

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

Location: Westminster

Members Present: Stephen A. Wantz
David O'Callaghan
Carol Gorsuch
Kendra Hart
Beth Gray (Zoom)
Jessica Wilson

Ex-Officio:

Members Absent: Garima Chaturvedi

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 7:02 pm.

ESTABLISHMENT OF A QUORUM

Six 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. Gorsuch and carried, the Agenda was approved.

REVIEW AND APPROVAL OF MINUTES

On motion of Mr. O'Callaghan, seconded by Ms. Wilson and carried, the Minutes from November 5, 2025, were approved.

GENERAL PUBLIC COMMENT

There was no public comment.

STAFF PRESENTATION

Christina Ogle, Branch Manager, provided a summary of the branch's programming and partnerships. Ms. Ogle highlighted how the branch connects with the community and builds strong relationships with surrounding businesses, schools and local non-profit organizations.

STAFF ASSOCIATION REPORT

Joy Zimmer, Staff Association Representative, stated they will continue the "Eating Around the World" outing this summer and the Renaissance Festival again.

FRIENDS REPORT

Ms. Berstler updated the Board on the Friends' annual meeting, their efforts to build a strong volunteer group and the discussion of plans for their 2026 initiatives that will occur at Friday's meeting. Ms. Berstler stated there are three new Friends Board members and they will begin the search for an additional four members.

FINANCIAL STATEMENT – INFORMATION

Jill Edelen, Director of Finance, reviewed the most recent Financial Statement, reporting that all is going well. Ms. Edelen stated there is an update to the Budget request. The updated request includes an increase in the MD State Retirement Agency contribution and potential Time to Care Act funding.

On motion of Mr. O'Callaghan, seconded by Chair Wantz and carried, the Board voted to approve the amendment to the Budget as presented.

BOARD MEMBER REPORTS

A. BOARD CHAIR

Chair Wantz praised staff and their continued commitment to the library and community. Chair Wantz presented Dr. Hart with a Certificate of Appreciation for her service to the Board, the library and community.

B. OTHER BOARD MEMBERS

Other Board members attended the Good Scout Breakfast, the reopening of the North Carroll Branch, the Friends Tea, a tour of the Eldersburg Branch with Commissioner Krebs and praised the little food pantry at the Eldersburg Branch and the resource it is for the community.

C. EX-OFFICIO

There was no ex-officio present.

EXECUTIVE DIRECTOR'S REPORT

Ms. Berstler reviewed events and programs since the November Board meeting and noted upcoming events including planning for another Board Retreat, the Light of Carroll, and the Book Festival. Ms. Berstler distributed the final copy of the Strategic Plan and a white paper regarding Library Foundations to be discussed at the next meeting.

A. ADMINISTRATIVE REPORT

There were no other Administrative Matters.

B. ELT REPORTS

There were no ELT reports.

C. CORRESPONDENCE AND ANNOUNCEMENTS

The most recent press was noted.

OLD BUSINESS

A. NOMINATING COMMITTEE

Mr. O'Callaghan stated the committee met with potential candidates and they will be at the January meeting for their interviews.

NEW BUSINESS

A. BEHAVIOR POLICY

B. MEETING ROOM POLICY

C. DISPLAY POLICY

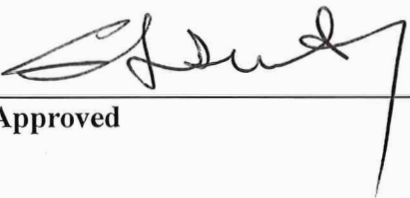
These three policies were distributed and the edits were highlighted. The Board members will review the policies and have discussions at the January meeting.

D. FRIENDS LIAISON

Ms. Gray volunteered to serve as the Friends Liaison to the Board of Trustees.

CLOSED SESSION – PERSONNEL

On motion of Ms. Gorsuch, seconded by Mr. O'Callaghan, and carried, the Board voted to go into Closed Session. On motion of Mr. O'Callaghan, seconded by Ms. Gorsuch and carried, the Board voted to Adjourn after Closed Session.


Approved