

**Carroll County Public Library
Board of Trustees Meeting
Wednesday, June 24, 2009**

Minutes

1. Roll Call and Declaration of Quorum

Mr. Knight called the meeting to order at 7:05 p.m. and announced there was a quorum present.

Present

Board:	Todd Herring	Gilda Hogan	Keir Knight
	Nancy Lynch	Joyce Muller	Richard Soisson

Staff:	Tony Eckard	Nancy Haile	Lisa Hughes
	Scott Reinhart	Muffie Smith	Stephanie Szymanski
	Lynn Wheeler	Ann Wisner	

Nancy Haile, Materials Manager - Children was in attendance representing the Staff Association. Ms. Haile made the Carroll County Public Library (CCPL) square for the Maryland Library Association (MLA) quilt, which will be on display at CCPL sometime in the future.

2. Minutes of May 22, 2009

Mr. Knight thanked Ms. Szymanski for her work on the Bylaws portion of the May minutes.

Ms. Lynch moved to approve the Minutes of May 22, 2009. Ms. Muller seconded. Approval was unanimous.

Mr. Knight also noted that he enjoyed representing the Board at the Ballet Slipper recital.

3. Financial Statement

Mr. Eckard reviewed the CCPL Financial Statement that ended May 2009. Cash balances are on target although a little less than last year, because Finksburg opening day collection money has been spent. By the end of the year it is expected that income will be \$50,000 over budget. Fines are \$30,000 ahead of budget and \$10,000 ahead of last year. Expenses reflect almost \$150,000 in unspent salaries, due primarily to several retirements during the year. Staff will ask the Board to approve a small transfer from print to non-print purchases in the FY 09 operating budget. The Special Funds revenues are well ahead, as are expenses. We have collected \$15,000 over and above the budgeted \$100,000 for e-rate. Our cataloging work for the Department of Health and

Mental Hygiene (DHMH) libraries has helped support this budget. Restricted funds reflect the collection of \$103,000 in reimbursement for the Westminster renovation project. We committed \$122,000 from carryover toward our share of the local match for the State Capital Grant to renovate Westminster. For auditing purposes it was noted that this grant is not a federal grant, but a state grant. Other activity in restricted funds reflects use of staff improvement and development for staff attendance at the MLA conference and tuition reimbursement. Mr. Eckard noted that at the end of each year OPEB (post employment benefit) contributions are booked as per standard auditing practices. The County will make a \$678,000 contribution on our behalf for after employment benefits. There was discussion regarding the fines budget and collection. Ms. Hughes said that our staff negotiates if there are special circumstances that may have led to material not being returned or returned late, such as family illnesses or bad weather. Staff always tries to recover materials and will set up payment plans to help customers manage fines. Ms. Wheeler noted that the staff is empowered to negotiate with customers and they understand that the primary goal is to get material back into the collection. Mr. Knight asked if we know what percentage of fines are collected in comparison to what is owed and how CCPL compares to other library systems. Ms. Wheeler said the only thing we can readily report is how much money is collected in fines. Mr. Eckard said the auditors have realized that fines are not something that is easily budgeted and not a true receivable. Ms. Wheeler noted that since contracting with Unique Management to collect overdue accounts, we have done much better in collecting fines and getting materials returned.

4. Correspondence and Announcement

The Board reviewed:

- a. Copies of two letters from the Governor congratulating Eldersburg and Westminster branch managers for receiving State Capital grants for FY 10 building projects.
- b. A letter from the State noting that no problems were found in their review of CCPL's FY 08 audit prepared by Clifton Gunderson.

5. Citizen's Time

No citizens were present.

6. Director's Report

Ms. Wheeler and the Board congratulated Nancy Lynch on graduating from Leadership Carroll.

Circulation was down only 1.3% in May, which is astounding considering that the branches were open one less day in May 09 compared to May 08 and that Westminster was closed for two weeks. The Westminster staff continued to fill holds for the first two weeks of the closing for customers to pick up at other branches. Approximately 1,500 people visited Westminster when the branch reopened on Monday, June 15.

