

Carroll County Public Library  
Board of Trustees Meeting  
Westminster Branch Library  
December 12, 2018  
Minutes

**1. Roll Call and Declaration of Quorum**

Ms. Campanella called the meeting to order at 7 pm and declared there was a quorum present.

Present:

Bill Bates	Kathleen Campanella	Leza Griffith	Joyce Muller
David Peloquin	Cynthia Piazza	Karen Soisson	

Staff Present:

Andrea Berstler	Lorraine Fulton	Bob Kuntz	Christina Kuntz
Lisa Picker	Brenda Proper	Muffie Smith	Dorothy Stoltz
Stephanie Szymanski	Joe Thompson		

**2. Minutes of November 14, 2018**

*Ms. Piazza moved to approve the Minutes of November 14, 2018. Ms. Soisson seconded. Approval was unanimous.*

Ms. Berstler announced that Mr. Eckard's mother-in-law passed away yesterday, he is not at the meeting. The Board asked Ms. Berstler to pass their condolences on to him.

**3. Financial Statement**

Ms. Berstler presented the Financial Statement ended November 30, 2018. There is nothing unexpected on the balance sheet. Short term investments and total cash is \$20,300, \$15,000 less than FY 18 due to expenses for computer purchases. There is a decrease in pre-paid expenses as expenses paid for in FY 18 were expensed to FY 19. Everything is within the parameters. The income statement reflects the actual and year to date budget that includes the \$150,000 that was moved to the Exploration Commons project. Computer maintenance reflects the expense to cover the 3-year replacement of computers. Revenues now includes the additional \$150,000 of unexpended funds from the prior year FY 18 budget towards the EC50E project. Passport Services is at a little under 50% of the year and is a little under 50% of expected annual income. Grant activity includes the Maryland eLearning project. The Exploration Commons grant shows the budget for the FY 18 grant and the actual spent for Manns Woodward services. The amount of \$22,000 has been submitted for reimbursement. There is a plan for using money in hand to leverage against the FY 18 grant cycle. An extension for the FY 18 grant was received from the State. Between what we have with fundraising and the \$150,000 we shouldn't have to tap into any County money for the FY 18 State grant match. The report on fundraising for EC50E reflects what has been collected so far for the project.

#### **4. Correspondence and Announcements**

- a. An email from Karen Soisson was received announcing that the Woman's Club Conservation Committee has agreed to donate \$100 for purchase of a tree for 2019 Arbor Day for the Finksburg Garden. The Board thanked Ms. Soisson and the Club for fundraising for the garden.
- b. Ms. Campanella noted a press release from the County announcing the presence of a Small Business Administration disaster service office. The office will be available at the Mt. Airy Library starting December 11 to assist citizens affected by the tornado that occurred earlier this year. It is nice that our branches are there for all manner of things.

#### **5. Citizens Times**

There were no citizens present.

#### **6. Director's Report**

Ms. Berstler reviewed the Director's Report. She is getting out to meet as many in the County as she can. She has received many warm welcomes from County staff, the Commissioners and Budget and Management. Mike McMullin, Chamber president, asked her to record a radio spot which went very well. She also attended the wonderful Friends tea, the HQ staff holiday party, and the County tree lighting. Next week a Drop-In for staff is being held at the Westminster branch. Mr. Thompson is assisting Ms. Berstler in setting up visits to the branches. She will also meet with Dr. Lockard at the school system and Roberta Windham at County government. Mr. Peloquin said that Ms. Berstler is off to a good start. Ms. Berstler asked the Board to let her know if there is anything else they would like to see in her monthly report.

#### **7a. CCPL Friends Report**

Ms. Muller reported on the wonderful Friends Tea and annual meeting. The event was held at Headquarters. During the business meeting officers were formally elected for 2019, the FY 20 budget was passed and last year's meeting minutes were reviewed. The 2019 Friends Board officers will be: Sharon Yingling – President, Nancy Lynch – Vice President, Jan Flora – Treasurer. Next year's Friends revenue budget totals \$21,400 that covers dues and the Battle of the Books campaign. Sharon Yingling did a wonderful job presenting information to the group about Exploration Commons at 50 East. Ms. Yingling introduced Ms. Berstler to the group. The presenter was author Christina Kovak, a new writer of fiction who had been a TV journalist in DC, brought books that inspired her and shared them with the tea attendees. Receptionist Sharon Martin's wonderful holiday tree was up. It was a very good event.

