

Carroll County Public Library
Board of Trustees Meeting
Westminster Branch Library
December 15, 2021
Minutes

1. Roll Call and Declaration of Quorum

Ms. Griffith called the meeting to order at 6:32 pm and declared there was quorum.

Present:

Garima Chaturvedi	Leza Griffith	Virginia Harrison	Kendra Hart
Joyce Muller	David Peloquin	Karen Soisson	

Staff Present at Open Meeting:

Andrea Berstler	Tony Eckard	Kendal Hopkins	Bob Kuntz
Christina Ogle	Lisa Picker	Dorothy Stoltz	Stephanie Szymanski
Joe Thompson			

Also present: Dave O'Callaghan

2. Close Meeting to Discuss Personnel Matter

Ms. Chaturvedi moved to Close the Meeting to Discuss a Personnel Matter. Ms. Harrison seconded. Approval was unanimous.

The meeting closed at 6:33 pm.

Reopen Meeting

The meeting reopened at 7:10 pm.

3. Westminster Branch Report

Christina Ogle, Branch Manager reported on activities at the branch and said she has been at the Westminster Branch Library since 2006 and with CCPL for 28 years. The slide presentation included the many community events the branch has been part of including becoming a stop on MAGIC's Autonomous Corridor Project, a location for Beer and Barbeque, and Oyster strolls, the Monty Leister Band returned to the stage, McDaniel freshmen visit to the library to be welcomed to Westminster, and a program with Coffey Music that allows kids to try a band instrument. Staff participated in the Fallfest and Miracle on Main Street parades and Ms. Ogle was a parade judge. Construction for Exploration Commons affected the branch infrastructure, this included removal of the ceiling tiles as preparation for the roof reinforcement. There was a zone that included the public floor with a plastic barrier and staff was not unable to go into it during this time. After the roof infrastructure work, the HVAC was installed on the roof. The columns where the kitchen vents go up through the public library space in children's, has created a space that staff are turning into a teen area. Ms. Ogle shouted out to how amazing the Westminster staff has been throughout the construction and noted that seven weeks' worth of carts with 5,000 items on them were shelved and every single item was moved and dusted in the public space by the staff. The staff was very excited to welcome customers back into the building. Dr. Hart thanked

Ms. Ogle and the entire staff for their amazing work and organization during this process. Ms. Ogle took the Board on a tour of the branch to see all of the changes. The Board thanked Ms. Ogle for the tour.

4. Minutes of November 17, 2021

Ms. Griffith read the following statement: On November 17, 2021 the Board voted to close the meeting per the Maryland Open Meetings Law Section 3-305b to discuss a personnel matter. Approval was unanimous, the meeting closed at 6:09 pm.

Ms. Harrison moved to approve the Minutes of November 17, 2021. Ms. Muller seconded. Approval was unanimous.

5. Financial Statement

Cash balances are over \$3.3 million. We now have the \$1,066,000 from the County to go towards Exploration Commons. Revenues are well over budget based on unspent budget from last year. When the unspent from last year is excluded that leaves \$23,000 ahead of budget. Those revenues are from the Literacy Calendar project, which were unexpected expenses and revenues. Salary savings are at \$229,000 however when the accrual adjustment is backed out, it reflects \$34,000 to the good at this time. The CARES Act grant was awarded an extra \$18,000 to install bottle filler water coolers. This cannot be completed in time, so we will use those funds to purchase COVID supplies that qualify under the CARES Act requirements. Through the efforts of County Fleet, we are able to purchase a new delivery van, the State grant will cover \$35,000 of the amount for the vehicle, we will encumber funds for the rest of the cost in addition to the interior design and an appropriate ramp. We have until June 30, 2022 to use this money. The current delivery van is becoming costly with repairs and when it is in for repairs we have to rent a van. Costs for Exploration Commons have not all come in at this time. Three gifts were received in November from Karen and Richard Soisson, Andrea and Curt Berstler, and Carroll Yingling, we are up over \$15,000 from October. CCPL privately raised \$980,000, it is hoped that we can raise another \$20,000 in order to reach one million dollars. Information on donating to the project will be available at the upcoming Donor and Grand Opening events. Ms. Soisson noted that with stocks appreciation over the last year, gifts of stock can be an advantage for CCPL and the donor.

6. Correspondence

In addition to what was in the packet, North Carroll staff received a compliment from an Enoch Pratt staffer. There was also a thank you for help with providing COVID test kits.

Ms. Berstler noted that there have been some staff COVID exposure incidents in the past few weeks.

7. Citizens Time

Dave O'Callaghan, a citizen from Finksburg, was in attendance.

7a. Staff Association Report

Materials Selector Kendal Hopkins reported that she has been at CCPL for 36 years. Staff Association has been in existence for 45 years. The group celebrated at Staff Day and have come a long way since the Westminster Branch was the main branch along with several town store front branches. Ms. Berstler has begun meeting quarterly with the officers. The annual canned food drive donated 410 pounds to Carroll County Food Sunday. Fundraising to support the Staff Emergency Fund, a fund that has helped staff with utility bills and mortgage payments in the past, was also done this year.