Circulation of DVDs so far this year is 631,793. Game circulation is at 43,518 and PlayAway circulation after one month is at 378. Overall, circulation is up 7.4% for the year, building on a 12% increase in FY 08. Visits are at 940,008. At this pace, we should surpass 1 million visits in FY 2009. In that case, we plan to have a Thanks a Million Celebration in each branch in mid-July. The Community Information database continues to be busy.

Ms. Wheeler said she cannot say enough good things about Facilities Bureau Chief Mike Whitson and his crew. Since carpet costs were much lower than anticipated, and that would make part of the County's match for the state grant come up short; Mr. Whitson worked with his budget analyst to transfer the remaining \$28,000 to CCPL to spend on the Westminster project. Ms. Wheeler also thanked the staff who worked to spend or encumber everything for the Westminster renovation by the June 30 deadline. She also reiterated that the Facilities staff, the work release trustees and the library staff worked as great partners to accomplish the renovation of the library.

Upcoming dates of note include: Maryland Association of Counties (MACO) Conference - August 12-15 in Ocean City. CCPL's Summer Shorts Writing and Video Contest awards program will be held at the Community College's Scott Theatre on August 20 at 7 p.m. Lisa Hughes will set up a tour for the Board of the new Manchester High School on September 23 at 5:30 p.m. before the Board meeting. The Baltimore Book Festival is scheduled for September 25-27 and the annual statewide trustees meeting will be held on November 7. The State will roll out the new State Trustees' manual at that meeting.

7a. Staff Report – State Library Resource Center (SLRC) Website Overview

Lisa Hughes handed out a flier promoting an upcoming staff training event, the Black Belt Librarian. We are partnering with Frederick County libraries to bring this training to both systems. The training is centered on how to deal with difficult and upset folks who come into libraries.

Ms. Hughes presented an overview of the State Library Resource Center (SLRC) website. SLRC functions as Maryland's state library. In 1971 the Enoch Pratt Free Library was designated as SLRC. Among other services, SLRC purchases databases for use in libraries statewide. The SLRC staff is very involved in Library Associate Training; they trained more than 150 library associates last year. They provide training workshops on subjects such as legal issues, genealogy, medical and Google searching. They send their staff around the state to provide training and special programs. Jeff Korman, Head of the Maryland Room has done several programs in Carroll and provided us with items from Pratt's collection for special displays. SLRC staff has created numerous subject guides, how-to guides, bibliographies, and web guides on timely subjects. The Maryland Digital Cultural Heritage is compiling photos and documents into a digital resource. SLRC staff provides research support. It also manages daily delivery of library materials throughout the state through Maryland Interlibrary Loan Organization (MILO). Ms. Wheeler said that SLRC's budget has been flat funded since 2003 and it will receive a cut in FY 2010. As a result, SLRC will reduce database resources in FY 10, and reduce its financial support of the MILO network. Ms. Wheeler said she hopes the MLA Legislative Panel makes

SLRC their top priority for this year's legislative session. Board members asked questions regarding use of the SLRC website. Ms. Hughes said anyone can use the website but it is meant as a resource for librarians. She said she encourages all our information staff to take a tour of SLRC, and get instruction from their staff members. SLRC loans out audio visual materials, which many systems in the state do not do. There was some additional discussion about SLRC's resources. Also noted was the flexibility of borrowing items in Maryland as compared to many other states. The Board thanked Ms. Hughes for her report.

9a. FY 10 Operating Budget

Mr. Eckard said that except for the breakdown of the State Aid cut in the Materials budget lines, this is the same FY 10 Operating Budget that was brought to the Board in May. Materials manager, Concetta Pisano and her staff allocated the cuts to affect each area so the impact on any one area is minimal. The largest single dollar difference is in databases. The staff decided to drop the low use S&P Reports database. Overall, the budget is a status quo budget with a decrease of \$127,000 reflecting reduction of rental cost for Headquarters space. There are no funds for salary increases.

Ms. Muller moved to approve the FY 2010 operating budget. Mr. Soisson seconded. Approval was unanimous.

