

Carroll County Public Library
Board of Trustees Meeting
Headquarters
November 13, 2019
Minutes

1. Roll Call and Declaration of Quorum

Ms. Muller called the meeting to order at 6:13 pm and declared there was a quorum present.

Present:

Kathleen Campanella	Leza Griffith	Joyce Muller	David Peloquin
Cindy Piazza	Karen Soisson		

Staff Present for Closed Session: Andrea Berstler

2. Close Meeting to Discuss a Personnel Matter

Ms. Soisson moved to close the meeting to discuss a personnel matter. Ms. Piazza seconded. Approval was unanimous.

The meeting closed at 6:14 pm. Ms. Griffith arrived during the closed session.

Ms. Griffith moved to re-open the meeting. Ms. Piazza seconded. Approval was unanimous.

The meeting re-opened at 7:12 pm.

Staff Present for Open Session:

Andrea Berstler	Tony Eckard	Kayla King	Lisa Picker	Muffie Smith
Dorothy Stoltz	Stephanie Szymanski		Joe Thompson	

3. Minutes of October 23, 2019

Ms. Campanella moved to accept the Minutes of October 23, 2019 as presented. Ms. Piazza seconded. Approval was unanimous.

Ms. Muller read the follow statement: On October 23, 2019 the Board voted to close the meeting per the Maryland Open Meetings Law Section 508-10a to discuss a personnel matter. Approval was unanimous, the meeting closed at 6:09 p.m.

4. Financial Statement

Mr. Eckard reviewed the Financial Statement that ended on October 31, 2019. In October we received a quarterly distribution from the County of \$3,000,000. The operating fund is \$45,000 ahead on revenues. Expenditures highlights include \$90,000 in salary savings. Other expenses were noted including rewards and service program overspent due to staff day expenses, professional fees is overspent due to follow up study for a possible Eldersburg renovation by HBM Architects, audit and bookkeeping fees and electronic access are overspent due to timing

of invoices. The Community Foundation balance is at \$9,100. Campaign revenues for the Exploration Commons project are at \$760,000 and reflects \$50,000 from Jack and Beth Tevis. New grant activity includes MD eLearning, Technology Training, Staff Development and Skillsoft.

Ms. Muller noted the day by day perpetual literacy calendar that features the original artwork of Marcia Leiter and layout by Lisa Picker. The project was funded by the Maryland State Library and IMLS. The calendar is designed for birth to five to promote every day literacy activities. CCPL staff provided financial and project management. Included in the grant was funding to supply copies of Ms. Leiter's 3 books to every library in the state. Ms. Muller pointed out the 2019 3D Printer holiday ornament and encouraged everyone to sign up to attend the Friends Tea on Thursday, December 5.

5. Correspondence and Announcement

CCPL received a certificate from LGIT, the County's risk management insurance company because we consistently provide a safe working environment. Ms. Berstler gave kudos to the Human Resources department.

6. Citizen's Time

There were no citizens present. Ms. Muller and Ms. Berstler recognized Kayla King from the staff of the Taneytown branch who was present representing the Staff Association.

7. Executive Director's Report

Due to the early board meeting date, the branches are still getting in their one-page reports. The FY 19 statistics cards were reviewed. There are currently 284 total staff members and the budget amount does not include in-kind from the County. Circulation stats for October were noted. Ms. Berstler said that although circulation is down, Carroll is back on top with circ per capita in the state. The role of the library is changing and we are doing things besides lending books like offering lots of programs, these things are not reflected in circulation. There was discussion about the Macmillan ebook embargo. We anticipate a blip in circ due to the embargo. The chief librarians in the country (ALA's COSLA) are working to get Macmillan to come to the table to discuss the issue.

8a. Annual CML/Trustees Meeting

Ms. Muller said those who went to Pratt for the CML/Trustees meeting had a great day that included Siobhan Riordan from Philadelphia, John Szabo from LA, and Pratt's Heidi Daniel. Mr. Thompson presented a slideshow of photos from the day that featured staff members Patty Sundberg who is incoming CML treasurer and Sara Szymanski. Also Kathleen Campanella, Sharon Hafner-Yingling, Karen Soisson, Joyce Muller, Marty Hankins, and Ted Zaleski attended. Mr. Thompson has been on the CML board for 10 years and he said this was the most successful event with 130 people in attendance they have ever held. He encouraged everyone to attend the next annual meeting and Ms. Berstler said maybe it can be held at Exploration Commons in 2 years.

9a. Exploration Commons Update

Fundraising is continuing. We are still waiting for documents to go out to bid but the permitting process has begun. We are waiting for notes from county departments, this is to help prevent costly change orders. So far, comments have been received from the Health Department and the City of Westminster. The RFP will be on the county website for 30 days, construction should start in January. Jen Bishop and Bob Kuntz are doing some presentations to the community on the NASA outpost project. Informational roadshows are also being presented to the staff. Carroll Hospital has asked if they can utilize our robot, Pepper. We are planning to see what they want to do and help them. It was noted that we plan on doing healthy eating and wellness programs in the kitchen in partnership with the hospital. We also will partner with the hospital to use the Schauck auditorium for events when appropriate. Dorothy Stoltz and Joe Thompson noted programs and information that our staff have taken to the hospital.

10a. Operating Budget FY 21

Mr. Eckard gave a preview of the proposed FY 21 operating budget request. There will be fine tuning before the December meeting when the Board will be asked to approve the request that will be sent to the County Budget office. The appropriation planned for CCPL from the County is 3% over FY 20. Staff plan to ask for relief from the impact of the minimum wage increase, which went up and will also increase on January 1, 2020 and into FY 21. The addition of minimum wage relief is \$45,000 which would make the total request increase \$320,000 or 3.45% over FY 20. In other revenues, fines continue a slow descent, the line item has been adjusted to \$150,000 and budget for interest rates is lower. State Aid is expected to increase by \$30,000. In expenditures, staff anticipate a higher contribution for retirement for staff who are not in the teacher's retirement system. The computer maintenance budget struggles to keep up, but it is important to keep systems up to date. Traditionally the state aid increase is put into the materials categories, however if we find ourselves in a bind, staff may recommend moving some of that to other lines. Staff are also looking to capture the new way we are working author events in regards to income and expenditures. There was discussion about other agencies that the minimum wage increase will affect including the Community College, public schools and fire service. It was noted that Community College enrollment is down but not as much as expected, this due to population decrease and good economy. Staff will bring the final budget to the December meeting for approval.

11. Adjournment

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

The meeting adjourned at 7:57 pm

Joyce Muller
President

Addendum:

Staff Day -Infinite Possibilities, based on comments from the Exexcutive Director's Report at Staff Day 2019.

This past year:

- Break in a new director
- Record breaking Summer Reading
- Added Pepper
- Record setting Battle of the Books
- Continue growth on fund raising for EC@50E

Going forward:

- Begin construction and open Exploration Commons
- Launching partnership with NASA – Outpost program – First in the world
- Final results of the Program Planning Forum
- Begin work on a new Strategic Plan – like preparing for a road trip
- Provide a road map for us going forward so we agree on where we want to go
 - How do we want to travel?
 - What do we need to pack? And what can we leave behind?
 - How can we tell where we are along the way?
 - Who will be responsible for different parts of the trip (gas, food, entertainment, lodging, etc.)