#### **7b. 403b Committee Report**

Mr. Peloquin and Mr. Bates reported on today's annual 403b Committee overview meeting. The plan is at \$6.4 million with 65 staff members participating. The plan administrator is TIAA. As part of the committee's fiduciary responsibility we hire expert Al Morrison with Asset Strategy Consultants and attorney, Marika Ostendorf with the Baldwin Law Group to report on how the plan is performing and let the committee know where the plan stands in terms of new and upcoming laws. Ms. Ostendorf said she will be working to revise the plan as per IRS rules by

April 2020 to fit into one of their allowed templates. Last year the committee approved a change to opt-out automatic enrollment for new salaried employees. The Board also approved a change to allow in-service distribution starting at age 59 ½. Those changes have been taken to TIAA to be included in the plan and will start on January 1, 2019. Mr. Morrison gave a very thorough review of each fund in the plan. The only fund that appears to underperform in relation to its peer group is the TIAA real estate fund. This is the only real estate fund offered within the TIAA platform; removing it from the plan would leave participants without a real estate investment option (unless we left TIAA). Since real estate does not necessarily correlate to the performance of stocks and bonds, the Committee felt it still added value to the plan to keep this fund as an investment option available to participants. It was also observed that the TIAA real estate fund differs from the vast majority of other real estate funds in the market because they buy and hold properties directly and are considered more conservative than most other real estate funds. Mr. Peloquin said he does worry about the plan being small but we could work with the 2 colleges and other community organizations to create a bigger plan with TIAA if necessary. He noted that the review is done every year and TIAA is a great company.

#### **7c. Westminster Branch Report**

Ms. Campanella thanked branch manager Christina Kuntz for welcoming the Board to the branch. Ms. Kuntz introduced Brenda Proper, LA – Children’s who was in attendance, representing the Staff Association. Ms. Kuntz said last year she talked about community connections. This year she asked the staff “What’s the best thing about working at the Westminster Branch?” She talked to two-thirds of the staff and was able to get photos which were in the slideshow. Brenda Proper reported that she has worked here for 16 satisfying years. She previously worked with a very homogenous population but now it’s a very heterogeneous population and she gets to meet and help people of all ages and life stages. She has formed a lot of relationships and friendships and helped some expand their engagement in library services. Staff who responded include: Rose Armstrong, Maureen Aversa, JoAnn Benninghove, Kim Brown, Megan Davis, Beckye Eckert, T J Finecey, Stella Fouts, Rebecca Garrahy, Pat Hahn, Ghis Hockensmith, Mary Honeman, Michelle James, Anna Johns, Liz Jones, Christina Kuntz, Nanette Lishman, Margarete Lory, Tori Madejczyk, Amy Miller-Meyers, Linda Nicholls, Craig Patterson, Brenda Proper, Laura Rice, Julie Rosier, Debby Sass, Vandana Singh, Linda Wagner, Britney Wolfe, Gretchen Zamecki; they reported these best things: likes co-workers and favorite customers, doing book talks and ghost walks, caring and support in working with customers and encouraging each other, staff are welcoming, helping people find things, have fun and enjoy coming to work, hearing customers love to come to the library, new children’s books, working with teens - helping them connect and mature, the mix of community, always busy, storytime and helping find services, meeting new families, staff always has your back, new movies, issuing a library card to a child, co-workers keep everyone motivated, new books, coolest customers from all walks of life, unique customer connections. Ms. Kuntz said that she likes helping people and being recognized by people out on the street. The Board thanked Ms. Kuntz for the report.