9b. FY 10 Special Funds Budget

Mr. Eckard presented information on the FY 2010 Special Funds Budget. It is very similar to what was presented to the Board in May. But the staff responded to the Board's comments about the vending business and took a closer look. Staff met with the vending vendor to see what could be done to strengthen the program. Pricing was reviewed, staff agree that current prices are fair and what the market can bear. Coffee is \$1, sodas \$.75 and snacks run around \$.75 each. Vending machines in the branches are looked at as a convenience for customers. It was discovered that very little coffee is sold in Mt. Airy. The vendor is willing to remove the coffee machine in Mt. Airy. Vending machines in staff only areas make less money due to special pricing for the staff but the revenue that is realized for those machines has traditionally been placed in the Rewards and Recognition program. Staff recommends moving that revenue of approximately \$500 to the Special Funds budget. The Rewards and Recognition budget will not be severely hurt by doing this. These two things will bring the vending business closer to breaking even in FY 2010. There was discussion about placement of vending machines. Mt. Airy's machines are in the back of the branch, whereas North Carroll's are in the front. Mr. Eckard said there is disparity in where machines are placed due to branch space constraints. Since vending is a convenience and not a primary library function the machines are placed where they can best fit. Mr. Knight expressed concern that taking the machine out of Mt. Airy could hurt service in the long run. Mr. Eckard said that Patty Sundberg the Mt. Airy branch manager thought there would be little customer reaction to removing the coffee machine. Mr. Herring and Mr. Soisson thanked the staff for taking a closer look at the vending operation and for making recommendations that would reduce the revenue loss.

Mr. Soisson moved to approve the FY 2010 Special Funds budget. Mr. Herring seconded. Approval was unanimous.

9c: FY 2009 Operating Budget Adjustment

Mr. Eckard asked the Board to consider a transfer of \$10,000 from book purchases to non-print purchases. This will allow the Materials department to purchase more Playaways which are very popular. The staff could purchase about 250-300 additional Playaways with these funds. It was noted that fines on Playaways are the same as on a book, \$.20 per day per item.

Mr. Herring moved to approve the FY 2009 Operating Adjustment. Mr. Knight seconded. Approval was unanimous.

9d: Trustees Bylaws

Ms. Muller and Ms. Campanella worked with library consultant, and former staff member, Gail Griffith to update the Trustee Bylaws. Since the bylaws state that Trustees must have 30 days to review changes, Ms. Wheeler asked the Board to vote on the new bylaws at this meeting following the thorough review that occurred at the May meeting. Ms. Wheeler brought up an opportunity for the Board to add an ethics statement to the Bylaws. When the Commissioners send a prospective Board member a letter of agreement to become a part of the Library's Board, the letter says that Board members abide by the Carroll County Ethics Ordinance. Ms. Wheeler discovered that the Board already has an ethics statement policy in the Trustees Manual. She asked the County Attorney to review the letter sent by the Commissioners to see if the statement about the Ethics Ordinance applies to this Board. That review is occurring now. The County's Ethics Ordinance requires some County employees and board members to sign a conflict of interest disclosure statement. Ms. Wheeler said that if Board members abide by the County's Ethics Ordinance they may need to sign a disclosure statement every year. The Board reviewed the ethics statement in the Trustees Manual, which is the Ethics Statement for Trustees from the American Library Association's Public Library Association (ALA PLA). It was noted that the ethics statement from the ALA includes abstaining from votes where a Board member or family member could benefit from an action of the Board.

Ms. Muller moved to approve the Bylaws with the changes discussed at the May 2009 meeting and include the current ALA PLA Ethics Statement for Trustees as an addendum. Mr. Herring seconded. Approval was unanimous.

Ms. Wheeler said she would advise the County Attorney that the Board agreed to abide by the ALA PLA ethics statement and ask that the statement in the appointment letter from the Commissioners reflect that statement and not the County's Ethics Ordinance.

