

MEETING SUMMARY
Carroll County Public Library Board of Trustees
October 23, 2024

Location: Headquarters

Members Present: Virginia Harrison
Garima Chaturvedi
Joyce Muller
David O'Callaghan
Carol Gorsuch
Stephen A. Wantz (7:12 pm)

Ex-Officio: Commissioner Vigliotti (7 pm)

Members Absent: Kendra Hart

Present with the Board were the following staff members: Andrea Berstler, Jill Edelen, Bob Kuntz (Zoom), Joe Thompson, Lisa Picker, Laura Bavetta and Karen Gonsman (Zoom).

CALL TO ORDER/WELCOME

Vice Chair Harrison called the meeting to order at approximately 6:15 pm.

ESTABLISHMENT OF A QUORUM

Five members of the Board were present, and a quorum was in attendance. Mr. Wantz arrived at 7:12 pm and six members were present.

CLOSED SESSION – EXECUTIVE DIRECTOR'S EVALUATION

On motion of Ms. Muller, seconded by Mr. O'Callaghan and carried, the Board voted to go into Closed Session.

Open Session began at 7:05 pm

REVIEW AND APPROVAL OF AGENDA

On motion of Ms. Chaturvedi, seconded by Mr. O'Callaghan and carried, the Agenda was approved.

REVIEW AND APPROVAL OF MINUTES

On motion of Mr. O'Callaghan, seconded by Ms. Muller and carried, the Minutes from September 25, 2024, were approved.

GENERAL PUBLIC COMMENT

There was no public comment.

STAFF PRESENTATION – SUMMER READING

June Bitzel and Joe Thompson presented an update on the Summer Reading Program. The presentation included photos and descriptions of the kick offs and programming associated across all of the branches.

STAFF ASSOCIATION REPORT

Lori Holechek, Staff Association Representative, reported they have raised \$300 for the Humane Society and the Staff Day food drive collected 228 pounds of donations for Carroll County Food Sunday.

FRIENDS REPORT

Ms. Chaturvedi reported the Friends helped serve breakfast and donated snacks for Staff Day. It is currently "National Friends of the Library Week" and the Friends are visiting the branches. Preparations are under way for the Annual meeting on November 22nd.

FINANCIAL STATEMENT – INFORMATION

Jill Edelen, Director of Finance, reviewed the most recent Financial Statement. Of note, interest income is more than projected however the interest rate is slowly declining. Ms. Edelen noted the upcoming meetings regarding the 403b Plan. Staff is going to meet with a consultant to evaluate proposals for a new 403b Plan.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Vice Chair Harrison did not have anything to report.

B. OTHER BOARD MEMBERS

Ms. Chaturvedi noted author Bruce Cameron will be visiting the library, Mr. Wantz reported he attended Staff Day and loved meeting and speaking with the staff.

C. EX-OFFICIO

Commissioner Vigliotti thanked staff for the opportunity to attend the Board meetings and learn more about the Library.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programs since the September Board meeting. Ms. Berstler noted the success of the Adult Battles of the Books and the Staff Development Day. Ms. Berstler reported the Friends Board took a tour of the Pratt Central Library. Ms. Berstler noted all locations will be closed on Veterans Day, November 11th. Ongoing projects include the planning of a Carroll Book Festival, the staff procedure manual, and staff development system.

A. ADMINISTRATIVE REPORT

There were no other Administrative Matters.

B. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

A. ETHICS STATEMENT FOR LIBRARY TRUSTEES – DISCUSSION

Ms. Muller reviewed and discussed the updated draft of the Ethics Statement for Library Trustees. On motion of Ms. Muller, seconded by Mr. Wantz and carried, the Board approved the updated draft.

B. NOMINATING COMMITTEE

Mr. O'Callaghan provided an update from the Nominating Committee. Mr. O'Callaghan presented the slate of officers for 2025. Mr. Wantz has agreed to fill the position of Chair, Mr. O'Callaghan has agreed to fill the position of Vice Chair, and Ms. Gorsuch has agreed to fill the position of Treasurer. On motion of Ms. Chaturvedi, seconded by Ms. Muller and carried, the Board approved the slate of officers for 2025.

On Motion of Ms. Muller, seconded by Mr. O'Callaghan and carried, the Board voted to recommend Ms. Harrison for a second term as Library Trustee.

Mr. O'Callaghan stated there have been eleven applications for the Trustee position that will be open when Ms. Muller retires in December. The applications will be reviewed, applicants will be interviewed and a list of three possible candidates will be sent to the Board of County Commissioners for appointment.

NEW BUSINESS

Ms. Berstler reviewed the Unexpected Closing Procedures and Tuition Assistance Request Guidelines with the Board. There was no vote, it was presented as Informational only.

The Board will start the November 20th meeting in Closed Session at 6:00 pm for the Executive Director's Evaluation. The November meeting will take place at Headquarters.

ADJOURNMENT

At 8:24 pm, on Motion of Ms. Muller, seconded by Mr. O'Callaghan and carried, the Board voted to close session in order to debrief Mr. Wantz on the earlier Closed Session. The meeting adjourned from Closed Session at 8:32 pm.

Virginia R. Hansen
Approved

