

**Carroll County Public Library
Board of Trustees Meeting
Wednesday, March 25, 2009**

Minutes

1. Roll Call and Declaration of Quorum

Mr. Knight called the meeting to order at 7:10 p.m. and announced there was a quorum present.

Present

Board:	Kathleen Campanella	Todd Herring	Keir Knight
	Nancy Lynch	Joyce Muller	Richard Soisson

Staff:	Tony Eckard	Nancy Haile	Lisa Hughes
	Heather Owings	Concetta Pisano	Scott Reinhart
	Nadine Rosendale	Muffie Smith	Stephanie Szymanski
	Lynn Wheeler	Ann Wisner	

2. Minutes of February 25, 2009

Ms. Lynch moved to approve the minutes of February 25, 2009. Mr. Herring seconded. Approval was unanimous.

3. Financial Statement

Mr. Eckard reviewed the Carroll County Public Library (CCPL) Financial Statement ended February 28, 2009. Cash balances are on track. The balance sheet reflects unspent amounts at the same level as this time last year. Overall revenues are \$110,000 stronger than budgeted, when the FY 09 carryover funds are backed out, it reflects \$33,000 ahead. Fines are ahead of budget and last year's pace. Interest rates are very low and interest income is behind last year by \$36,000. There was some discussion about ways to increase interest income. Mr. Eckard said he has asked BB&T for some options and will bring that information to the Board. The County will take the \$215,000 unused portion budgeted for Finksburg salaries out of the final FY 09 quarterly appropriation to CCPL. Mr. Eckard will bring all needed budget adjustments to the Board before the end of the fiscal year. Expenses are \$700,000 ahead of last year's pace. Materials spending is on par with \$690,000 spent. Special Funds Budget reflects the receipt of \$84,000 in Universal Service Credit (e-rate). ISP revenue continues to drop. We currently have 800 Internet account holders. Restricted Funds activity reflects reimbursement from the State capital grant for Westminster renovation costs, and from Maryland eLearning, and Everyone Learns grants. Expenses are reflected for Maryland eLearning, Parents as Teachers, Spanish Outreach and Staff Development grants. Mr. Herring asked if we are on budget with the project. Staff said the cost estimate provided by the designer is on target.

Last week Ms. Wheeler, Mr. Reinhart and Ed Leiter from CCPL's finance office attended a workshop on the FY 11 State capital cycle. State personnel thanked Mr. Leiter for creating an expenditure and reimbursement spreadsheet for the Westminster project that can be used as a model for other projects. Mr. Eckard met with County finance staff to determine how local matching funds will be incorporated and accounted for in the Westminster capital grant project. Ms. Wheeler said that full funding of the FY 10 capital grant by the General Assembly is possible because it is being funded through bonds. If so, we will receive the funding needed to complete the final phase of the Westminster renovation project. Ms. Campanella said the funding of this project reflects the confidence funders have in the staff. She thanked all staff involved for their hard work behind the scenes to serve the people of Carroll County.

Mr. Soisson asked how often the salary structure is visited and if it is compared to other library systems. Ms. Smith and Ms. Wheeler responded that in 2005 the staff worked with County staff to revamp the salary structure. Since that time, CCPL staff has been included in the County's salary increases. Mr. Soisson recommended that the salary structure be revisited on a regular basis.

4. Correspondence and Announcements

Mr. Knight shared a letter from Random House employees who once again donated \$1,500 to support CCPL's summer reading program.

5. Director's Report

The Director's Report was reviewed. Circulation was up 7.5 percent in February; and up year to date 7.6 percent. There were 80,000 visits in February and visits are up 68,000 over last year. Finksburg had 29,000 circulations in February.

County budget staff reported that our FY 10 budget will be flat lined. At this point we are anticipating a 10% cut in State Aid. In addition, we have been informed that due to a formula calculation error at the State in FY 09, some counties, including Carroll received an overpayment in school and library state aid. This overpayment, which for CCPL is estimated to be \$25,000, will be deducted from FY 10 state aid. The reduction in state aid will impact materials purchasing.

The County approved the purchase of a DVD vending machine for Finksburg. We are also purchasing one for Westminster. The first DVD vending machine at Westminster was paid for by a State grant. Although it is working well at this time, it is not as user friendly as the new model which is simpler to use and costs less.

CCPL's budget hearing with the Commissioners will be on Thursday April 2 at 10 a.m. Ms. Wheeler said staff plan to talk about the success at Finksburg, the Westminster renovation project, the possibility of a new capital project at North Carroll, and the need to migrate to a new Integrated Library System (ILS), and to thank the Commissioners for their support during tough economic times. Mr. Herring, Ms. Lynch and Mr. Soisson plan to attend the hearing.

