

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
SEPTEMBER 7, 2016**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on September 7, 2016 at the C. Burr Artz Library, Frederick, Maryland.

**BOARD MEMBERS PRESENT:** C. Greenway, K. Kane, D. Kiser, G. Laugelli, S. Manny, B. Poteat, C. Smith and Council Member Liaison, T. Chmelik.

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** D. Batson, Director; J. Kelly, Associate Director; S. McDuff, Associate Director; S. Lauchner, Coordinator/Library Collections; J. Vogel, Youth Services Coordinator; J. El-Zeftawy, Development Officer; B. Hissong, Community Services Coordinator; A. Sherwood, Finance/Office Manager; S. McCoy, Branch Administrator – C. Burr Artz Library; T. Leberz, Branch Administrator – Brunswick Library; R. Bowers, Branch Administrator – Middletown/Walkersville Libraries; A. Whitney, Branch Administrator – Urbana Regional Library; E. Dingle, Branch Administrator – Emmitsburg/Thurmont Libraries; D. Buker, Virtual Branch Administrator; H. Wilkes, Children’s Supervisor – Thurmont Library; J. Marshall, Manager – Library Systems; J. Earp, Administrative Aide-Fiscal; and L. Tibbs, Recording Secretary.

**CITIZEN REMARKS:** None.

**APPROVAL OF MINUTES:** C. Greenway made a motion to approve the Minutes of the June 1, 2016 meeting of the FCPL Board of Trustees Meeting; seconded by D. Kiser. No discussion. VOTE: Unanimous.

**CHAIR’S REPORT:** G. Laugelli welcomed everyone back from the summer break. Mr. Laugelli noted that one of his priorities as Chair is to keep the meetings to an hour. He thereafter noted that the FCPL Board of Trustees had a retreat over the summer. Mr. Laugelli welcomed new Board Member, Kyle Kane. K. Kane noted that he is happy to be on the FCPL Board of Trustees. Mr. Kane stated that he has lived in Frederick for two years. He attended Mount Saint Mary’s College and then went to Notre Dame for law school. After graduating from law school, he worked for Judge Adams as her Law Clerk. He noted that he has been working at the State’s Attorney’s Office for approximately 18 months. Mr. Kane stated that the first thing he did when he moved back to Frederick County was get his library card. Mr. Laugelli added that he has

served on the FCPL Board of Trustees for five years and there is a good mix on the FCPL Board of Trustees. Thereafter, Mr. Laugelli welcomed Councilman Chmelik to the meeting.

**DIRECTOR'S REPORT:**

**a. FCPL – Update:** Mr. Batson noted that this is the first week the C. Burr Artz Library and the regional libraries are open until 9:00 p.m. The new hours have been advertised but it will take a little while for everyone to get used to it. As a result of the new hours, we will no longer hear closing notices announced during the board meeting.

Mr. Batson reminded everyone about the Point of Rocks celebration on Saturday, September 10<sup>th</sup> from 11:00 a.m. – 2:00 p.m. This celebration was motivated by the Friends of the Point of Rocks Library, Mrs. Fry and her niece and nephew. FCPL is an active participant in the celebration and FCPL wants to honor Mrs. Fry for the wonderful work she has done for us and for the community of Point of Rocks. He encouraged everyone to attend, if possible.

Mr. Batson advised that the Walkersville Library project is not proceeding as rapidly as we would like. There has been some difficulty with the architect in not getting the plans back to the County. Staff at DPW has been withholding funds and doing everything they legally can do to motivate the architect to move forward. Staff has looked at the 100% plans and they have been sent to the architect with more corrections. It is hoped that this project will go out for bid sometime in October/November, 2016. It does not appear that ground will be broken for the Walkersville Library until March/April, 2017. This is a delay of approximately 5 months. This delay is not caused by any department within the County. The delay has been caused by the architect. The plans for the Walkersville Library is a prototype so the same architect has to be used that developed the prototype. The County would need to pay another architect the same amount so at this time the County's hands are tied. Mr. Batson noted that by the time the Middletown Library is built, the prototype may not be used because the County would pay the same amount to another architect even if they didn't use the prototype. It is estimated that it will take approximately 13 – 14 months to build the Walkersville Library. The Brunswick Library was built in about 11 months. Mr. Batson noted that if Morgan-Keller gets the contract, they are the ones that built the Brunswick Library and are very familiar with the project. Mr. Batson added that it is hoped that the Walkersville Library will be built by late 2017 or early 2018.

