

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
JANUARY 6, 2016**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on January 6, 2016 at the C. Burr Artz Library, Frederick, Maryland.

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

**BOARD MEMBERS ABSENT:** T. Kutz.

**STAFF PRESENT:** D. Batson, Director; J. Kelly, Associate Director; S. McDuff, Associate Director; K. Lewns, Financial Business Office Manager; J. Vogel, Youth Services Coordinator; S. McCoy, Branch Administrator – C. Burr Artz Library; E. Dingle, Branch Administrator – Emmitsburg/Thurmont Libraries; A. Whitney, Branch Administrator – Urbana Library; K. Miller, Interim Branch Administrator – Brunswick Library; D. Buker, Virtual Branch Administrator; M. Mannix – Maryland Room Manager; S. Lauchner, Coordinator of Library Collections; J. El-Zeftawy – Development Officer; 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 November 4, 2015 FCPL Board of Trustees Meeting; seconded by G. Laugelli. No discussion.  
VOTE: Unanimous.

**CHAIR'S REPORT:** Ms. Smith wished everyone a Happy New Year. She added that she hoped that everyone had time over the holidays to relax, spend time with family, and enjoy the wonderful, mild weather.

**DIRECTOR'S REPORT:**

**a. FCPL – Update:** Mr. Batson welcomed Councilman Chmelik who is FCPL's County Liaison. Thereafter, Mr. Batson noted that things have been very busy over the holidays for FCPL. Approximately 30 positions were filled in the latter part of last year. In addition, Mr. Batson noted that due to increased funding from the County and some adjusting of vacancies, FCPL now has a couple of new positions. As everyone may recall, last year the County Executive gave FCPL funding for a Development Officer. Mr. Batson introduced Jessica El-Zeftawy who is FCPL's new Development Officer.

J. El-Zeftawy noted that her background is in higher education. She previously worked at UMBC and specialized in young alumni giving. Prior to that, she noted that she worked at the Maryland Institute College of Art. She also noted that she is a Frederick County resident and a graduate of Middletown High School. After working and commuting to Baltimore for ten years, she is very happy to be working in Frederick. Ms. El-Zeftawy thanked the FCPL Board of

Trustees for their service to the community and their generous support of libraries. She stated that she really appreciates all the work that is being done by the FCPL Board of Trustees. Thereafter, she noted that within the next few months, she is looking forward to the opportunity to get to know each member of the FCPL Board of Trustees individually and to hear their thoughts on where they think the library is going and discuss some fundraising opportunities.

Mr. Batson reviewed November, 2015 statistics. He noted that during the last few years, numbers sort of slumped slightly during the first part of the fiscal year and then things recovered during the second half of the fiscal year. Mr. Batson noted that statistics are down 1% compared to last year, however, last year was one of the best years FCPL has ever had. Through November, 2015 (which covers the first five months of the fiscal year) FCPL circulated 1.2 million items. Patron visits are down about 3% and Mr. Batson noted that he attributes that decrease to the wonderful, warm weather. When the weather is nice in the Fall, people are outside and not inside. New patron registrations have increased by 1.6% which is very good. Last year FCPL's public computer usage was up by 60% - 70%. That increase is not expected this year but the public computer usage through November is up 39%. Last year the total computer usage was 200,000 hours for the year and this year, for the first five months, the computer usage is already at 100,000 hours. There were 80,000 wi-fi users last year and this year through November, wi-fi users are at 46,700. FCPL's computers are being used heavily.

Thereafter, Mr. Batson reviewed programming statistics. He noted that programming is a mixed bag. FCPL is doing more programming but there have not been as many children attending the programs. He advised that Janet Vogel, the Youth Services Coordinator, has been researching this with staff and they are working on how to provide the biggest bang for the buck.

Mr. Batson advised that Karen Lewns, Finance Manager, has offered her resignation and she will be leaving FCPL at the end of February, 2016. Mr. Batson noted that we are extremely grateful to have had her here for 4 years. She has done a magnificent job and will continue to do so through the end of February. To show her professionalism, she is staying until the budget has been submitted to the County. Mr. Batson thanked Karen Lewns for everything she has done for FCPL.

Mr. Batson also advised that Stephanie Long, Children's Services Supervisor at the C. Burr Artz Library, will be leaving FCPL to go to Harford County. She will be an Assistant Administrator over Children's Services at the Bel Air Library in Harford County.

