

Carroll County Public Library
Board of Trustees Meeting
Westminster Library
December 11, 2019
Minutes

Prior to the start of the meeting Ms. Muller asked everyone to introduce themselves and welcomed Westminster City Council President Greg Pecoraro and Council Members Tony Chiavacci and Kevin Dayhoff to the Westminster Library. Branch Manager Christina Kuntz presented the Westminster Branch Report at this time, see item 7a. The City dignitaries left after Ms. Kuntz's report.

1. Roll Call and Declaration of Quorum

Ms. Muller called the meeting to order at 7:09 and declared there was quorum.

Present:

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

Staff Present:

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

2. Minutes of November 13, 2019

Ms. Campanella moved to approve the Minutes of November 13, 2019. Mr. Peloquin seconded. Approval was unanimous.

Ms. Muller read the following statement: On November 13, 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 6:14 p.m.

3. Financial Statement

Mr. Eckard presented the financial statement that ended November 30, 2019. Cash balances of \$1.8 million are \$234,000 less than last year this time. Technology replacement costs have been turned into the county for reimbursement. Overall, revenues are \$42,000 ahead of budget and on the expenditure side there is salary savings at \$105,000. New items of note including parking reimbursement for Westminster staff, periodicals, and furniture are all over overspent but budget will catch up. The community foundation balance is \$9,100. Exploration Commons fundraising shows an increase in revenues to \$769,000 with \$614,000 raised from private sources. Exploration Commons grant spending was noted, as we are trying to get through Phase 2 of the project. Grant activity is normal, the Day by Day Calendar was noted. The very successful Community Investment Tax Credits were reviewed, we were originally awarded \$30,000 which were place, we then applied for and were awarded \$25,000 of which \$22,750 is placed and will request an additional \$5,000 in January. Staff will be meeting with more potential donors.

4. Correspondence and Announcements

Ms. Muller shared letters to Ms. Berstler and Ms. Picker from MD Humanities for CCPL's support of the One Maryland One Book program.

5. Citizen's Time

No citizens were present.

Ms. Berstler introduced Westminster Library Associate – Children's, Brenda Proper who was attending the meeting representing the Staff Association. Ms. Proper will be retiring next month after 16 years. The Board congratulated Ms. Proper on her retirement.

6. Executive Director's Report

Ms. Berstler reported that Mr. Thompson has assembled a strategic planning team with Mt. Airy branch manager Patty Sundberg as chair, they will start to work in January. The current plan ends in 2020. Mr. Thompson said periodic reports will be brought to the Board throughout 2020 and a focus group with the Board will also be held. There was nothing new to update on the ebook situation. Kudos were given to the Staff Day Committee for the wonderful job they did to provide a delightful day. Branch reports with photos were highlighted and as Ms. Kuntz noted branches are big partners within their communities. Branch managers are empowered to customize for each community. There was a print out of statistics comparison that will now be available to the Board via a URL, instead of print.

7a. Friends Report

Ms. Campanella reported on the latest from the Friends since she is the Board representative to the Friends board. She said it is always nice to meet new people and reconnect with others, such as Marty Hankins who was on the Board when Ms. Campanella started. At the Annual Meeting held on December 5 new Friends officers were elected: Nancy Lynch – President; Jean Lewis – Vice President, Sharon Hafner Yingling – Treasurer. A group of 70 heard from author Jonna Mendez who wrote *Moscow Rules* with her late husband Tony Mendez. Mr. Mendez wrote *Argo* and his son Toby Mendez created the Bas Relief of *Our Family Farm* on the Westminster Library outside wall. With her term as a Board member ending, Ms. Campanella will now serve on the Friends board.

Ms. Muller asked the Board to consider naming Ms. Campanella a Board Member Emerita due to her lengthy and distinguished service to CCPL.

Ms. Piazza moved to approve Ms. Campanella as Board Member Emerita. Ms. Soisson seconded. Approval was unanimous. Ms. Muller read a citation in honor of Ms. Campanella and her service to CCPL. Ms. Campanella thanked everyone and said it has been a labor of love to be around wonderful leaders and gifted staff.