Councilman Chmelik inquired about what changes are being made to the prototype. Mr. Batson stated that some changes were made to the front entryway and the circulation area was changed to provide a single service point for circulation/reference/children's department. Another change that was made was to the area where the original circulation desk was going to be. That area was changed so that study rooms could be installed in that area. These changes were addressed at the 90% plan review so the delay is not due to these changes. Storm water management changes were discussed at the very first meeting because storm water management requirements changed from the time the Brunswick Library was built. The permitting, zoning and code requirements are not holding anything up. The delay is at the architect level. Brett Fouche is the Project Manager for DPW and he is doing a great job.

Councilman Chmelik inquired whether the Walkersville Library project is costing as much for the prototype as it would have if everything started from scratch. He also inquired whether the County is paying the bill for the delay by the architect. Mr. Batson stated that when the architect came back with its initial cost, DPW did due diligence and went to other architects to see if another architectural firm could pick things up for less and every architect indicated they would have to go back to square one. As a result, the County was held hostage (to put it nicely) by the architect. It wasn't for a lack of planning. The County worked with that architect in a very positive mode for the Brunswick Library and have been quite startled by their response to this project. Mr. Batson stated that the County was painted into a corner. Once this project is done, the County will not be held hostage again. Councilman Chmelik further inquired whether the architect knew they were working with a prototype or was anything negotiated with the architect that there would be discounts going forward since they would be working with a prototype. Mr. Batson stated that the architect was planning to work on the Walkersville Library in 2010, however, in 2010 there was an election and a month or so before everything was planned to start, the then Board of County Commissioners stopped the Walkersville Library project. Mr. Batson stated that he does not know if the delay from 2010 to 2016 has anything to do with this. The plans were finished and ready to go out to bid in 2010 and then everything was stopped. Mr. Batson stated that everything was right on track to go forward with the prototype and the plans were ready to go except for a few modifications. Mr. Batson added that he cannot respond fully and directed Councilman Chmelik to DPW for additional answers.

Ms. Greenway inquired whether Frederick County Public Schools have the same issues when they build a new school. Mr. Batson stated that he does not know. Ms. Manny added that they did use some of the same plans for schools that were being built. Mr. Batson stated that he would think that there must be something in the contractual arrangements when the first school was built that would carry over to the schools in the future. Mr. Batson added that he does not know if that type of thing was carried over from the Brunswick Library. He further stated that Brunswick Library was built at the very beginning of the recession. At that time, the County couldn't give FCPL enough staffing so FCPL had to utilize staff from the other library branches to have enough staff to open the facility.

Mr. Laugelli inquired whether there is a point in the process where everything will be finalized. Ms. Bowers stated that once the architectural plans are finalized, the project will go out to bid and at that point we will start working with contractors.

Councilman Chmelik suggested that instead of trying to utilize a prototype in the future, that a new design architect be utilized. Mr. Batson stated that if the prototype would be used in the future, the County will be right back where we are. The architect knows that their hands are tied. Mr. Batson said he would make the recommendation that a new design team be utilized since it will cost the same. Also, this will provide for a unique facility for the Middletown community. Mr. Batson referred Councilman Chmelik to Chuck Nipe at DPW, if there are any further questions.

Thereafter, Mr. Batson stated that the design of the Myersville Library will be in the Fiscal Year 2018 budget. The facility will be a 6,800 square foot facility. Staff has worked with Mayor Creadick for quite some time on this project. The Town of Myersville is willing to contribute funds towards the library. The Town of Myersville has already contributed demolition costs and has advised that they will not seek reimbursement from the County. The Town of Myersville has also indicated they will be submitting for a grant to put fiber lines to the library site. There is a real commitment from the Town of Myersville for the library project. In the Fiscal Year 2019 budget, the funds will be allocated for the actual construction of the Myersville Library. He added that this is based on budget approvals. Mr. Batson noted that during this upcoming year, staff will be working on the opening day collection, shelving, furniture, equipment and technology for the Myersville Library.