Thereafter, Mr. Batson noted that FCPL has, in the past, had a series of musical events such as Music on the Terrace, the Urbana Music Festival, the Celtic Concert, etc. He noted that he was recently approached by Karen Norman of the Downtown Merchants Association. Last year the Downtown Merchants Association experimented with a family music event every Tuesday night at the Carroll Creek Amphitheater. The first year was very successful. Mr. Batson noted that staff has been looking at changing things so it was decided that FCPL would partner with the Downtown Merchants Association on a grant for underwriting the family music event. Staff was just informed that the grant has been received. FCPL staff will be working with the Downtown

Merchants Association plus a number of other merchants and organizations in this area to provide the summer evening, once a week, concert for families. The amphitheater is right behind the library and J. Vogel has advised that she will be putting out sign-up tables for everyone to sign up for the summer reading program.

C. Greenway inquired as to when the musical events will take place. Mr. Batson stated that he does not know the exact dates yet but the musical events will be held in June, July and August. Ms. Greenway further inquired whether FCPL is still going to provide Music on the Terrace. Mr. Batson stated that is yet to be determined. Music on the Terrace has been going on for 13 year so staff will be evaluating whether FCPL is really reaching its audience. There are regulars that attend Music on the Terrace every Friday afternoon but Mr. Batson noted that the family music event will be for a longer period of time.

Mr. Batson reviewed several projects that are going on that were started last Fall: 1) redesign of FCPL's website; 2) establishing a new logo/branding; 3) a strategic plan; 4) a new plan for public input and community interchange for direction of library services; and 5) adult and youth programming. He noted that as things evolve, staff will provide information to the FCPL Board of Trustees.

**b. Budget/CIP – Update:** Mr. Batson advised that the budget will be presented to the FCPL Board of Trustees in February. The budget, once approved, will be submitted to the County at the end of February. FCPL has already submitted its construction requests. He noted that FCPL staff will have their first meeting on January 27, 2016 with County staff regarding FCPL's construction requests. The number one project is the funding of the Walkersville facility. At this time, the architectural and engineering plans are going on right now. The Walkersville facility involves a \$1,000,000 grant that FCPL requested from the State of Maryland through the Department of Education. It is our understanding that our request is under favorable review up to this point but staff won't know the final decision for a couple more months. The second issue is the construction of a Myersville Library. Mr. Batson noted that he has been working with Mayor Creadick for 10 years on the library project. The Myersville Library construction has been submitted for 2018. Mr. Batson noted that there are a lot of demands on the county's construction budget, however, Mr. Batson stated that the size of the proposed Myersville Library has been downsized because the next project for construction after Myersville is the Middletown Library. The Myersville Library will be mostly electronics, children's, programming, and computers – things that patrons would need immediately. The C. Burr Atz Library and the Middletown Library will be available to Myersville residents for anything broader that may be needed. Mr. Batson noted that any item can be requested from any library and by the next day or so, the item will be sent to the patron's closest library. Mr. Batson summarized by stating that the three main projects are Walkersville, Myersville and Middletown. In the long term, Mr. Batson stated that staff is still working with the developers of the East County Regional Library that would be located near Eaglehead Drive and Rt. 144. This library would serve the New Market, Lake Linganore and Spring Ridge area. Currently, the bookmobile that provides services in Myersville and New Market is used extensively.

C. Smith inquired as to what the proposed square footage would be for the Middletown Library. Mr. Batson advised that the Middletown Library and Walkersville Library will be 15,000 square foot facilities. He further noted that originally Myersville was going to be a 15,000 square foot library, however, it does not make sense to have two 15,000 square foot facilities so close to each other and that is the reason the size for Myersville was decreased to 6,000 square feet.

Mr. Batson noted that at the February meeting, new concepts and new programs will be presented to the FCPL Board of Trustees as part of the budget. He added that he is very pleased with the direction FCPL is going.

C. Greenway noted that when there was a hiring freeze, there was a lot of adult programming lost. For instance, there was an adult book club at the C. Burr Artz Library that she attended for almost 15 years but the facilitator was lost as a result of staff cut-backs. Ms. Greenway inquired whether the adult book clubs will be coming back. Mr. Batson stated that he does not know if adult book clubs will be coming back. It has been determined that the staff time required for the adult book clubs was impacting other services. There was an analysis that was done and for any book club, it took 8 hours of preparation by a staff member. Mr. Batson noted that FCPL has hired a very good employee from Carroll County. He is a former Branch Administrator at Carroll County and is known for his innovative adult programming. This is all part of the strategic plan. He will be going out into the community to find out what they need instead of FCPL telling the community what is needed. FCPL's adult and youth programming will be adapted to what the community wants. Ms. Greenway stated that members of the adult book club carried on and members of the book club still meet the third Wednesday of every month at 11:00 a.m. at the C. Burr Artz Library.

