

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
JANUARY 7, 2015**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on January 7, 2015 at the C. Burr Artz Library, Frederick, Maryland.

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

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** D. Batson, Director; D. Maminski, Associate Director; J. Kelly, Associate Director; K. Lewns, Financial Business Office Manager; D. Bannwolf, Public Relations/Marketing Manager; S. Lauchner, Coordinator of Library Collections; J. Vogel, Youth Services Coordinator; S. McCoy, Branch Administrator – C. Burr Artz Library; R. Bowers, Branch Administrator – Walkersville and Middletown Libraries; A. Whitney, Branch Administrator – Urbana Regional Library; D. Buker, Virtual Branch Administrator; M. Mannix, Maryland Room Supervisor – C. Burr Artz Library; M. Minsker, Children’s Supervisor – Urbana Regional Library; 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 5, 2014 board meeting; seconded by G. Laugelli. No Discussion.

VOTE: Unanimous

**CHAIR’S REPORT:** Ms. Smith noted that after today’s events in the news, she was reminded that we all need to be very mindful and very proud that we are members and participants of an organization that is really a cornerstone of our free society. Our mission in the library is to provide information and insure that our citizens have access to free information so we need to keep that in mind and be very proud of that. Thereafter, she noted that T. Kutz asked to make a comment at this time.

T. Kutz stated that he would like to make a personal statement on the presence of Jane Fonda as a speaker at the Frederick Reads Speaker Series. He stated that he does not in any way deny the right of Ms. Fonda to hold any opinion she wishes and to stand on a street corner in Frederick to state whatever she thinks. He added that he does object to her being remunerated for her presence in the Speaker Series. Ms. Fonda, a child of wealth and privilege, chose to turn her back on her fellow countrymen who were fighting and dying in Vietnam and made statements, while in North Vietnam, condemning the United States. She further, during her time in North Vietnam, made a series of ten broadcasts for the North Vietnamese. Her egregious behavior was a statement she made that Americans held as POWs were not subject to torture and abuse or that they exaggerated it which is especially galling since it includes true American heroes such as Senator John McCain who was held for over six years and was tortured and whose words Mr. Kutz stated he believes much more than those of Ms. Fonda. While her apology states she is

entitled to the right of free speech, just down the road less than 40 miles away, stands a monument to the men and women who stood by their country rather than stab their country in the back. No statement has been made about her presence here in regard to her past behavior in Vietnam and to the POWs. She has never issued a real apology for her words and actions and recently made the statement that Vietnam Veterans should get over it with regard to her behavior in Vietnam. Mr. Kutz thanked everyone for the privilege of speaking tonight.

### **DIRECTOR'S REPORT:**

**a. FCPL – Update:** Mr. Batson wished everyone a Happy New Year! Mr. Batson noted that the new County Government has been in existence for a little over six weeks and it has been interesting to watch as a component unit of local government. There are some growing pains as the form of government changes, however, there has not been a lot going on. Our new County Executive, Jan Gardner, has been concentrating on a budget that she has to present shortly and in organizing her team that she works with. Mr. Batson stated, on behalf of staff, that her selection of Doug Browning as Chief Operating Officer, makes us very happy. Staff has known Doug Browning for a long, long time and he is a very professional individual who does a very good job and we look forward to our interaction with him. Other than a few meetings that have been called for the division heads and other units with general discussions where everyone expressed their needs and concerns, there has not been very much intense work with our new County Executive. Staff has had a great deal of communication with the budget team as they are working quite rapidly to get something put together but that is normal for this time of year. As things proceed, Mr. Batson stated that we will have a better understanding but, at this time, we are going forward with the process as it has been outlined at this time.

G. Laugelli inquired whether the Council has had their first meeting yet. Mr. Batson stated that the Council meets every Tuesday. It is usually a two hour meeting. The local newspaper usually carries an article on Wednesdays updating the public about the previous day's meeting.

Mr. Batson thereafter noted that FCPL has two new staff members. Mr. Batson introduced James Kelly who is our new Associate Director who replaced Beth Pelle. Mr. Kelly comes to FCPL from Carroll County where he was Assistant Director in Carroll County. Mr. Kelly worked for FCPL initially and then went to Carroll County so we are now happy that we are able to welcome him back to FCPL. Mr. Batson thereafter noted that D. Bannwolf, our new Public Relations Manager, will be introduced shortly.

Thereafter, Mr. Batson reviewed circulation statistics for November, 2014. FCPL's circulation is down slightly – approximately 2%. We have seven more months to go and it is hoped that circulation will increase and match what we did last year. Circulation is not growing like it used to, however, other areas of service are accelerating. Public computer usage (hours) has increased by 76% and WiFi users have increased by 36%. He further noted that the door count is down by .5% throughout the system and we can account that to two things: 1) really nice fall weather and 2) lousy winter weather. Our new patron registration has dropped slightly as well but that is not unusual for this time of year. Children's programming is up 5% and attendance at children's programs is up 21%. Mr. Batson added that as a Director he is never satisfied but realistically FCPL is doing OK.