Mr. Batson stated that we are going to try to move the Middletown Library project to Fiscal Year 2021-2022. It is currently scheduled for Fiscal Year 2022-2023.

Mr. Batson then advised that the Rotary Club of Carroll Creek will be meeting in the Community Room of the C. Burr Artz Library on Wednesday, September 21, 2016 at 7:00 a.m. The Rotary Club has asked that FCPL show their members what new and wonderful technologies and other things that FCPL has. Mr. Batson noted that he advised the Rotary Club that he will not be in the office and requested them to postpone their meeting at the library, however, they indicated they wanted to continue with the meeting on September 21<sup>st</sup>. James Kelly and other very competent staff will be handling this event during Mr. Batson's absence.

Mr. Batson reminded everyone that he will be out of the office on vacation from September 12, 2016 through September 28, 2016. He also reminded everyone that Staff Day will be held on October 10, 2016. More information regarding Staff Day will be sent out shortly. The event will be held at The Morningside Inn. Sheila McDuff will be out of the office from September 22, 2016 until the first of the year and we wish her the best in the birth of her child.

A copy of the Dashboard was provided to members of the FCPL Board of Trustees. Mr. Batson noted that this covers last year's statistics. Mr. Batson noted that we will try to provide a Dashboard to everyone on a quarterly basis in the future. One of the questions that is always raised is the estimated value of FCPL which is at the center/bottom of the Dashboard. The calculation is based on retail value figures adapted from those used by the American Library Association, Maryland State Library Resource Center and other library industry values.

Ms. Greenway inquired where the databases such as Rosetta Stone, etc. fall on the Circulation by Format graph on the left side of the Dashboard. Mr. Batson noted that FCPL did not obtain Rosetta Stone until July 1<sup>st</sup> and the Dashboard is for last year's statistics, however, it would fall under e-Content.

Mr. Batson thereafter reviewed July, 2016 statistics. For the second year in a row, the July statistics dropped compared to the previous year and it is unknown why the statistics are dropping in July. At the end of last year, circulation increased from the previous year, however,

statistics dropped in July of that year as well. We don't know if it is due to the weather or another reason but the bottom line is that for the last two years in a row, circulation has dropped during the month of July but statistics for the rest of the year increased so by the end of the year statistics reflected FCPL is doing better than the previous year.

D. Kiser noted that video games usage on the Dashboard reflects 0.3% and inquired when FCPL started circulating video games. Ms. Lauchner stated that FCPL started circulating video games in August, 2015. Ms. Kiser further inquired whether video games is being re-evaluated or is FCPL still purchasing video games. Ms. Lauchner stated that FCPL started out with just a few video games to see how things would go and now they are being circulated a lot. It is now a matter of building the collection. Ms. Greenway asked if 0.3% is considered a success story. It was noted that the Dashboard contains figures from Fiscal Year 2016 which ended June 30, 2016. Ms. Greenway asked if video game circulation has increased. Ms. Lauchner stated that circulation has increased; video games are very popular. Ms. Greenway further inquired whether any statistics are gathered as far as who is using the video games such as age groups, etc. Ms. Lauchner stated that FCPL just tracks circulation. Ms. Greenway asked if it is possible to track that sort of information. Mr. Batson stated that FCPL does not track that sort of information for any media.

Ms. Poteat inquired how database searches are measured. Ms. Lauchner stated that the databases themselves provide FCPL with statistics on circulation usage.

Councilman Chmelik inquired whether passport revenue is included in "Other Revenue" on the Dashboard. Mr. Batson stated that FCPL did not start processing passports until January, 2016 and that revenue would be included in "Other Revenue". Passport revenue was not budgeted last year because FCPL started passport processing in mid-year. Passport revenue will be budgeted in this year's budget coming up. Mr. Chmelik inquired whether FCPL was happy with the returns from passports. Ms. McCoy stated that FCPL began passport processing in January, 2016 and noted that passport processing varies greatly from month to month. Mr. Batson noted that before Karen Lewns left, \$50,000 had been estimated as revenue and FCPL was on track to do approximately \$70,000. Mr. Batson noted that other counties have opened up passport services and the post office is now pushing its own passport services. FCPL has been processing passports for about 9 months and we are very pleased with the progress. Staff is doing a brilliant job and it is another revenue source for FCPL.

