

Carroll County Public Library
Board of Trustees Meeting
October 26, 2022
Library Headquarters
Minutes

1. Roll Call and Declaration of Quorum

Ms. Griffith called the meeting to order at 6:07 pm and declared there was quorum.

Present:

Garima Chaturvedi	Leza Griffith	Virginia Harrison	Kendra Hart
David Peloquin			

Staff Present:

Andrea Berstler	Jill Edelen	Karen Gonsman	Nancy Haile
Kari Kelly	Bob Kuntz	Patsy Linville	Lisa Picker
Jacki Plass	Stephanie Szymanski	Joe Thompson	

2. Close Meeting to Discuss a Personnel Matter

Ms. Harrison moved to close the meeting to discuss a personnel matter. Dr. Hart seconded. Approval was unanimous. The meeting closed at 6:08 pm.

REOPEN Meeting

Ms. Chaturvedi moved to reopen the meeting. Ms. Harrison seconded. Approval was unanimous. The meeting reopened at 7:02 pm.

3a. Summer Reading Report

Patsy Linville, the team leader for summer reading reported this year's activities. Summer reading is a program that makes a widespread impact on the community and support students when they are out of school by extending learning experiences. This year's theme was Oceans of Possibilities. All CCPL staff help in making this program a success. This year there were over 8,000 registered readers with 3,855 finishers. Over 104,000 books were read with 4,700,000 minutes. Participants can log minutes, books, or activities, CCPS likes seeing the picture and written reviews that the students can complete. In 2019 there were almost 10,000 participants. With COVID and no in-branch programming, numbers went down, but this year numbers are back up but not quite as much, but very close to pre-COVID. Birth to five has had the biggest drop but storytime attendance is improving. Ms. Linville shared photos of kids reading, and their written reviews. Each branch had a kick-off and lots of programs that included a visit from the National Aquarium and pirates. Book prizes are donated by Penguin Random House. CCPL's big winner received a ticket to the Maryland State Fair. Staff use local businesses to provide some of the prizes. A national program called the Collaborative Summer Learning Program chooses the theme each year, next year the theme is All Together Now which will center around friendship and unity. The board thanked Ms. Linville for the report.

4. Minutes of September 28, 2022

Mr. Peloquin moved to accept the Minutes of September 28, 2022. Ms. Chaturvedi seconded. Approval was unanimous.

5. Financial Statement

Director of Finance and Analysis, Jill Edelen reviewed the Financial Statement that ended on September 30, 2022. Ms. Edelen said that she is working to make some changes to the statement to make it easier to read. Everything is on track in comparison to prior years. The deposit from the County was early this month so cash balances are a bit high. Revenues are on track; salary savings are from open positions and less use of hourly staff. Computer maintenance and electronic access are on trend and over budget due to timing of invoices. Booksale is over budget due to purchasing for Battle of the Books. Computer equipment is over budget due to the purchase of new security equipment for some branches. The Board thanked Ms. Edelen for the report.

6. Correspondence and Announcements

Ms. Griffith shared new press items from this week with the Board.

7. Executive Director's Report

Ms. Berstler reported that the Light of Carroll Awards are coming up on November 10 and there are only 30 tickets left, if anyone would like to attend. It's very exciting, we have received over 50 nominations.

We are holding a local legislative breakfast on November 15 to welcome all the new incoming commissioners and legislators. February 15 will be State Library Legislative Day, which will start with a breakfast reception at the Calvert House on State Circle in Annapolis. We expect to receive a proclamation from the legislature and visits with our delegation are planned. Let staff know if you would like to attend. There was discussion on how accommodation requests are handled in branches; Ms. Berstler said that our staff is empowered to provide or get assistance on any issues that are reported or observed. The staff can reach out to the branch manager or director of public services if they need assistance in helping a customer. At this time work on job descriptions is progressing, our staff is presenting at the YALSA conference being held in Baltimore on LGBTQ+ book talks and clubs. Staff Day is being held on November 11 and the Battle of the Books schedule is out. The photos of branch activities shows some great samples of programs.

8. Citizen's Time

There were no citizens present.

Staff Association Report

Nancy Haile the Materials Manager - Children and outgoing secretary of the staff association reported that the association is fundraising at this time. Over the calendar year each location holds fundraisers to provide for the staff emergency fund and to help a local charity. This year the local charity is Dove House. At Staff Day a 50/50 raffle is being held – 50% will go to the first winner; the second winner will receive a handmade quilt (made by Ms. Haile) and the rest to the association. They also collect canned food for CC Food Sunday. After 32 years Ms. Haile is retiring to spend time with her grandchildren. The Board thanked Ms. Haile for the report and wished her the best in retirement.

9a. Nominating Committee

Ms. Griffith and Ms. Harrison met and proposed the following slate of officers for calendar year 2023: Kendra Hart – Chair; Virginia Harrison – Vice Chair, Dave O’Callaghan – Secretary/Treasurer. All have agreed to serve. There were no nominations from the floor

Ms. Chaturvedi moved to approve the Slate of Officers for 2023. Mr. Peloquin seconded. Approval was unanimous.

10a. Behavior Policy Update

Ms. Berstler asked the Board to update the Behavior Policy. This includes some grammatical and clarifying changes and language to help staff during emergencies: **It is vital to the wellbeing and safety of customers and staff that visitors follow the directions of staff, especially in emergency situations.** There was discussion on how this language will give staff the ability to ask people to leave the building if they do not comply during emergency situations, such as tornado warnings – which was the situation that occurred most recently when customers would not move to the safe area in library facilities. Also it was noted that staff can ask for assistance from local authorities when necessary.

Ms. Harrison moved approve the changes to the Behavior Policy. Mr. Peloquin seconded. Approval was unanimous.

10b. Friends Update

Mr. Berstler reported that Ms. Chaturvedi has been the board’s 2022 liaison to the Friend’s board. The Friends’ board has proposed a change to their Bylaws that would allow CCPL staff to join the Friends but not be allowed to serve on their board. Ms. Picker gave some background on the original set up for the Friends that was to make community connections and current staff were not allowed to join. The Friends have been giving CCPL retirees an honorary 3-year membership to the Friends and a common thing that happens is many retirees return to work as a sub or part-time after retirement. This has created a problematic situation that needs to be resolved. This will help our staff to be engaged with the Friends. The Friends entire membership will vote on this change to their Bylaws at their annual meeting in November. Ms. Chaturvedi said that she is happy serve as board liaison to the Friends board in 2023.

10c. Update of Corporate Resolution

Ms. Berstler and Ms. Edelen asked the Board to approve an update of the Corporate Resolution for state tax credits that were approved towards donations to Exploration Commons. The update will allow Ms. Edelen to sign documents for these tax credits. Ms. Griffith noted that the document has a confession of judgement statement which means if CCPL doesn’t do what we have agreed to do we would have to pay back the state. The tax credit total is \$25,000 and Ms. Edelen reported that there are \$8,000 in tax credits left to be placed before the end of December.

Ms. Harrison moved to accept the update for the Corporate Resolution. Mr. Peloquin seconded. Approval was unanimous.

There was no other business.

11. Adjournment

Ms. Chaturvedi moved to adjourn the meeting. Dr. Hart seconded. Approval was unanimous.

The meeting adjourned 7:52 pm.

Leza Griffith
Chair