Ms. Muller noted that Commissioner Gouge will once again be recognized as one of the 100 Top Women in Maryland.

Facilities News. Ms. Wheeler said that she has talked to the Budget Office and Facilities Bureau about an FY 11 State capital grant project to expand the entrance and overlay the parking lot at the North Carroll Branch. Applications are due to DLDS in June. This may also involve a partnership with the Town of Hampstead if officials decide to pursue the building of an access road on the property in conjunction with the opening of the Hampstead Bypass which will change the traffic pattern on Route 30.

Lighting replacement and ceiling repair work are nearly completed at Westminster. Staff are preparing for a three to four week closing starting on May 18 for installation of new shelving, furniture and carpet, and wall repair and painting. Staff members are working on the logistics in regard to operations while the branch is closed.

County Department of General Services head, Tom Rio, recommended expansion of the Finksburg library parking lot. Since the grading has already been done, it will be fairly simple for the County to add more spaces.

The Taneytown library responded to customer requests that they sell postage stamps. The Point of Sale was configured to handle this and branch staff are now selling first class stamps.

Commissioner Zimmer spent a day with staff touring branches. Nancy Lynch joined us for most of the day. He was especially interested in the proposed capital projects. Marge Wolf, City of Westminster town manager and some of her IT staff recently toured CCPL Headquarters.

Scott Reinhart set up four ILS demos for CCPL, McDaniel and Carroll Community College staff. Mr. Reinhart built in \$100,000 in the FY 10 CIP to begin funding for migration to a new ILS. We will meet with our consortium partners in April to determine next steps.

Recently, there was an article in the *Carroll County Times* regarding lead in children's books that were printed before 1986. Items purchased prior to 1992 are not identified by acquisition date in the catalog, so staff have been looking through the picture book collections to pull anything that was printed prior to 1986. We have also advised our customers to bring anything to staff members that may be in question. Ann Wisner spoke with the *Times* reporter and noted that because of strong funding support for materials through the years we have been able to replace our collection on a regular basis, resulting in very few items on shelves that were printed prior to 1986.

Upcoming dates: Maryland Association of Public Library Administrators will meet on April 2 and April 3. The Budget hearing with the Commissioners is April 2. Ms. Wheeler will speak to the Carroll County Democratic Club on April 6. The next Board meeting is April 22 at the Taneytown Library. Ms. Wheeler asked the Board if they would be willing to be part of a focus group with library consultant Paula Singer in her efforts to update the State Trustees' Manual before the next Board meeting. The last edition was written by former CCPL director Martha Makosky and former State Librarian Maurice Travillian. The Board agreed to participate in the focus group. Ms. Singer will meet with the Board without staff present.

The Maryland Library Association annual award is being presented to Gail Griffith this year on May 14 at the annual conference.

7a. Finksburg Branch Report and Tour

Finksburg branch manager Nadine Rosendale gave the Board a report and tour of the new branch. Finksburg has registered 1,374 borrowers. The staff has offered lots of programs, with 1,188 attendees to date. They have done tours for the staff of Gerstell Academy and Sandymount Elementary. Local schools and daycares are offering their students' artwork for display. Currently Sandymount Elementary has artwork displayed. Reading nights will be held with Sandymount and Mechanicsville elementary schools. There have been many people coming in to offer help and program ideas, including Eagle Scout and Girl Scout Gold projects. Local master gardener and *New York Times* gardening columnist Anne Raver donated an excellent collection of gardening books. She hopes to build a small garden in the back of the branch and start a garden club to maintain it. Branch staff traded programs with Bear Branch Nature Center, the branch did storytimes at the Maple Sugar event and Bear Branch will come to the library to do a program about owls. Other partners include Parents as Teachers, Maryland Heartland for Sustainable Living, and the Westminster Astronomical Society. A McDaniel student wants to do a project on the building's sustainable features, and another student wants to do a project on computer use.

Heather Owings - Library Associate II at Finksburg is continuing her very successful work with the Teens Connect grant funded project. This year she is working with a team of five teens to create an alternative reality game for the summer reading program. "Find Chesia". centers around a girl named Chelsea who in a search for her parents, will learn geography, superstitions and information about the Chesapeake Bay. The team is creating online clues through blogs and podcasts. Safe web practices will be stressed and parents will be given a website link to help them understand how the game is played. The group meets once a month to develop the game. The kids are from different parts of the County. They are also using flip cameras to create online book trailers and library tours. Ms. Owings showed one the of the kids' videos. She said they are very imaginative and it has been very rewarding putting this project together. Board members congratulated the staff on their engagement with the community and on their success. They thanked Ms. Rosendale and Ms. Owings for their reports.