**b. Budget/CIP – Update:** Mr. Batson stated that staff just received the calendar for the budget, CIP and maintenance requests. This is the very beginning process. FCPL's budget is due in February, 2017. The budget for other county departments is due in December, 2016.

### **NEW BUSINESS:**

**a. Financial Report:** A. Sherwood stated that she has been with FCPL since June, 2016 and it is nice to meet everyone. She thereafter reviewed the FY 2016 Financial Statements. She noted that the figures provided are preliminary figures. The final figures won't be available until

November, 2016. She noted that she wanted to give everyone an idea as to where FCPL stands as of the end of June, 2016. The report reflects that FCPL was at 99.23% of its revenue at the end of Fiscal Year 2016 and at 93% for expenditures. She noted that there are two negative figures in the Balance column and stated that this is a good thing. This means that FCPL received more money in gifts and miscellaneous revenue over what was expected. She thereafter noted that contracted services under the expenditure column is at 60.78%. The budgeted figure included expenses that FCPL ended up utilizing grant funds for so the balance available will be rolled into FCPL's ending fund balance. At this point FCPL is in a good position going into Fiscal Year 2017. The second report reviewed by Ms. Sherwood was the Financial Statement for Fiscal Year 2017. She noted that the figures provided are through July due to the lag in posting of activity on the County side. As can be seen from the report, FCPL is at 66.64% in revenue and 3.44% in expenditures. The expenditure figure is low because the report only reflects one month into the Fiscal Year. She noted that there are negative figures in the year-to-date line for contracted services, material purchases and equipment. This reflects Fiscal year 2016 expenses that have not been paid yet. Those expenses should be paid by the end of the first quarter. She further noted that it looks like FCPL has spent 52.25% for equipment maintenance and repairs, however, 34% of that figure is for prepaid expenses that rolled over from Fiscal Year 2016. The same thing will happen at the end of this year so that will clear everything out. The final report reviewed was the other revenue report. As can be seen from the report, FCPL has been awarded significant grant funds. Two significant grants received so far are the Staff Development Grant in the amount of \$15,000.00 and the Walkersville Capital Grant for the new Walkersville Library in the amount of \$1,000,000.00. Library staff has applied for a music literacy grant in the amount of \$11,000.00 as well as other grants. Ms. Sherwood noted that this report was prepared as of August 22, 2016. She thereafter reviewed funds from sponsors/contributors. The C. Burr Artz Trust has provided \$132,200.00 and together with other donations the total for sponsors/contributors is at \$134,402.55. The grand total so far for revenue is \$1,164,312.56 and this total will continue to rise throughout the year. Ms. Sherwood advised that she is open to suggestions and advised that if there is anything that anyone is looking for on the reports to please let her know. The reports she provided were based on the previous reports provided to the FCPL Board of Trustees.

**b. Freedom Reads/Levitt AMP/Starlight Film Festival:** Bryan Hissong reviewed Freedom Reads. Freedom Reads is FCPL's partnership with Flying Dog and their non-profit, First Amendment Society. Freedom Reads was a series of three lectures during June, July and August. This was a very successful program. Garrett Epps was the author that spoke in June and discussed Leaves of Grass and the relationship to the U.S. Constitution. Mr. Epps is a Professor at the University of Baltimore and a Contributing Editor to the Atlantic Magazine. It was great the way that he tied in the U.S. Constitution to this actual banned book that was written in the 1850s. In July, we filled the place to capacity when Professor Michele Butler from the University of Maryland was the speaker. She discussed Harry Potter and why it is often times banned. In August, we finished up with Attorney and Author, Ron Collins. He discussed Alan Ginsberg's Howl. He was a very engaging and very witty speaker. The program was very successful. Attendees enjoyed themselves. He noted that there were a number of folks that attended all three sessions. FCPL's partner was very pleased with this program and they are

talking about doing this again next summer. The program received great press. There were a number of articles in The Frederick News-Post. WHAG also did a story on the program as well.