Mr. Batson advised that in May, 2015, the board meeting will be held the second Wednesday of the month (May 13, 2015) because the first week of May is when the Maryland Library Association Conference will be held.

Thereafter, Mr. Batson distributed a post-card that he recently received from the Delaplaine Center. On the bottom of the post-card, they refer to their satellite galleries – Brunswick Branch Library, Urbana Regional Library and Thurmont Regional Library. Three of our libraries act as satellite galleries for the Delaplaine Center. It is nice to work with another organization within our community.

C. Greenway inquired where we stand on replacing the Public Relations Manager. Mr. Batson stated that this will be discussed during the next agenda item. Ms. Greenway thereafter inquired whether there will be a County Liaison appointed to the Library Board. Mr. Batson replied that the County Council and County Commissioners are two different entities and they interact differently. At this time, Mr. Batson stated that he does not know what the County Executive is going to do on that topic. We are waiting for her direction but Mr. Batson added that he has not heard of any Liaison being appointed to any entity at the present time. Ms. Greenway asked if there is still a one hour limit as to how long patrons can utilize the computers. Mr. Batson stated that there are still restrictions on computer usage. The restrictions vary from branch-to-branch because there is different clientele at each location. Ms. Greenway asked if FCPL has ever considered letting people use the computers longer for a price such as \$1.00 for every 30 minutes. Mr. Batson stated that library services must be free and open with no limitation to the public and that might raise a problem. He added that he can have staff look into it and report back to the board but he does see some red flags.

**b. Budget/CIP – Update:** Mr. Batson stated that we have a newly elected Governor and 70 new legislators in Annapolis this year. This changes the whole ballgame. Maryland Library Association Day will be held on February 18, 2015 in Annapolis and a reception will follow at the end of the day. I will be meeting with the various legislators during the day on February 18<sup>th</sup> followed by the reception. We will have new people to talk to along with new issues. Governor Hogan has expressed some deep concern about the budget and various other things so at this point we are in a waiting mode. Mr. Batson noted that when we bring the budget before the Board in February, it will be a very conservative budget because we do not know what the State is going to do. FCPL gets a good portion of its operational funds from the State. As the rumors go out, if Gov. Hogan does cut all allocations across the board by 5%, we need to be prepared in advance for that cut. If the cuts don't happen, we will have more flexibility to do things. If it does happen, we won't be caught short.

## **NEW BUSINESS:**

**a. Donna Bannwolf - Introduction:** Mr. Batson introduced Donna Bannwolf, our new Public Relations Manager. Ms. Bannwolf stated that she is a Journalist by trade and was a television news anchor in San Antonio for the ABC station for 10 years. Prior to that she noted that she did radio broadcasting for the No. 1 morning show in San Antonio, TX and was an

investigative/consumer reporter for which she was awarded the National Press Club Award in Washington, DC. Once she got out of the television business to have a child, who is now 20, she moved into corporate communications as well as speech writing for the CEO of a publicly traded company in Dallas, TX. She managed three internal public relations firms as well as external firms and managed a feature film production in Tunica, Mississippi with Bridget Fonda and several other actors. Ms. Bannwolf started her own business in San Antonio which she ran for 11 years. She represented the U.S. Army Golden Knights as well as 20 or 30 other clients over that time period. She further noted that her brother-in-law ran for Mayor in San Antonio, TX and she ran his mayoral campaign for him. In addition, she has provided media training all over the country as well as government training for 20 years on federal installations. She noted that she is a degreed school teacher from Hood College. That is the college that her son now attends. She added that she has taught school over the years. She has an early childhood education degree. Ms. Bannwolf noted that this is not her first rodeo in Frederick. This is actually her third time here. She stated that she has a well-traveled road between San Antonio, TX and Frederick, MD. She added that today is her ninth day working for FCPL and for those of you out there watching who have not experienced the warmth and comfort and the many resources that the library has to offer, she strongly suggested that you come and visit one of the local libraries. The staff has been great and she thanked them as well. She also thanked Darrell Batson for hiring her. She added that she is delighted to be here and to work with the staff here as well as with Darrell Batson and the Library Board and provide the public relations and marketing assistance to continue to push the library forward as we face the digital divide and other things of that nature and build upon what her predecessor, Elizabeth Cromwell, did. Elizabeth did a wonderful, magnificent job and D. Bannwolf stated that she would like to build on that and branch out into other things. She welcomed any ideas or marketing issues and stated that she will provide her cell phone number to everyone in case they need to contact her.

C. Smith welcomed Ms. Bannwolf back to Frederick and stated that we look forward to working with her.

**b. Financial Report:** Ms. Lewns stated that half of the year is down and we have a half year to go. Ms. Lewns stated that she feels pretty good about the finances at this time. She thereafter reviewed a few items that popped up during the last month. The equipment maintenance/repairs category shows an increase of almost \$65,000 and this is due to an annual SIRSI bill that we pay for the library system. As of now, we are in negotiations with SIRSI to get a 7 year contract which would save us some money. This could save us over \$142,000 over 7 years. She noted that she will keep the Board advised when further information comes available. Another item is the platform fee to Carroll County Government for e-content. FCPL is in a consortium with them and we pay \$27,778 per year and FCPL gets e-books through that consortium.

