

Carroll County Public Library
Board of Trustees Meeting
November 16, 2022
Library Headquarters
Minutes

1. Roll Call and Declaration of Quorum

Ms. Griffith called the meeting to order at 6:38 pm and declared there was quorum.

Present:

Garima Chaturvedi Leza Griffith Virginia Harrison David Peloquin

Staff Present:

Andrea Berstler Jill Edelen Karen Gonsman Kendal Hopkins
Bob Kuntz Lisa Picker Stephanie Szymanski

2. Close Meeting to Discuss a Personnel Matter

Ms. Chaturvedi moved to close the meeting to discuss a personnel matter. Mr. Peloquin seconded. Approval was unanimous. The meeting closed at 6:39 pm.

REOPEN Meeting

Ms. Harrison moved to reopen the meeting. Mr. Peloquin seconded. The meeting reopened at 6:51 pm.

3. Minutes of October 26, 2022

Ms. Griffith read the following statement: On October 26, 2022 the Board voted to close the meeting per the Maryland Open Meetings Law Section 3-305(b) to discuss a personnel matter. Approval was unanimous, the meeting closed at 6:08 pm.

Ms. Chaturvedi moved to approve the Minutes of October 26, 2022. Ms. Harrison seconded. Approval was unanimous.

4a. Staff Report: Open Positions

HR Director, Karen Gonsman reported that there are currently many positions open, but we have a low vacancy rate of 4%. Most open positions are at HQ due to retirements, a sign of our aging workforce. Substitute positions that had been somewhat difficult to fill during the summer, are now filled. Since June 30, 14 staff members have been hired. Some current staff members also take on secondary jobs. HR staff are going to start tracking historical data so they can look at target sources of where new hires are finding out about CCPL. We do currently advertise with Indeed and LinkedIn among other places. Some positions can be more difficult to fill due to requirements for a library science degree. We do well with current employee referrals. There was discussion about using BERD (now Carroll County Workforce Development) as a source. Although they are open to it, our HR department has not participated in career fairs. The department is also working on the reorganization project and promotional recruitment items.

5. Financial Statement

Finance Director, Jill Edelen presented the Financial Statement that ended on October 31, 2022 and said she could provide a year-to-year budget analysis with board members by email. Staff are waiting to roll over unexpended budget until the last Exploration Commons invoice is received. The second installment of FY 23 State Aid was received October 31 too late to post in October, that is why revenues are a bit down. There is an outstanding e-rate request for \$21,000, staff are negotiating to get this resolved. Current salary savings are at \$106,000 mostly from position vacancies, this is partially offset by use of subs. Computer maintenance is overspent due to the timing of invoices. Programming supplies have increased due to changes in categorizations. Furniture is up because of the purchase of new meeting room tables at various locations. Mr. Peloquin noted with interest rates moving up, is there anything that could be done with cash we are sitting on. Ms. Edelen said we are now seeing an uptick in interest and she is looking into some alternatives. There was further discussion that included possible meetings with our current CPA firm. Ms. Edelen will send interest rate info to Mr. Peloquin.

6. Correspondence and Announcements

Current press was noted and shared.

7. Citizens Time

No citizens were present. Ms. Picker noted a quote from a customer who checked out a new Chromebook at the Finksburg Library Branch and said how easy it was to check out, easy to use and it is a great service.

8. Executive Director's Report

Ms. Berstler gave highlights of the last two weeks. Non-profit Day for Leadership Carroll was held on November 8 at Exploration Commons with 16-17 non-profits in the room, an abbreviated poverty simulation was conducted. Light of Carroll held on November 10 was a wonderful event, next year's event is already scheduled at the New Windsor Fire Co. Social Hall. Staff Day, on November 11, was a real hootenanny with a Country Western theme, cloggers, a food truck, games and a talk from Mike Manion who works for NSA. He spoke about how the library helped save him and his family. The Celebrating America Fall History Expo was held on November 12 at Exploration Commons. On November 15, Ms. Berstler, Ms. Picker, and Ms. Townsley hosted some of our newly elected officials. There was lots of good discussion especially about the Eldersburg branch renovation project. Workforce development is important to Commissioner Rothstein and Senator Ready, and we want to see how that can be part of the Eldersburg Project. Commissioner Bouchat (newly elected delegate) and Senator Ready want to see if funds from the governor's discretionary budget could be used for the project. Ms. Berstler said she met the incoming Governor, Wes Moore, at the summer MACO event and he likes libraries. Commissioner Rothstein wants to see CCPL work toward being a *Library Journal* 5-star library.

Kendal Hopkins, Materials Selector was in attendance representing the Staff Association. She reported on fundraising activities to support Dove House and the association's staff emergency fund. Ms. Hopkins also noted that the association is very appreciative of how involved and supportive the Board is and thanked them for visiting the branches and acting on behalf of the staff.

9a. Proposed FY 2024 Operating Budget

Ms. Edelen gave information on the proposed FY 24 Operating Budget request. With information received from the compensation study most of the funding request will go towards people. Based on that information CCPL is between 10% and 35% under where some of our peers are with salaries, so we are asking for 10% which is an 11.12% increase and up 5.19% from this past year. Of that 11%, 97% is directly related to personnel. \$150,000 will go towards 3 new positions, 2 to Exploration Commons so programming can be increased. \$500,000 of the remaining would go to salary adjustments in positions where our baseline is substantially below our competitors (other library systems). That leaves \$36,000 to do everything else, the 3% that is left is not applied overall but to categories in need. There was some discussion about the County's pay raises this year. It was noted that our State Aid is legislated, based on a per capita formula that cannot be reduced. There are plans to ask that the State Library Grant allotment be moved to \$10 million from the current \$7.5 million. Ms. Edelen said the County would like the proposed budget by December 9 and Ms. Berstler asked the Board to consider approving the proposed request.

Mr. Peloquin moved to approve the Proposed FY 2024 Operating Budget. Ms. Harrison seconded. Approval was unanimous.

9b. Nominating Committee

Mr. Peloquin announced that he will be resigning from the Board effective December 31, 2022. He will stay on the 403b Committee as an informal consultant, this will help maintain continuity. Ms. Berstler recommended finding someone from the Taneytown community. Advertising for the position can start on November 18. Ms. Griffith appointed Ms. Muller and herself to the subcommittee to review applications and make selections for interviews. It was decided to interview in January.

There was no other business.

10. Adjournment

Ms. Chaturvedi moved to adjourn the meeting. Mr. Peloquin seconded. Approval was unanimous.

The meeting adjourned at 7:51 pm.

Leza Griffith
Chair