Mr. Batson stated when he first came to FCPL in 1998, the C. Burr Artz Library original facility was vacated and everything was moved to a temporary location on Spectrum Drive for two years. The C. Burr Artz Library reopened in 2002 at its current, beautiful facility. In 12 years, 6 new facilities were built or remodeled. Thereafter the economy changed and there was a decrease in FCPL's open hours, decrease in staffing, etc. FCPL has weathered that and now we are looking to go to the next level. Mr. Batson stated that one of the things that will be put into the budget is the request for additional staff so the meeting rooms can remain open until 9:00 p.m. at the C. Burr Artz Library and the two other regional libraries. One of the major complaints FCPL has received from the public is that by the time the patron gets home, they don't have enough time to get to the library. Due to the fact that FCPL lost 30 positions, something had to give and the hours were reduced. It is hoped that FCPL can increase staff so the meeting rooms can be open until 9:00 p.m. so FCPL can meet the community's needs.

D. Kiser noted that there was a 180% increase noted in adult programming in the November statistics and she asked for clarification about the 146 programs listed on the report. Mr. Batson stated that there were 146 adult programs. Some of those programs included: One Maryland One Book, Frederick Reads, the Muslim Journeys, Latino Grant, and Music on the Terrace.

Ms. Smith, on behalf of the FCPL Board of Trustees, welcomed Jessica El-Zeftawy and noted

that she looks forward to all the good things that will be done. Ms. Smith also noted that the FCPL Board of Trustees is very sad about Karen Lewns retiring.

### **NEW BUSINESS:**

**a. Financial Report:** Karen Lewns thanked Mr. Batson for his kind comments. She noted that members of the FCPL Board of Trustees Finance Committee will meet January 20, 2016 to review the budget and the formal presentation of the budget will be made at the February 3, 2016 FCPL Board of Trustees meeting.

Ms. Lewns advised that the copier revenue has gone down because a lot of people are not using copiers any longer. Current copiers may be replaced with scanners or color copiers.

Ms. Lewns stated that FCPL staff has submitted paperwork for another grant called Thinking Money. It is a travelling display that is going to be going around to 50 libraries throughout the United States. It will teach patrons how to save money, how to invest money, and how to handle money more wisely. That grant is through the American Library Association.

Endowment funds were received for The Maryland Room. FCPL receives a little over \$14,000 every year and that is what keeps The Maryland Room going.

Right now staff is working on the travelling STEM Labs that will be going to the smaller libraries. The regional libraries all have STEM Labs but the smaller branches just do not have the space for a STEM Lab so there will be a travelling STEM Lab that will moved around from branch to branch.

Ms. Lewns advised that \$20,000 had been budgeted for the new passport office, however, the expenses came in under budget. The only other thing that needs to be purchased now is supplies and the revenue account will cover those.

C. Smith requested to meet with Karen after the meeting to discuss the upcoming Finance Committee Meeting. Ms. Lewns responded that she will meet with her directly after the meeting.

**b. Passports:** Sydney McCoy provided an overview of passport services that started at the C. Burr Artz Library on Tuesday, January 5, 2016. She noted that although services started yesterday to the public, staff has been dealing and learning about passports for quite awhile. Ms. McCoy added that staff was trained back in early November by a staff member of the U.S. State Department. In order to be an acceptance facility for passports, staff must be trained as a passport agent by the U.S. State Department. As of now, reference and circulation staff are all now approved passport acceptance agents. Following training in November, there were some training sessions in December and there was a very soft launch done last week. Passport paperwork for some staff members and their children was processed during the soft launch.

The service hours for the passport office are as follows:

|                          |                        |
|--------------------------|------------------------|
| Tuesday through Thursday | 11:00 a.m. – 7:00 p.m. |
| Friday and Saturday      | 11:00 a.m. – 4:00 p.m. |
| Sunday                   | 1:00 p.m. – 4:00 p.m.  |

The passport office is closed on Mondays. The passport office closes one hour before the actual library closes. This is because there may be individuals in the building waiting to get their passport paperwork processed so it gives staff enough time to finish up with them and be able to close up by the time the library closes.

