MEETING MINUTES
Carroll County Public Library Board of Trustees
September 23, 2026

Location:	North Carroll Branch
Members Present:	Stephen A. Wantz David O'Callaghan Carol Gorsuch Garima Chaturvedi (Zoom) Beth Gray Jessica Wilson Eli Persing
Ex-Officio:	None
Members Absent:	None

Present in addition to the Board were the following staff members: Andrea Berstler, Bob Kuntz, Lisa Picker, Jill Edelen, Joe Thompson, Terri Simmons, Darrell Robertson, Caitlin McCubbin, Mandy Davis, Sarah Stone and Laura Bavetta.

CALL TO ORDER/WELCOME
Chair Wantz called the meeting to order at approximately 7:00 pm.

ESTABLISHMENT OF A QUORUM
Seven members of the Board were present, and a quorum was in attendance.

REVIEW AND APPROVAL OF AGENDA
Chair Wantz suggested moving the Recruitment Packet discussion to Item 10 since the consultants were on the Zoom meeting and didn't want them to wait until the end of the meeting. On motion of Mr. O'Callaghan, seconded by Ms. Wilson and carried, the amended Agenda was approved.

REVIEW AND APPROVAL OF MINUTES
On motion of Ms. Chaturvedi, seconded by Ms. Gray and carried, the Minutes from June 24, 2026, were approved. On motion of Mr. O'Callaghan, seconded by Ms. Gray and carried, the Minutes from August 26, 2026, were approved.

GENERAL PUBLIC COMMENT
There was no public comment.

STAFF PRESENTATION
Caitlin McCubbin and Mandy Davis provided an update on the Summer Reading Program. This summer saw an increase in teen and adult numbers.

STAFF PRESENTATION
Darrell Robertson, Branch Manager, reviewed the events since last year including a renovation, retirements, programs both inside and outside of the branch and passport services.

STAFF ASSOCIATION REPORT

Sarah Stone, Staff Association, updated the Board on the 2026 Food Sunday Charity, replenishing the staff emergency fund and announced Katelyn Callahan as the next President.

FRIENDS REPORT

Friends Board member Paul Culan presented the Friends Report. Mr. Culan highlighted the addition of a Bylaw subcommittee and an Events subcommittee, the upcoming Friends social event at Stratosphere and the annual meeting in November.

APPROVAL OF RECRUITMENT PACKET

June Garcia reviewed the recruitment packet. On motion of Mr. O'Callaghan, seconded by Ms. Gorsuch and carried, the Board approved the recruitment brochure as presented.

FINANCIAL STATEMENT – INFORMATION

Jill Edelen, Director of Finance, reviewed the most recent Financial Statement, noting it is early in the fiscal year. Ms. Edelen stated the Audit is in process, interest revenue is fluctuating, and the possibility of a compensation study to ensure CCPL is and remains marketable.

Ms. Edelen included a proposed use of fund balance listing to take to the Commissioners for approval once the audit is final.

On motion of Mr. O'Callaghan, seconded by Ms. Wilson and carried, the Board voted to approve the use of fund balance and forward to the Commissioners for their approval.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Wantz noted the fraud interview with the auditors and no issues are anticipated. He commended staff on author events and the success of the Book Festival.

B. OTHER BOARD MEMBERS

Other Board members applauded the success of the Book Festival and the thoroughness of the press and social media coverage of the event and are looking ahead to next year's festival.

C. EX OFFICIO

There was no ex officio present.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programs since the last Board meeting and highlighted upcoming events such as Staff Day, her participation in Library Journal's Director Summit in Florida, the Citizen's for Maryland Libraries conference and the Friends' Annual meeting.

ADMINISTRATIVE REPORT

There were no other Administrative Matters.

ELT REPORTS

There were no ELT reports.

CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

A. FOUNDATION WORK GROUP
A meeting is scheduled for October 1, 2026.

B. EXECUTIVE DIRECTOR JOB DESCRIPTION
On motion of Ms. Gorsuch, seconded by Mr. Persing and carried, the Board voted to approve the job description with the edits.

NEW BUSINESS

A. NEW CATALOG INTERFACE VEGA
Mr. Kuntz previewed Vega, the new catalog interface and demonstrated how it will work.

B. CONFLICT OF INTEREST FORM
This form is provided to Board members for their signature annually.

C. VACATION ACCRUAL – DISCUSSION
Ms. Berstler reviewed a proposed change to how annual leave accrual is calculated and carried over. The proposed change would allow staff to accrue vacation hours over the course of the year without limit – however it will limit the hours they can carry into the new calendar year. HR will provide a chart with the limits by hours worked. This will also be the limit for payout of annual leave if a staff member separates from the library. An email outlining this change will be sent to all staff.

On motion of Mr. O'Callaghan, seconded by Ms. Gorsuch and carried, the Board voted to approve the proposal as written.

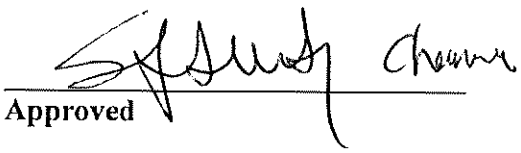
D. HOLIDAY HOURS – DISCUSSION
Currently, Christmas 2026 (Friday) and New Year's Day 2027 (Friday) are paid closings for staff. The Board discussed whether the library should close on one or both of the Saturdays after those holidays. After much discussion, on motion of Ms. Wilson, seconded by Mr. O'Callaghan and carried, the Board voted to add December 26, 2026, as a paid holiday for this year only.

E. 2027 HOLIDAYS AND CLOSINGS – DECISION
On motion of Mr. O'Callaghan, seconded by Ms. Gorsuch and carried, the Board voted to close the library on Saturday, January 2, 2027, it will be an unpaid holiday.

F. FRIENDS BYLAWS – DISCUSSION AND DECISION
Ms. Berstler reviewed the amendments to the Friends Bylaws which were approved by the Friends on September 25, 2026.

On motion of Mr. O'Callaghan, seconded by Ms. Gorsuch and carried, the Board approved the Friends Bylaws as amended.

ADJOURNMENT
On motion of Ms. Gorsuch, seconded by Ms. Wilson, and carried, the meeting adjourned at 9:50 pm.



Approved