Janet Vogel noted that anyone that was out on the Creek on a Tuesday evening may have seen the Levitt AMP Concert Series. This was a family friendly concert series. This program was incredibly successful. The library was invited to participate along with the Downtown Frederick Partnership, the Delaplaine Foundation, Frederick Playlist, the Weinberg Center, the Audio-Visual Group, and the Carroll Creek Farmer's Market. The majority of the funding came from the Mortimer and Mimi Levitt Foundation. This is a private family foundation that empowers cities across America to transform public spaces into thriving destinations through the power of free live music. FCPL's goals are to inspire the culture of learning, strengthen our community connections and cultivate the library as a destination and what better way to do that than to partner with an organization that also wants to work to improve community pride. There were 10 concerts from June 21<sup>st</sup> through August 23<sup>rd</sup>, 2016. There were approximately 6,200 attendees at the concerts as a whole. FCPL had the privilege of having a table set up at the event. We had patrons signing up for the summer reading program during the event. Staff also spoke with people about what the library has to offer. Ms. Vogel noted that when staff is out in the community, many times people do not know what FCPL does and what FCPL has to offer. Ms. Vogel shared that a woman came up to her during one of the events and told her that she wanted to let the library know that when she was learning to read and trying to find a job, she turned to the library and staff was able to help her out and now she has a job. Ms. Vogel said that staff hears this a lot when they are out in the community and it helps staff to know that FCPL is contributing to the community. Ms. Vogel noted that due to the fact that the Downtown Frederick Partnership had the amphitheater all day long on the day of the events, FCPL was able to host the Summer Reading kick-off event at the amphitheater. Over 300 people attended the kick-off event before the monsoon began that day. The Levitt AMP Concert Series replaced Music on the Terrace which was an annual event in September. Ms. Vogel stated that she pulled statistics for Music on the Terrace and about 1,400 people attended those concerts throughout the month of September. She added that the Levitt AMP concert series definitely provides more bang for the buck and, hopefully, the Downtown Frederick Partnership will receive that grant again.

Ms. Greenway inquired whether this was funded by a local grant. Ms. Vogel stated that the Levitt AMP group is from California. It is a nationwide grant. There are several communities throughout the country that receive the grant and it requires community partners. The Downtown Frederick Partnership could not apply alone; they had to have community partners that would also support the event. Mr. Batson advised that there was a committee that selected who the bands would be that performed and they kept the bands as local as possible. Mr. Jon, one of FCPL employees, was contracted with and he did his children's program. Ms. Vogel stated that Mr. Jon had approximately 700 people at his event. He was the only opening act that had more people attend his event than the second act.

Jess El-Zeftawy reviewed the Urbana Starlight Film Festival. An initial presentation was made on this event by B. Hissong a few meetings ago. Ms. El-Zeftawy stated that the Urbana Starlight

Film Festival replaced the Urbana Music Festival. The Urbana Music Festival was a very loved event, however, we thought it was time to try something new. There were four events that happened throughout the summer. Funding for these events was secured through the C. Burr Artz Trust. Staff worked through Fun Flicks who brought in a giant, inflatable screen for the movies. The movies that were shown were: Cinderella (the live action version), The Lego Movie, Big Hero 6 and Star Wars: The Force Awakens. The fourth event, Star Wars, was chosen by library patrons who voted throughout the summer. This was a family friendly event. She displayed photos from the various events. It is estimated that over 1,000 people attended overall for the four events. One of the events overlapped with the local carnival so the attendees had a private fireworks show as well.

