

MEETING MINUTES
Carroll County Public Library Board of Trustees
November 20, 2024

Location: Headquarters

Members Present: Kendra Hart (7:00 pm)
Virginia Harrison
Garima Chaturvedi
Joyce Muller
David O’Callaghan
Stephen A. Wantz

Ex-Officio: Commissioner Gordon (7:00 pm)

Members Absent: Carol Gorsuch

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

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. Chair Hart arrived at 7:00 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 at 6:18 pm.

On motion of Mr. O’Callaghan, seconded by Ms. Muller and carried, the Board began Open Session at 7:10 pm

REVIEW AND APPROVAL OF AGENDA

On motion of Ms. Chaturvedi, seconded by Ms. Harrison and carried, the Agenda was approved.

REVIEW AND APPROVAL OF MINUTES

On motion of Ms. Muller, seconded by Ms. Harrison and carried, the Minutes from October 23, 2024, were approved.

GENERAL PUBLIC COMMENT

There was no public comment.

STRATEGIC PLAN PRESENTATION

Mr. Thompson introduced Dr. Audrey Barbakoff who will be the consultant for the Strategic Plan. Ms. Barbakoff walked the Board through the process, purpose and goals for the Strategic Plan. Mr. O’Callaghan asked how the public will be involved in the process. Dr. Barbakoff stated there will be surveys, stakeholder meetings, individual sessions and group sessions scheduled within the community during the process. Mr. Wantz asked what the timeline would be for this

process. Dr. Barbakoff stated 6 – 8 months is her projected timeline. Dr, Barbakoff will be in town for the December 4th Leadership Retreat and the first public townhall. Ms. Edelen stated the project is funded by a grant and there is a strict deadline. Chair Hart asked if the Board needs to do anything before the December 4th meeting. Dr. Barbakoff stated they may want to start thinking about their vision of what the library should add to the community.

STAFF ASSOCIATION REPORT

Kendal Hopkins, Staff Association Representative, noted \$300 was raised to donate to the Humane Society and the next Dine Around will be December 6th at Mediterraneo in Westminster.

FRIENDS REPORT

Ms. Chaturvedi noted the Annual meeting which will be held on November 22nd at Exploration Commons.

FINANCIAL STATEMENT – INFORMATION

Jill Edelen, Director of Finance, reviewed the most recent Financial Statement. Ms. Edelen stated numbers are as expected. The salary line is currently down, resulting from increased turnover, staff shifting positions and a custodial retirement.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Hart had nothing to report.

B. OTHER BOARD MEMBERS

Ms. Chaturvedi noted how busy the Eldersburg Branch is helping customers with passports. Ms. Muller noted her author event with Louise Penny. Mr. Wantz noted the play being performed at Francis Scott Key High School.

C. EX-OFFICIO

Commissioner Gordon mentioned the podcast he recorded with Ms. Berstler and the recent Friends Proclamation.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programs since the October Board meeting. Ms. Berstler noted the hard work by Sarah Arnold and the HR department with the staff SMART goal training. Also of note, Ms. Edelen is working hard on the 403b process of looking for better options for staff and the transition process to a new plan. Ms. Berstler announced the Board Training has been rescheduled for February 22nd.

A. ADMINISTRATIVE REPORT

There were no other Administrative Matters.

B. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

A. NOMINATING COMMITTEE

Mr. O'Callaghan provided an update from the Nominating Committee. He stated they have had three meet and greets with potential Board candidates so far and have two more scheduled.

NEW BUSINESS

ANNUAL REPORT

Ms. Picker noted the Annual Report, monthly Spotlight, statistic card and website tools that provide pertinent information about the library system. Ms. Picker stated the Annual Report is required for State Compliance and is also used to showcase the Library at its best. Chair Hart commended Ms. Picker and her department for producing a report that is easy and appealing to read.

PROPOSED FY 2026 BUDGET

Ms. Edelen reviewed the library's Operating Budget request for FY 2026. Ms. Edelen stated the library will be asking for a 5% increase.

On motion of Ms. Muller seconded by Mr. O'Callaghan and carried, the Board voted to approve the Proposed FY 2026 Budget and forward it to the Board of County Commissioners.

ADJOURNMENT

On motion of Mr. O'Callaghan, seconded by Ms. Harrison and carried, the meeting adjourned at 8:26 pm.

Approved