7b. Westminster Branch Report

Ms. Kuntz gave a Community Engagement, Community Enrichment, Community Involvement presentation. Community engagement is a large part of what the branch staff do and many branch programs revolve around the City. Those programs include: the City of Westminster Police Department Coffee with a Cop, Officer Darby read a book at storytime, Cyber Security program for kids, along with Council Member Chiavacchi Ms. Kuntz is a member of the Public Safety Advisory Council (PSAC) where they can hear what the City citizens think about safety issues, due to that involvement the branch participated in the National Night Out. Staff are also involved with the City Rec and Parks, are part of the Downtown Business Partner meetings, work with all the Strolls, serve as the race packet pick up for the Celtic Canter, and host huge crowds in the park for music events during the strolls, Mr. Eckard and his brother Michael decorate a window just for the Memorial Day parade. Coffey Music brings bands to the park in the summer on Fridays. Staff participate in the Fallfest and Miracle on Main Street parades, as well as the branch is the place for Santa's Treat and Santa's house is in the library park. This year staff created a Spooky Saturday storytime experience, many people dress up and come downtown for trick or treat. The branch hosted the freshman class of McDaniel College, hosted a band in the park for Common Ground on the Town, and participated in mock interviews with students. Their work with CCPS includes Battles of the Books, Score Challenge, and the Westminster High book club—who donated money to Exploration Commons. They partner with the Arc to do in-house classes, are part of CCC's First Resource, participate in the YMCA's healthy kids day, entered a wreath in the Arts Council's Festival of Wreaths, participated in Roar Like a Lion day, speak to local Rotary Clubs, host preschool vision exams with the Kiwanis, represent the library on the Local Management Board and Circle of Caring, work with PFLAG, HSP and CCYSB, staff take Narcan training from the Health Dept., do storytimes at the Shelter, do national voter registration day, host Family and Children's services and informational tables from BERC, CLRR, and the MD Insurance Administration. The staff make many human connections and have received lots of thank yous: flowers from the book club, cookies, a positive note about InterLibrary Loan, a ten-year old boy's note of how much he loved the library, and a man who was homeless and moved away but contacted the branch staff with a reference question and to let them know how much the library meant to him. Ms. Kuntz also noted the staff's entry into the City Holiday Window Contest: Building Community. Council Member Chiavacchi said the library is an amazing partner, and that Ms. Kuntz and her staff have done an amazing job to help turn around negativism that was expressed but now there is a tremendous improvement in the relationship. He said Ms. Kuntz has done a wonderful job. Council President Pecararo said that the library is a main anchor of downtown, a real value. The City and the library worked together to get more hours on the weekends and made it happen, the partnership is fabulous, the city couldn't do events without the library's cooperation. Ms. Berstler said we are looking forward to even more partnership when Exploration Commons opens. Ms. Muller thanked Ms. Kuntz for the report.

Ms. Berstler noted the updated Guide for Maryland Library Trustees. Compiled by a committee from the Maryland Association of Public Library Administrators (MAPLA). Ms. Berstler and Mr. Thompson worked on the project, which was led by Sheila McDuff from Frederick County. Everyone received a copy.

8a. FY 21 Operating Budget

Mr. Eckard brought the FY 21 Operating Budget to the Board for approval. The work plan document was reviewed. In revenues, the County plans for 3% increase and staff recommend asking for an additional \$44,000 to cover the impact of minimum wage that will go into effect in January and July 2020. State Aid is estimated to increase by \$30,000. Fines are just making budget at \$175,000 but those revenues traditionally fall off this time of year and are reduced for FY 21 by \$25,000. Interest income is hard to predict with rates low and paying for Exploration Commons work, a decrease is recommended, increase in author events due to the frequency and larger audiences, CCPL's Friends annually solicit sponsors for Battle of the Books – this is expected to be \$16,000. Ms. Picker reported that Friends have raised \$12,000 so far for the Battles. In expenditures most of the 3% County increase will go to salaries, if the Commissioners plan for any additional funds for the County staff – we will plant a seed to include the library staff, increase retirement by 6.21%, educational program fees will go down due to the partnership with A Likely Story Bookstore, computer maintenance is increased by 6%, decrease processing supplies by 10.11% due to efficiencies in processing, book purchases will increase by \$30,000 from the anticipated State Aid increase, a new line for battle books is budgeted at \$16,000, and author events reflect purchase of books for ticketed author events.

Mr. Peloquin moved to approve the FY 21 Operating Budget. Ms. Campanella seconded. Approval was unanimous.

8b. EC@50E Update

Mr. Kuntz reported on the Tableau Conference he attended last month and then gave the latest information on the Exploration Commons project. At this time we are in a holding pattern waiting for the City and County to work out the parking agreement. The City is requesting the County to pay to indemnify them if someone is hurt in the parking garage while walking to the library. There are discussions going on now. Ms. Griffith asked if anything is in place now and Mr. Kuntz said not that we are aware of. Ms. Berstler noted that Permits and Inspections approval is contingent on securing the parking agreement. There are some other permit questions being worked out such as number counts for the makerspace and a change to the type of induction cooktop. The hold up with permits is affecting our grant requests because our grantors would like updates since they are granting funds for construction which hasn't started, and providing funds for equipment that we will have to purchase prior to June 30 that we may have to find a place to store. We are hoping the County and City can work out the parking agreement very soon.

Ms. Muller noted the Communication Department's very well done FY 19 Annual Report.

9a. Nomination of New Board member

Mr. Bates said the interview committee of Ms. Muller, Ms. Piazza and himself interviewed South Carroll resident Virginia Harrison, they talked to her, noted her qualifications, and recommend the Board nominate Ms. Harrison to the Commissioners for approval as a new Board member to replace Ms. Campanella since she is scheduled to go off the Board on December 31, 2019. Ms. Harrison's resume was noted, she is involved in many things in the County – knows lots of people, will bring diversity, and has good connections with the school system and the Boys and Girls Club among others.

Mr. Bates moved to approve Virginia Harrison as a nominee for Board membership by sending her name to the Commissioners for their approval. Ms. Piazza seconded. Approval was unanimous.

Ms. Berstler said the letters for Ms. Harrison's nomination will go out to the Commissioners.

9b. Redundant Board Policies

Ms. Berstler said one of the things on her to do list and on the work plan is to do a systematic review of policies. Going through the 30 some policies that we have, the first job is to find policies that are outdated, contained in another document or in another policy. These four are all contained in the Staff Handbook: Equal Opportunity, 2 on Smoking Areas and Telecommuting. Ms. Berstler asked the Board to rescind these policies. Leadership staff and the Board will work to regularly review policies.

Ms. Griffith moved to rescind the noted policies as presented. Mr. Bates seconded. Approval was unanimous.

10. Adjournment

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

The meeting adjourned at 8:26 pm

Joyce Muller
President