be a paid holiday, it is not traditionally a busy day and will not impact staff pay.

***Ms. Muller moved to close CCPL on New Year's Eve. Ms. Chaturvedi seconded. Approval was unanimous.***

#### **11. Nominating Committee**

Ms. Griffith reported that applications for Ms. Soisson's spot on the Board will be accepted through November 5. Staff will assure that the applicants are eligible for the Board membership. During the closed session at the November meeting the Board will hold a discussion about the process.

Ms. Griffith welcomed Ms. Chaturvedi to the Board. Ms. Muller suggested creating a thank you for departing member Cindy Piazza and volunteered to write a citation.

#### **12a. 403b Plan Amendment**

Mr. Eckard explained that the 403b Review Committee met and recommended adding a Roth option to CCPL's TIAA plan. Staff have been working to arrange the work behind the scenes between Paycom and TIAA to put everything in place to start in November. The amendment document was prepared by attorney Marika Ostendorf. Mr. Peloquin noted that this option is becoming more popular especially with younger people.

***Mr. Peloquin moved to accept the Roth Option Amendment to the 403b Plan. Ms. Soisson seconded. Approval was unanimous.***

#### **12b. 2022 Board Meeting Dates**

The proposed 2022 Board Meeting dates were reviewed. The March meeting is moved to March 30<sup>th</sup> to accommodate staff attending the Public Library Association Conference. November and December are moved up due to the holidays.

***Ms. Muller moved to accept the 2022 Board Meeting Dates. Mr. Peloquin seconded. Approval was unanimous.***

#### **13. Adjournment**

***Ms. Muller moved to adjourn the meeting. Ms. Soisson seconded. Approval was unanimous.***

The meeting adjourned at 8:51 pm.