7b. Materials Department Report

Materials Manager, Concetta Pisano gave a report on the Materials Departments activities this past year. Their main focus was the opening day collection for the Finksburg library. A snapshot of the opening day funds and how they were spent was handed out. The first estimate based on information from a book vendor was that we would get 30,000 items for the branch with the \$540,000 the County appropriated. Our staff did a superb job with the money and stretched it to acquire the 41,550 items. Ms. Pisano shared a PowerPoint about the process and pointed out how the staff worked to enhance and improve the acquisition lists provided by the book vendor. She said her staff is glad to have the project behind them and hopes that everyone agrees they put together a good collection for the branch.

In other department activities, Ms. Concetta and Ms. Hughes have taken presentations on our shared collection project to libraries in Virginia and Delaware. Harford and Montgomery county libraries have also asked for information on this process. Materials selectors are going out to branches to visit with staff to train them on how to build collections. This will be very important in light of budget cuts. The staff is also hoping that the new ILS system will create useful reports that will help the staff make collection weeding and purchasing decisions. The Board thanked Ms. Pisano for her report.

7c. Great Books for Kids

Children's book selector Nancy Haile presented the work of the Great Books for Kids committee. She highlighted recent national prize winners. *House of the Night* was the winner of the Caldecott Medal for best illustration. The Newbery Medal for best written book went to Neil Gaiman for *The Graveyard Book*. The Coretta Scott King awards for best African American author and illustrator went to author and illustrator Kadir Nelson for *We are the Ship* and illustrator to Floyd Cooper for *Blacker the Berry*. CCPL joined Baltimore and Harford counties to create the Great Books consortium. The project provides the opportunity for staff to explore, discuss and present the cream of the crop of children's books. They have lively discussions and look at the books critically. Ms. Haile highlighted some of the 33 favorite titles. Susie Lee's tale of a little girl with five gulls in *Wave*; *What Pet to Get?* by Emma Dodd; *Kisses for Daddy* by Frances Watts and David Legge; *Imagine a Place* by Sara L. Thompson with paintings by Rob Gonsalves; *Help Me, Mr. Mutt* by Janet Stephens and Susan Stephens Crummel; and *Snoring Beauty* by Bruce Hale, illustrated by Howard Fine. When they voted they came up with one favorite: *Pete & Pickles* by Berkeley Breathed. She said it is a great committee to work with and this year author Jaclyn Woodson will speak at the annual program. The Board thanked Ms. Haile for her report.

8a. Playaways

Ms. Hughes and Ms. Pisano presented information about Playaways, a format of audio books. Libraries in Maryland and beyond are now offering Playaways and they are proving to be very popular. It is becoming very difficult to purchase audio books on cassette, a format that is being eliminated but is still popular with our customers. Ms. Pisano showed a YouTube video that demonstrated how Playaways work. The Playaways are a self-contained audio book in a digital format. A customer can use ear buds attached directly to the Playaway, or play through a car cassette player with an adaptor or through an MP3 player jack. Although each Playaway comes with a set of ear buds, these would not be circulated due to health issues. Many customers already have earphones and we sell them at each branch. The Playaway requires a triple A battery. The staff recommendation is to use rechargeable batteries. One battery will last about 20 hours, enough time to listen to an audio book. The Playaways will be circulated in their own sturdy case, which was designed for library use. Currently the company has over 4,000 titles. The staff would use remaining Finksburg collection funds and book on cassette funds to purchase the first batch of titles. Board members asked if customers will be able to record onto the player. Ms. Pisano explained that cannot be done on these devices. The Playaways will be treated just like any other audio book, they can be renewed, will float, and circulate for three weeks. The staff feels these will be a good transition for our customers who check out books on cassette and they hope that this will help our customers get interested in downloadable audio materials. Most of the titles

are for the adult collection at this time, but staff plan to purchase some young adult and children's titles. Mr. Knight said this is a brilliant idea and suggested putting promotional flyers in our current books on cassette to let those customers know what we will be getting. Ms. Hughes said that school kids are aware of this format because the school system has them.

*Mr. Soisson motioned to purchase the Playaways for the CCPL collection.
Mr. Herring seconded. Approval was unanimous.*

9. Adjournment

Mr. Knight adjourned the meeting at 9:35 p.m.

Todd Herring
Secretary/Treasurer