

**MEETING SUMMARY**  
**Carroll County Public Library Board of Trustees**  
**November 15, 2023**

Location: Headquarters

Members Present: Kendra Hart  
David O’Callaghan  
Garima Chaturvedi  
Joyce Muller

Members Absent: Virginia Harrison

Present with the Board were the following people: Andrea Berstler, Lisa Picker, Bob Kuntz, Joe Thompson, Jillian Edelen and Laura Bavetta, Headquarters.

**CALL TO ORDER/WELCOME**

Chair Hart called the meeting to order at approximately 7:00 pm.

**ESTABLISHMENT OF A QUORUM**

Four 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. Chaturvedi and carried, the Agenda was approved.

**REVIEW AND APPROVAL OF MINUTES**

On motion of Mr. O’Callaghan, seconded by Ms. Muller and carried, the Minutes from October 11, 2023 were approved. On motion of Ms. Chaturvedi, seconded by Mr. O’Callaghan and carried, the Minutes from October 31, 2023 were approved.

**GENERAL PUBLIC COMMENT**

There were no public comments.

**STAFF PRESENTATION – UPDATE ON SUMMER READING**

Sara Arnold and Maria Vilcek were present to update the Board on the Summer Reading 2023 program. Ms. Vilcek reviewed the history and importance of summer reading. The presentation included registration and completion statistics from 2019 through 2023. Ms. Vilcek included picture slides from summer reading events held at all branches. Sara Arnold is the Committee Chair for Summer Reading 2024.

## **STAFF ASSOCIATION REPORT**

Kendal Hopkins, Staff Association Representative from Headquarters, reported that the Association donated 430 pounds of food to the local food bank and \$225 to the Dove House. The Association is currently discussing plans for next year's event.

## **FRIENDS REPORT**

Ms. Chaturvedi highlighted recent events and praised Kati Townsley for her work and time she spends with the Friends and her contributions towards creating a newsletter and ways to bring in more volunteers to events. Ms. Chaturvedi noted the upcoming Annual Friends meeting on December 1<sup>st</sup> which will include an author event and tea.

## **FINANCIAL STATEMENT**

Ms. Edelen presented the November 2023 Financial statement to the Board. Revenues are up over 136k from budget, being driven by ticket sales, interest income, and Passport fees. Expenses are down, primarily in salaries, partially due to the minimum wage increases not going into effect until 1/1/2024.

## **BOARD MEMBER REPORTS**

### **A. BOARD CHAIR**

Chair Hart did not have anything to report.

### **B. OTHER BOARD MEMBERS**

There were no other reports.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Berstler reviewed her report which summarized activity since the last meeting. This report highlighted current programs, training and professional development for staff, strategic planning for the future, current talking points and the upcoming FY 2025 Budget.

### **A. ADMINISTRATIVE MATTERS**

Executive Director Berstler did not have any additional Administrative Matters.

### **B. CORRESPONDENCE AND ANNOUNCEMENTS**

The most recent press was noted.

## **NEW BUSINESS**

### **A. SMOKE-FREE WORKPLACE POLICY**

Ms. Gonsman reviewed the current policy and noted the suggested changes. The Board would like to keep language that specifically notes all library facilities, campuses and vehicles are smoke-free.

### **B. EMPLOYMENT VERIFICATION, REFERENCES AND RECOMMENDATIONS**

Ms. Gonsman reviewed the current policy and noted suggested changes. After much discussion regarding the differences between references and letters of recommendation and whether specific language should be added in the procedures side of this issue, staff stated it will table the discussion until a future meeting.

**CLOSED SESSION – PERSONNEL**

On motion of Ms. Chaturvedi, seconded by Ms. Muller and carried, the Board voted to close for personnel issues at 8:16 pm.

On motion of Ms. Muller, seconded by Ms. Chaturvedi and carried, the Board voted to adjourn Open Session at 8:17 pm.

On motion of Mr. O’Callaghan, seconded by Ms. Chaturvedi and carried, the Board voted to adjourn Closed Session at 9:13 pm.