When an individual comes in to get a passport, there is a triage area at the circulation desk. Staff will go through the checklist with the individual to make sure they have everything that is needed. Staff will make sure the individual has the original of their birth certificate before they go to the next step. The Passport Office is now in one of the old study rooms and there is a waiting area outside the Passport Office. Passports are issued on a first-come/first-served basis. The library does not take appointments. If there are several people waiting to get passports, they will be issued a little coaster mechanism (similar to what you get at a restaurant) so the individual(s) will know when to go to the second floor and proceed with finalizing the passport application process.

Ms. McCoy displayed photos of the outside and inside of the Passport Office. Staff has been trained to take the required pictures necessary for passports, if needed. Ms. McCoy advised that staff did 3 staff passports last week, 4 passports for individuals yesterday on the first day of operation and so far today staff has processed paperwork for 2 passports. A member of the State Department has been working with staff for the first few days in case any questions arise.

Ms. Greenway inquired what the difference is between a passport book and a passport card. Ms. McCoy stated that a passport book is what is traditionally thought of as a passport. The book will let you go anywhere in the world. A passport card gets an individual into Mexico, Canada (as long as you are driving) or some of the islands, if someone is going on a cruise. The passport card does not cover anything by flight.

Mr. Laugelli inquired whether the Passport Office can do original applications as well as renewals. Ms. McCoy stated that FCPL's Passport Office only does original applications. Renewals are done by mail and that must be done by the individual. FCPL's Passport Office does have all of the forms an individual might need for a renewal, lost passport, etc. but only original passport applications are processed at the C. Burr Artz Library.

Ms. Smith inquired as to what has been the biggest challenge so far. Ms. McCoy stated that the biggest challenge so far is that staff wants to make sure they have everything done properly before documentation is sent off to the State Department. Since staff does not have a lot of experience, staff is double and triple checking themselves on the paperwork. Melissa Van Schiak, a reference librarian heading up this project, has checklists for everyone to follow. The State Department provided us with a manual as well.

Ms. Greenway inquired whether staff would go to “passport prison” if something was wrong. Ms. McCoy stated if someone pushes and pushes about something, staff has been advised to send everything in to the State Department and the State Department will take care of any issues that may arise.

Councilman Chmelik asked how the word is getting out to the public about the passport services. Ms. McCoy stated that announcements have been in The Frederick News-Post, there is a banner outside of the library, messages have been posted on social media, word-of-mouth, etc. The State Department has also added FCPL on their website as a passport facility. Staff at the Post Office also sends people to us since we do not take appointments and the Post Office does make an individual make an appointment. Mr. Batson also noted that it is now on television.

Ms. Greenway inquired whether the Post Office is going to continue to provide passport services. Ms. McCoy stated that the Post Office will continue to provide passport services but they do require appointments.

Ms. Smith inquired if staff would have any questions about the documentation that is provided by an individual, do staff state that they cannot validate the documents and send them directly to the State Department? Ms. McCoy stated that if there is some documentation that is submitted and staff doesn't think it will be accepted, staff can tell the individual that it may be sent back but if staff is unsure, the documentation is just sent to the State Department for their review. Ms. Smith further inquired whether library staff is held accountable for accepting something that may not be legitimate. Ms. McCoy assured everyone that library staff is not held accountable; the State Department steps in and takes care of it.

**c. Museums by Candlelight:** Mary Mannix provided an overview of Museums by Candlelight which is The Maryland Room's big adult program for the entire year. The Maryland Room does some other things throughout the year and will be doing more things in the upcoming year but Museums by Candlelight is The Maryland Room's biggest program. The Maryland Room is a member of the Frederick Historic Sites Consortium. Ms. Mannix distributed a pamphlet to members of the FCPL Board of Trustees describing the various activities included in Museums by Candlelight. As part of the Museums by Candlelight, there is always an exhibit. Mary Kay Shepherd's son collects nutcrackers so we displayed approximately 90 versions of nutcrackers within the C. Burr Artz Library. There are display cabinets on the first and second floor and both exhibit cases have the various nutcrackers. There is another display of White House ornaments that was also provided by Mary Kay Shepard. There are also some flat display cases directly outside of The Maryland Room that contain modern Christmas cards from a few years back (mid 20<sup>th</sup> century). A few years back, Ms. Mannix stated that she wrote an article for The Gazette about greeting cards and a patron brought in a collection of very modern Christmas cards. A lot of people don't send Christmas cards any longer or they are just thrown away but in about 100 years, people will be all over these Christmas cards. The modern Christmas cards were integrated in the display with antique children's books. The Maryland Room has a wonderful collection of several hundred children's books. Some of the books came from an original C.