Ms. El-Zeftawy noted that often when we speak of the success of an event, we speak about how many people attended and what the outreach was like but she wanted to specifically highlight success and define strategic goals. Strengthening community connections and cultivating the library as a destination are two that really resonate with this series. She stated that what she means as the library as a destination is creating a vision of the library as a hub for the community for discussion, interaction, and discovery and we are not bound by the four walls of the library. It was great to have this outdoor event series. One of the major partners for this event was PNC Bank. FCPL was lucky enough to have the PNC Mobile Learning Adventure Tour. This focuses on childhood development and inspires children in future careers. PNC had a photo booth area where the kids could dress up like doctors, architects, etc. and get their photos taken. It was great to have them as our partner. There were other partners that, by their participation, funded our pre-film activities. These pre-film activities turned the film into an experience. For the Cinderella movie, there were princesses that children/adults could get pictures taken with. There were inflatables for the kids at the Lego Movie and Big Hero 6. There was also a DJ Dance Party for the final Star Wars event. We tried to create unique opportunities for our sponsors. Some of the long time partners are: Natelli Communities, Villages of Urbana and Dynamic Automotive. The sponsorship from Dynamic Automotive allowed us to build some really cool box cars. The teen volunteers at the Urbana Regional Library constructed the box cars so the tiniest patrons could climb in them and sort of have their own drive-in movie. The box cars were so well-loved that they only lasted 2 out of 4 films. Ms. El-Zeftawy noted that many of the patrons came to the film festival dressed up in costumes because they were so excited for the films. She noted that the sponsorship experience was mutually beneficial for our local partners. There were a number of folks from the local area that were looking into doing local outreach in the community: St. John's Catholic Prep, Living Grace Lutheran Church, Urban Green Apartments and the YMCA. This event gave them the opportunity to speak with local residents and get involved and support the library. She thereafter displayed some photos from pre-film activities. In summary, she noted that this was a very cool experience for all of the families that attended. There were two media sponsors that she wanted to give a "shout out" to: The Frederick News Post and Macaroni Kid. Both of these sponsors helped spread the word about this event, Summer Challenge and all the other amazing work that FCPL does. Ms. El-Zeftawy thanked Rita's Italian Ice for giving away free Italian ice. Also, FCPL's beloved Friends of the Urbana Regional Library gave away free popcorn to attendees. Also, she noted that this event could not have been pulled off without teen volunteers, Friends of the Library and all of FCPL's community partners.



If anyone is curious about supporting your local library, she noted that you can visit us at [www.fcpl.org](http://www.fcpl.org).

B. Poteat echoed congratulations to library staff because it takes a lot of planning to put on all of these events.

**c. Committee Assignments:** Mr. Laugelli turned the committee assignments over to Candy Greenway. Ms. Greenway stated that the committee assignments are typically done at the end of the fiscal year but last year there were two vacancies on the FCPL Board of Trustees as of July 1, 2016 so the FCPL Board of Trustees decided to wait on committee assignments until the new fiscal year. She noted that she was re-appointed and Kyle Kane was appointed to the FCPL Board of Trustees. Ms. Greenway stated that she contacted members of the FCPL Board of Trustees and asked if they would stay on the previous committees they served on. She noted that Cheryl Smith will be switching from the Nominating Committee to the Finance Committee and Debbie Kiser will move from the Finance Committee to the Nominating Committee. Ms. Greenway stated that the Nominating Committee will consist of her, Blanca Poteat and Debbie Kiser. The Finance Committee will consist of Cheryl Smith, Susan Manny and Kyle Kane.

Ms. Greenway made a motion to vote for those particular committee assignments; seconded by B. Poteat. No further discussion. VOTE: Unanimous.

**d. 2017 Holiday Schedule:** Mr. Batson reviewed the proposed 2017 holiday schedule. FCPL's proposed holiday schedule is as close to what the County does as possible. The holiday schedule for this year (2016) included an approved day for Staff Day on October 10, 2016. We will be looking at another Staff Day next year. This is a day for training and staff morale. At this time, we do not have Staff Day listed on the proposed 2017 holiday schedule but we would like to ask that the FCPL Board of Trustees approve another Staff Day at a date to be determined. Ms. Greenway inquired whether this would be another day for Staff Day in 2017. She further inquired as to what Staff Day is. Mr. Batson replied that Staff Day is when everyone from the system is brought in and we have speakers, seminars, a luncheon, and awards. There are so many people in the organization that it is a good day for everyone to get to know each other. It is a day for educating staff and for staff morale. Ms. Greenway asked where Staff Day will be held this year and Mr. Batson stated that it will be held at The Morningside Inn.