10a: County Capital Projects Request

Ms. Wheeler asked the Board to approve three Capital Projects to take to the County for review. Two are included in the State Capital Grant application that was approved in May; one for

matching funds to improve access and overlay the parking lot and other improvements at the North Carroll branch; the other for matching funds to replace the carpet and purchase furniture at the Eldersburg branch. The third CIP request is for technology replacement. The County has asked that we have these items approved and ready to discuss this summer.

Mr. Herring moved to approve the Capital Projects. Mr. Soisson seconded. Approval was unanimous.

10 b: Westminster Sculpture Project

Ms. Wheeler asked the Board to consider a project to support purchase of sculpture elements in Phase 3 of the Westminster branch renovation. The community task force that included Board member, Richard Soisson helped plan a new more appealing park area in front of the branch. The State Capital grant will pay for the re-landscaping, the replacement of sidewalks and the construction of an ADA accessible ramp from the Diffendahl parking lot. The City of Westminster has agreed to pay for improvements to the crosswalk on Main Street. The new park design shows sites prepared for four sculptures. Ms. Wheeler said that sculpture could be an important component of the park, since the library is part of the arts district in Westminster. Public funds would not be used to purchase sculpture.

For the first installation, staff has identified a sculpture by world-renowned artist and Carroll County resident Bart Walter. Ms. Wheeler shared a photo of *Wild Imaginings*, which was originally created for the Frederick County Public Library, however, funding fell through. Subsequently a library in Monmouth, New Jersey purchased one for their library. Mr. Walter would like to have *Wild Imaginings* installed at the Westminster library and is discounting the piece from \$150,000 down to \$105,000. This piece also is symbolic of late Board member Mary Lou Dewey's 50 years of involvement at CCPL. The park is named in honor of Ms. Dewey. Ms. Wheeler said she would like the Board to approve fundraising for the sculpture. She asked Ms. Muller for her help in determining a plan for fundraising.

To start the silent phase of fundraising Ms. Wheeler has approached Ms. Dewey's family for support of the project. External Relations Manager Ann Wisner created a promotional piece that connects this sculpture with Ms. Dewey's legacy. She will build on that to create a package for the additional fundraising.

Staff has identified a grant that could help toward the purchase of one of the sculptures. However, the grant application asks if the Board supports the fundraising effort and if they have contributed to the fundraising. Ms. Wheeler emphasized that this is not a fundraising Board, but to show support for the project and since the library is a 501c3 entity, she asked Board members if they would be willing to contribute something toward the effort, so that we could answer that we had full support and involvement. The administrative staff will also be asked to contribute to the project. Ms. Muller has already made a financial contribution to the effort. There was discussion about fundraising in the current poor economic environment. Ms. Muller noted that support from the Board is important. Ms. Wheeler will follow up with letters to the Board. Staff will bring the public art grant request to the Board in September.

Mr. Soisson moved to approve fundraising for the Sculpture Project. Mr. Herring seconded. There was some discussion regarding the fundraising process. This included the staff's plan for an installation date of fall 2010, the purchase process and how the library will maintain control of choosing art for the park. Approval to start the Sculpture Project fundraising was unanimous.

Ms. Hogan asked that we find art that is accessible and friendly to younger people. She congratulated the staff on several excellent programs she attended, including the classical music program at North Carroll and the drum program at Finksburg that was very popular. She said these things were nonthreatening and interactive for everyone and to keep these things in mind when choosing art and programs for the library.

10c: Board Meeting Schedule

Ms. Wheeler asked the Board to decide whether or not to hold a July meeting and noted that all items needing action before the fall had been included on the June meeting agenda. Mr. Knight said a meeting could be called if a need comes up.

Mr. Herring moved to cancel the scheduled July meeting. Ms. Hogan seconded. Approval was unanimous.

Ms. Wheeler said as chair of the MLA Fundraising Committee she would like to attend a fundraising event at the end of October that coincides with the Board's scheduled October meeting. She asked that the October meeting be moved to the third Wednesday, October 21.

Ms. Muller moved to move the October meeting to October 21, 2009 at the Eldersburg branch. Ms. Lynch seconded. Approval was unanimous.

Mr. Knight adjourned the meeting at 9:16 pm.

Keir Knight
President