Burr Artz Trust member and others from a woman who taught French at Hood College. When she died, The Maryland Room inherited those children's books from her.

Another big event that is part of Museums by Candlelight is the author's showcase. Local authors are brought in for the event. Many of the authors support The Maryland Room throughout the year and some are patrons. Most of the authors this year were self-publishers. Bob O'Connor was one of the authors in attendance at the event. If you missed Mr. O'Connor at Museums by Candlelight, he will be back at the C. Burr Artz Library on February 18, 2016 to talk about his book, U.S. Colored Troops. He is one of the premiere local authors in regards to self-publishing and marketing. He is retired and travels 300 days per year. FCPL collects his books as well. Jim Rada was another author that was here for the author event. He has done a lot of research at FCPL and he will be visiting FCPL about 4 or 5 times during The National Park Service event. He will be talking about the canals and the Thurmont Mountains. Rita Gerlach is another author that came back again this year for Museums by Candlelight. Ms. Mannix also advised that FCPL's own Eileen Conklin, one of the leading women Civil War Historians in the country, was with us for this event during her lunch break. Bruce Funk was another author that was with us during this event. Bruce writes about Brunswick. Another author was Burt Clark who was a new author who attended Museums by Candlelight this year. He writes about American fire culture. Bob Mannis, a doctor here in town, came to the event with his first novel. Debra Plummer was also here who has written a book about integrating religion into one's daily life. This was her first time at this event. Everyone made a sale at the event. M. Mannix stated that we encourage everyone to bring flyers with them so if someone is interested in purchasing their book and don't have the money with them at the time, they would be able to get in touch with the author. Most of the books are in FCPL's collection as well.

Ms. Mannix stated another big part of the event are the trains. The trains ran on Saturday and Sunday. The trains always bring in a lot of patrons (adults and children).

The big event is the harp and flugelhorn concert which is brought to you by The Friends of Frederick County Public Libraries. The concert is performed by Claire Moblard and Byron Stay and the performance is about an hour.

Museums by Candlelight is always held the second Saturday in December. Next year's event will be held on December 10<sup>th</sup>.

**d. Community Author Event/Rose Hill Manor Park & Children's Museum:** Janet Vogel reviewed the partnership that FCPL has developed with Rose Hill Manor Park & Children's Museum. They are a part of Frederick County Parks and Recreation. Many, many years ago FCPL started working with Rose Hill. Staff from Rose Hill came to FCPL and wanted to present some programs for us. Slowly but surely, a partnership was built between Rose Hill Manor and FCPL which culminated into some big events this year.

Ms. Vogel stated that staff is always looking for new ways to get the word out about everything FCPL has and just be out there in the community. She stated that in 2015, FCPL was approached



by Rose Hill staff to work together on a Jan Brett author event. Jan Brett is a children's author who has won a number of awards. She has a new book coming out and Rose Hill had an opportunity to apply for and later did receive the grant for an exhibit of her original artwork along with an author visit. Ms. Vogel displayed some photos from the event. FCPL also brought in its partner, The Curious Iguana, a local bookstore, to help with the book sales during the event. FCPL's role during the event was storytelling. Ms. Vogel stated that she spoke to approximately 200 people at the library information booth. One of her favorite parts of the event was speaking with Frederick residents who didn't know about FCPL's e-content or FCPL's brand new service, Hoopla. She showed everyone how easy it is to work with Hoopla and everyone was excited. As part of the exhibit, there was a giant mitten which people could get inside of so staff, of course, had to try it out. The mitten is from one of Jan Brett's novels about animals getting inside the mitten and stretching it out so, of course, staff had to try it as well. Snowshoe Rabbit was also at the event and Ms. Vogel displayed her photo with Snowshoe Rabbit.

During the same weekend, FCPL also participated in Rose Hill's Holiday Magic Event. This also tied in with Jan Brett so staff provided story times during this event as well. FCPL's booth was near Santa so while everyone was standing in line to see Santa, Ms. Vogel spoke to a lot of people about library services. There were about 200 people at that event as well.