#### **7d. Leadership Carroll Report**

Mr. Thompson gave information on his and Westminster circulation manager Margarete Lory’s Leadership Carroll experience in 2017 – 2018. Ms. Lory couldn’t be at this meeting but he said he hopes that the two staff members who are now taking in this experience will give a presentation in the future. In September 2017, North Carroll adult services supervisor Marlene

Wenzel gave a presentation on her Leadership Carroll experience. Ms. Piazza has attended, as have other CCPL staff members. Mr. Thompson showed slides of each day that featured an overnight retreat to learn about leadership and emotional intelligence. Other topics covered with visits to area businesses and organizations include Growth and Development, Education, Health and Wellness, Government, Justice and Law, Media and Nonprofits, Agribusiness, and concludes with commencement. Margarete Lory said: "Every single leader we heard spoke with such passion about their field. Every time they would mention that *listening to the people around them* was the most important factor in the success of their organization. When you hear a message like that repeatedly, it really helps to make it a part of your own leadership abilities and style." This year CCPL's participants are HR assistant director, Terri Simmons and Mt. Airy's adult services supervisor, Sara Szymanski. The Board thanked Mr. Thompson for the report.

Ms. Campanella said this is her last day as president of the Board and she is glad to have had the chance to work with people who are engaging, talented, and bring many viewpoints to the table. She said its extremely special and she will hand the gavel to Ms. Muller. Ms. Campanella will take her up her role as Board rep with the Friends Board. She has had the opportunity to meet and participate in their activities. They are all highly engaged.

#### **8a. FY 20 Operating Budget**

Ms. Berstler presented proposed changes to the FY 20 Operating Budget that was reviewed in November. She noted that as being new to the County and the system the amount of support both financial and moral that the library receives from the County is jaw dropping and amazing, and the envy of the State. The Commissioners here brag about the library. Maryland is one of the top states in the country for library service. Ohio is the gold standard, California, Arizona and Colorado should also be included. In Maryland every quarter the 23 library directors get in a room together and make things happen. Changes to the proposed budget include increase to retirement of \$1,200 to keep up with salaries and to telephone expenses to \$3,000 equally there is a decrease to computer maintenance for phones of \$3,000 and publicity is reduced by \$1,200. Mr. Peloquin asked about the state grant. Ms. Berstler said the state uses a formula that is based on county wealth and some other factors to calculate our state aid. We are due for another increase in FY 2020 depending on the state legislature.

***Ms. Griffith moved to approve the FY 20 Operating Budget. Ms. Piazza seconded. Approval was unanimous.***

Ms. Berstler noted that November 2018 circulation statistics were in the supplemental folder.

#### **8b. EC50E Update**

Mr. Kuntz presented the newest set of plans for EC50E. Latest proposed changes include an adjustment to the placement of the family restroom, making the meeting room larger and more accessible. There will be an electric adult changing station in the family restroom, this was requested by Change, Inc. Another possible change is to move the elevator to the outside of the building with a set of stairs and a sky bridge. It could mean losing a parking spot but the architect proposes changing the lane to one way and change the parking to slant-in, which may help in not losing a space. The wall between the makerspace and the kitchen has been changed back to glass. Mr. Kuntz also shared the architect's rendering of the outside of the building with a proposed change to put glass across the side to produce a more clean and modern space. It will

only be 2 feet deep but could be used for display. The next meeting with the architect is December 17, they are very excited about the project. Ms. Berstler said there are no other libraries in Maryland with this caliber of a maker space, with a culinary lab and high tech meeting space that will be open 67 hours a week with a fully trained staff. The Board and Ms. Berstler thanked Mr. Kuntz for the presentation.

Ms. Muller complimented Ms. Picker and the Communications team for the beautiful FY 18 annual report and *Currents* with staff member Amber Farran's fox illustration on the cover.

Mr. Peloquin thanked Ms. Campanella for doing an excellent job chairing the Board. It was a lot to handle and he commended her service. Ms. Campanella thanked him and said it is a labor of love and it has been a most interesting and successful time.

## **9. Adjournment**

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

The meeting adjourned at 8:35 pm.

Kathleen Campanella  
President