

**MEETING MINUTES**  
**Carroll County Public Library Board of Trustees**  
**November 5, 2025**

Location: Headquarters

Members Present: Stephen A. Wantz  
David O'Callaghan  
Carol Gorsuch  
Kendra Hart  
Garima Chaturvedi  
Beth Gray  
Jessica Wilson

Ex-Officio: Commissioner Vigliotti

Members Absent:

Present in addition to the Board were the following staff members: Andrea Berstler, Jill Edelen, Joe Thompson, Bob Kuntz, Lisa Picker, Karen Gonsman, and Laura Bavetta.

**CALL TO ORDER/WELCOME**

Chair Wantz called the meeting to order at approximately 6:05 pm.

**ESTABLISHMENT OF A QUORUM**

Seven members of the Board were present, and a quorum was in attendance.

**REVIEW AND APPROVAL OF AGENDA**

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

**REVIEW AND APPROVAL OF MINUTES**

On motion of Mr. O'Callaghan, seconded by Ms. Gray and carried, the Minutes from September 24, 2025, were approved.

**GENERAL PUBLIC COMMENT**

There was no public comment.

**AUDIT**

Jill presented the Audit and noted a key change in calculating compensated absences.

On motion of Mr. O'Callaghan, seconded by Ms. Chaturvedi and carried, the Board voted to accept the Audit as presented.

**STAFF PRESENTATION – SUMMER READING**

June Bitzel and Joe Thompson reported on Summer Reading 2025 and a preview for the 2026 Battle of the Books. Mr. Thompson also noted the 20<sup>th</sup> anniversary of the Learning Advantage Partnership with Carroll County Public Schools. Penguin Random House is the major sponsor of Summer Reading and provides all of the book prizes. Summer Reading numbers are the highest they have been in years. Ms. Bitzel shared some of the Summer Reading events that occurred across the system.

## **STAFF ASSOCIATION REPORT**

Shawn Essed, Staff Association Representative, reviewed the past year's fundraising totals, group ticket sales to the Renaissance Fair and preparation for events in the new year.

## **FRIENDS REPORT**

Ms. Chaturvedi presented a report prepared by Kati Townsley. The report reviewed Friends participation for Staff Day, National Friends of Libraries week and Priority Carroll with the Commissioners. The Friends are preparing for their upcoming Board meeting on November 7<sup>th</sup> and the Annual meeting on November 14<sup>th</sup> and on February 10<sup>th</sup> there will be a book swap at Oscar's Alehouse in Eldersburg.

## **FINANCIAL STATEMENT – INFORMATION**

Jill Edelen, Director of Finance, reviewed the most recent Financial Statement, reporting that all is going well. Ms. Edelen reviewed the account explanations document prepared for the Board. Ms. Edelen noted the potential drop in the interest rate through the end of 2026 but stated everything is on schedule for now.

## **BOARD MEMBER REPORTS**

### **A. BOARD CHAIR**

Chair Wantz welcomed new Board member Jessica Wilson.

### **B. OTHER BOARD MEMBERS**

Mr. O'Callaghan noted the Astronomical Society event at the Finksburg Branch with the See Star telescope. Ms. Gorsuch commended the staff on helping customers during the North Carroll renovation. Ms. Chaturvedi has been visiting the Mount Airy and Eldersburg branches and noted the creativity of staff and how they find new ways to reach customers. Ms. Gray attended Board orientation with Ms. Wilson and stated how helpful the information was. Ms. Gray also attended the CML annual meeting and Staff Day.

### **C. EX-OFFICIO**

Commissioner Vigliotti complimented staff on their presence at community events and the breadth of services the library offers to citizens.

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Berstler reviewed events and programs since the September Board meeting and noted upcoming events including planning for another Board Retreat, the Light of Carroll, and the Book Festival.

## **ADMINISTRATIVE REPORT**

There were no other Administrative Matters.

### **A. ELT REPORTS**

Ms. Picker and Mr. Thompson provided an update on the Adult Battle of the Books program. Ms. Picker presented the 2025 Annual Report and the wallet sized statistics card. Ms. Gonsman updated the Board on the Staff Development Plan and the next steps for employees through January.

Mr. Kuntz provided an update on the North Carroll renovation. Potential ribbon cutting will be on November 17<sup>th</sup>.

## **B. CORRESPONDENCE AND ANNOUNCEMENTS**

The most recent press was noted.

## **OLD BUSINESS**

### **A. STRATEGIC PLAN – APPROVAL**

Ms. Berstler reviewed the final draft of the Strategic Plan. Ms. Chaturvedi requested to review the pillars quarterly.

On motion of Mr. O'Callaghan, seconded by Ms. Chaturvedi and carried, the Board voted to approve the Strategic Plan.

## **NEW BUSINESS**

### **A. PROPOSED 2027 BUDGET – APPROVAL**

Ms. Edelen presented the Proposed 2027 Budget to the Board.

On motion of Mr. O'Callaghan, seconded by Ms. Gray and carried, the Board voted to approve the Proposed 2027 Budget.

Ms. Wilson requested to show the alignment of the Budget with the Strategic Plan.

## **B. STAT REPORT**

Mr. Kuntz reviewed the Stat Report. The report is a compilation of data from circulation, programming, visitors, digital circulation, foot traffic, etc.

## **C. NOMINATING COMMITTEE**

Mr. O'Callaghan provided an update on the applications that were submitted for the open Board position. Mr. O'Callaghan stated there were nine applicants. Moving forward, the committee will meet with three candidates and potentially have formal interviews at the January Board meeting.

## **ADJOURNMENT**

On motion of Ms. Gorsuch, seconded by Ms. Gray, and carried, the meeting adjourned at 8:50 pm.

  
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Approved