8. Executive Director's Report

Ms. Berstler shared kudos to the staff as a whole especially Westminster and Exploration Commons (EC). EC staff spent all summer in a very noisy building with no AC. When the space opens on Monday, December 20 there is a full slate of programs on the calendar. Facebook promotions are starting to come out. Kudos to the staff in other branches for keeping things running. Ms. Berstler noted that this is Dorothy Stoltz's last Board meeting and shared words on everything Ms. Stoltz has done for CCPL including writing and reporting on hundreds and hundreds of grants which includes ongoing projects. We all wish Ms. Stoltz the best. Ms. Stoltz thanked everyone and shared memories of a 40-year library career including the use of a phone tree to relate weather closings to fellow staff members before we had email and texts. Ms. Stoltz noted admiration for CCPL and having loved working here. Ms. Stoltz thanked everyone including Ms. Berstler for help with the winding down of this career. Ms. Berstler announced that the current director of the Tech Council, Kati Townsley has been hired. There were a lot of good applicants, we are excited to have Ms. Townsley with us.

Ms. Berstler said she cannot praise Bob Kuntz enough for work on the EC project and the hundreds of hours, coming in early, on weekends, and dealing with contractors day and night. Ms. Berstler thanked Mr. Kuntz very much.

8a. Auto-renewals

The auto-renewal feature of CCPL's Integrated Library System was turned on this past year. CCPL previously had a policy of allowing up to 20 renewals on an item as long as no one was waiting for it. After going fine free the decision was made to turn on the auto-renewal option after consultation with circulation and branch managers. So long as no one is waiting, items can auto renew up to 5 times. No comments regarding this feature have been received, which is good news.

9a. FY 23 Operating Budget

Mr. Eckard presented the FY 23 Operating Budget for Board approval. The budget proposal will then be submitted to the County's Management and Budget office as a request. Mr. Eckard reviewed a document that reflected the County's planned rate of appropriations for CCPL and their own planned rate of improvement for their staff in that plan. The County's operating plan for CCPL is behind by over \$200,000 and we need to convince the county that CCPL's operating plan needs to be modified. We need to work with the budget office and then with the commissioners. We hope the budget office will see fit to make the adjustment and discuss this with the commissioners. The County's plan for CCPL includes a 3% increase, staff want to discuss asking for a 5% increase for salaries and a 3% for the rest of the budget as an ongoing plan in the County's 6-year plan. The County is in the process of conducting a comprehensive salary study that includes classification, compression, and benefits. The timing to ask for salary increases is key, if the County can do the lift for their employees, it is good for us to point it out for CCPL's staff. It was noted that the Board of Commissioners will have a big turnover in the next election cycle.

Highlights of the FY 23 Operating Budget request include an increase of \$640,000 (6%) over our FY 22 appropriation. The County plans a 3% increase for CCPL in FY 23. Salary increase would account for \$432,000, and \$151,000 for 3 new full-time positions. We feel that the entire system has been through a great deal of stress in absorbing the staff for EC. We made a big commitment to not add staff for the project however, the County will benefit greatly from the project. Any increases to State Aid, depending on legislation, have traditionally been allocated to the Materials budget to spend on the collection. Other revenues: meeting room fees, vending machines and gifts are increased to recognize the EC

opening; the Universal Service Credit depends on qualifying purchases of equipment and that is expected to be less however any funds that are received for that line item will be used to support EC construction. Expenditures reflect the salary increase and requested 3 positions; increase to the yearly audit due to the auditor contract, and a bump up to computer maintenance. The Strategic Plan includes investigation of a virtual branch. The costs of cyber-crime were noted, and Mr. Kuntz said that CCPL has monitoring in place, in house and externally, that is already built into the budget.

Mr. Peloquin moved to adopt the proposed FY 2023 Operating Budget. Ms. Hart seconded. Approval was unanimous.

Exploration Commons Meeting Room fees are charged on the same scale as branch meeting rooms. The Classroom is \$25 per hour and the large room will be \$50 per hour. It was noted that Commissioners Frazier and Wantz will speak at the EC opening events.

9b. EC 50 Update

Mr. Kuntz reported on the project update. Inspections have started and some items that need attention have been brought up but nothing to keep a temporary permit from being issued. The Health Department inspection went well. Everything is staged and ready to go for the events and the first full day business will be on Saturday, December 18. Regular users from the Ting and Eldersburg makerspaces are expected to start coming in. There will be 4 staff members in the building. Dr. Hart thanked Mr. Kuntz for the accomplishments, leadership and management of the project. Ms. Berstler noted that programs will start next week, there will be 4 programs in the kitchen per week and programs with partners like the Boys and Girls Club will also begin. Group programs on equipment training will be held.

10a Nominating Committee - Ballot

Ms. Muller and Mr. Peloquin presented a Slate of Officers for 2022 – Leza Griffith: President, Virginia Harrison: Vice President, David Peloquin: Treasurer.

Ms. Muller moved to accept the nominations and approve the Slate of Officers for 2022. Ms. Soisson seconded. Approval was unanimous.

11. Adjournment

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

The meeting adjourned at 8:12 pm

Leza Griffith
Chair