Another way FCPL has partnered with Rose Hill throughout the years is through FCPL's summer reading program. Rose Hill does charge an admission fee. FCPL is free and open to the public. Ms. Vogel worked with staff at Rose Hill to obtain some free passes to Rose Hill. Rose Hill gave FCPL a total of 32 free passes (8 sets of 4 tickets) for each of the branches. Rose Hill also does some programs for FCPL. For a few years now they have done some American Girl programming during the summer reading program. They add the historical element to the summer reading program. This gives Rose Hill good publicity because their name appears on our flyers. FCPL gets extra help with programs and this assures high-quality programs for our patrons.

Ms. Vogel stated that she loves getting out into the community and talking to people and spreading the word about FCPL services. Word got around at Parks and Recreation about how great the library is to work with so for the last two years our partnership has expanded to Fountain Rock and Catoctin Creek Nature Center. They bring animals and that is always fun for everyone. She advised everyone to be on the look-out this upcoming Spring and Summer for wonderful programs. In addition, Ms. Vogel stated that she is thankful for these partnerships. When everyone gets together to meet about the upcoming year, we come up with some great programming, resources and ideas.

**e. Rosetta Stone/Lynda.com/Flipster:** Sharon Lauchner provided an overview of three new services that will start at FCPL on February 1, 2016.

Rosetta Stone is something that our patrons have asked us about a lot but it wasn't available to libraries until the past year or so. FCPL is very excited to be able to offer Rosetta Stone. This will be the same service as someone could get commercially. FCPL will have all 30 languages.

On February 1, 2016, FCPL will just have level one but as of July 1, 2016, FCPL will have all the levels. If any languages are added to Rosetta Stone, FCPL will have access to those as well. Rosetta Stone is a different type of learning method that people seem to embrace. It is not just translation or memory work. It is much more intuitive and interactive and, in theory, if an individual will set aside five 30 minute sessions per week, the average learner can complete level one in 20 weeks. Level one is what an individual would basically need to travel and be comfortable while travelling to another country.

Ms. Lauchner thereafter reviewed Lynda.com. Lynda.com provides on-line training with over 4,000 courses available. The video courses are taught by experts. Subjects cover technology (computer coding, website development, Excel, PowerPoint, etc.), business, product management, leadership and many fun classes too such as photography. They offer certificates of completion and this is crucial for those professions that require continuing education credits.

Flipster provides digital magazines. Currently, FCPL provides digital magazines through Zinio, however Flipster will compliment Zinio. There are certain magazines that are exclusive to Flipster that FCPL cannot get through Zinio. Flipster provides digital magazines such as People, Time, Money, Sports Illustrated, Rolling Stone, Entertainment Weekly, and many others.

Ms. Lauchner stated that in all three cases, a patron can use them on mobile devices.

Ms. Kiser inquired whether these are user-based fee systems. Ms. Lauchner states that FCPL is paying a set fee on an annual basis. Those fees are based on population size.

Ms. Manny inquired whether there is unlimited access to the various magazines. Ms. Lauchner stated that with Flipster there is no limit. With Rosetta Stone, there is no limit. With Lynda.com there is a limit of 75 users simultaneously. If there are 75 people on Lynda.com at a particular moment, the patron would receive a message that the number is at its limit and for the patron to check back in a few minutes. It is highly unlikely, given our population base and set-up, that this will happen.

Ms. Greenway inquired whether on Lynda.com a patron can watch just an hour or so or do they have to watch the whole thing. Ms. Lauchner stated that a patron can watch just some or all of it but in order to get the certificate of completion for a particular course, the patron would have to watch the entire thing. Ms. Greenway inquired whether it is interactive or is it just a lecture. Ms. Lauchner stated that it is not interactive.

**BOARD QUESTIONS AND COMMENTS:** B. Poteat congratulated staff for the projects and programs brought to the FCPL Board of Trustees this evening. She recognized staff for all their hard work and noted that all of this is very exciting.

Councilman Tony Chmelik stated that the staff presentations this evening were fantastic. It is good for the public to know all of the things that are going on at the library. Councilman Chmelik stated that he will do his best during his public comments at council meetings to relay

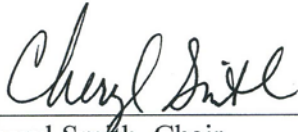
as much of this information as possible. Ms. Smith thanked Councilman Chmelik.

**OTHER CITIZEN REMARKS:** None.

The next meeting will be held on Wednesday, February 3, 2016 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

G. Laugelli made a motion to adjourn the meeting; seconded by S. Manny. No discussion.  
VOTE: Unanimous.

The meeting adjourned at 8:05 p.m..



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Cheryl Smith, Chair  
Frederick County Public Libraries Board of Trustees