C. Greenway made a motion to approve the proposed 2017 holiday schedule plus another date in 2017 for Staff Day; seconded by S. Manny. No further discussion. VOTE: Unanimous.

**e. Disciplinary Policy:** Sheila McDuff reviewed the proposed Employee Disciplinary Policy. Ms. McDuff stated that we want to specify which parts of the disciplinary process for FCPL employees can be brought before the FCPL Board of Trustees and which ones will stop with the Director. Per Maryland Code for Public Libraries, suspensions and dismissals must be heard by the FCPL Board of Trustees. The recommendation for the policy is simply that the Director will have the final decision in a disciplinary process except for suspensions and dismissals.

Mr. Laugelli stated that for most members of the FCPL Board of Trustees, we thought that was the policy anyway. This gives us the opportunity to conform to what we thought it was in the first place in that the FCPL Board of Trustees would be engaged in suspensions and dismissals and everything else would be decided by the Director.

Ms. Smith inquired whether there must be a hearing by the FCPL Board of Trustees for suspensions and dismissals. Mr. Batson stated that the FCPL Board of Trustees is the final appellate level. Staff would not have to go to the FCPL Board of Trustees, if they choose not to. If a staff member would appeal, any suspension or dismissal would go before the FCPL Board of Trustees. Ms. Smith further inquired whether a decision can be made by the FCPL Board of Trustees without a hearing. Ms. McDuff stated that a hearing must be held by the FCPL Board of Trustees, if the employee requests a hearing. Ms. Poteat noted that the employee must request a hearing before the FCPL Board of Trustees within 10 days. Ms. Smith inquired whether the hearing has to be within that 10 day period. Ms. McDuff replied that the hearing by the FCPL Board of Trustees does not have to be within the 10 day period. Ms. Greenway inquired whether this is in accordance with State law. Mr. Batson advised that FCPL is bound by State and County laws. Ms. Greenway further inquired whether the proposed policy is in compliance with both State and County laws. Mr. Batson replied that the proposed policy is in compliance with both laws and Mitch Hose from Human Resources with the County has approved everything. Ms. McDuff added that if this is approved this evening, a copy will be forwarded to the County for their files. It was thought that FCPL already had something like this but it was discovered that nothing formal had been approved.

Councilman Chmelik inquired whether an attorney would need to be present, if an employee would take this to the FCPL Board of Trustees for a hearing. Mr. Batson replied that State nor County law states that an attorney needs to be present at the hearing by the FCPL Board of Trustees. Members of the FCPL Board of Trustees may decide whether or not they would want an attorney present at the hearing but that is at the Board's discretion. Ms. Greenway inquired whether the employee can have an attorney present at the hearing. Mr. Batson stated that the employee may have an attorney present at the hearing. Mr. Batson noted that the FCPL Board of Trustees now has an attorney (Kyle Kane) on their Board. Mr. Batson noted that a suspension came to him but that everything stopped with him because the employee did not request a hearing before the FCPL Board of Trustees. The employee did bring an attorney to the meeting but the matter was not taken any further and everything stopped with the Director.

C. Smith made a motion to adopt the policy as presented; seconded by K. Kane. No further discussion. VOTE: Unanimous.

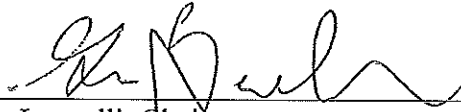
**BOARD QUESTIONS AND COMMENTS:** Mr. Batson noted that the October FCPL Board of Trustees meeting for October will be held the second Wednesday in October due to a conflict with MAPLA. The meeting will be held on October 12, 2016 and this meeting will be televised.

**OTHER CITIZEN REMARKS:** None.

The next meeting will be held on Wednesday, October 12, 2016 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

K. Kane made a motion to adjourn the meeting; seconded by C. Greenway. No discussion.  
VOTE: Unanimous.

The meeting adjourned at 8:03 p.m.



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George Laugelli, Chair  
Frederick County Public Libraries Board of Trustees