Ms. Lewns stated that we are getting ready to set up STEM Labs in a couple more libraries. At this time we have allocated about \$5,000 for three more libraries to get started on that. We just spent \$3,500 on merchandising equipment to help libraries showcase more books. Another thing is the big capital project where we are replacing the lock-a-shelf units. We decided to buy a few more towers so that we could lock up the TV series. The C. Burr Artz Trust allotted us a little over \$17,000 towards that project so we only had to lay out another couple thousand dollars to make up the difference.

Ms. Lewns further advised that staff is working on the budget at the present time and we will be meeting with members of the Finance Committee around the end of January before presenting the full budget to the Board.

C. Greenway inquired whether a replacement for the locking system for the movies that is becoming obsolete has been found. Mr. Batson stated that the lock-a-shelf system we purchased worked very well for a number of years and then the company that we purchased the lock-a-shelf system from went out of business. There were some flaws in one of their last patches to the software system and FCPL staff, by miracle, got it to work and have nursed it along for a long time but it is probably going to crash and burn at any time. Staff spent a large number of months going out and finding just the right system. We had hoped to have the new system installed in November but it will now be installed in late-January. This will be a week-and-a-half project. The new system will save a lot of our movies/shows from walking out the door. The system that we purchased has been used by the Carroll County Public Library system for many years and has been a very effective system. The public should experience a lot less frustration and it will be more cost effective to FCPL because we will retain more items. Ms. Greenway further inquired whether the system will be installed in January, 2015 or January, 2016. Mr. Batson confirmed that the new system will be installed at the end of January, 2015. Ms. Lewns noted that this was our big capital project for the year. The total project cost about \$120,000.

**c. 501(c)(3) Status:** Staff has been talking over the last few months about possibly getting a non-profit status for Frederick Co. Public Libraries. FCPL applies/receives lots of grants that require a 501(c)(3) status. The Friends group and the C. Burr Artz Trust have been very generous in helping us with the grants but we are applying for so many grants now that is becoming overwhelming and FCPL would like to get its own status so everything will be under control in-house. Staff found out that Carroll County Library has this status plus their government status. K. Lewns and J. Earp spoke with staff at Carroll County Library. The 501(c)(3) status was done through a lawyer and cost several thousand dollars. Staff at Carroll County Library made another suggestion to us and that was to contact our Community Foundation. A meeting is scheduled for January 15, 2015 between FCPL staff and members of the Community Foundation to discuss possibly using one of the library endowment accounts to run grants requiring the 501(c)(3) status through. Once we have more information, we will bring this back to members of the FCPL Board of Trustees for action. She added that we may have a solution without spending a lot of money and we are very excited about that.

**d. E-Rate Update:** Ms. Lewns distributed a graph reflecting funds received through E-rate. FCPL gets reimbursed funds through the E-rate program. The E-rate program gives reimbursement for your phones, internet, and other items that are related to that. Ms. Lewns stated that when she first started with FCPL, FCPL received about \$24,000 and now we are down to about \$18,000 as can be seen from the chart. She stated that this reimbursement will go down to just about nothing and the reason for that is that they are changing their whole focus of the program. They are going away from old technologies (telephones, pagers, etc.) and they are going to WiFi, high-speed internet, fiber lines, etc. Ms. Lewns noted that if you don't pay the bills, you don't get the reimbursement. FCPL is on the county's internet so we cannot apply for reimbursement. Due to the change, FCPL will be unable to put in for phone reimbursement even

though we actually pay for some phones because of the change in the program. She noted that at the very end, the only thing FCPL will be able to apply for is the internet going to the two bookmobiles. If we add Wi-Fi to any building, we can apply for reimbursement based on the cost. Ms. Lewns stated that E-rate is regulated by the FCC and the universal fee on everyone's phone bill will go up to cover these new costs.

Ms. Smith inquired whether this is federal money. Ms. Lewns said that the federal government oversees E-rate but it is run through the state. They want schools and libraries to be up-to-date and have fast internet like everyone else along with Wi-Fi. Ms. Lewns further added that right now we are paying an outside firm to process this and we pay 9% of our total receipts or \$2,000 so as we go down in receipts, we will need to re-evaluate the use of the outside firm.

Ms. Greenway asked for confirmation that the reimbursement is from the state. Ms. Lewns stated that it is actually a federal program that is run by the state. Mr. Kutz inquired whether the County lines are provided by Verizon. Ms. Lewns confirmed that the County utilizes Verizon.

**e. Summer of Wonder:** J. Vogel provided a preview of FCPL's new summer reading program. She noted that at this time we don't have all the details but she stated that she wanted to go ahead and introduce the new program. She stated that FCPL is envisioning a county-wide, community-focused program that includes children, teens and adults. For the first time ever, FCPL will have an adult summer reading program. The reasons for that are many. Of course, there are many people in our county who are adults who would like to participate. Another reason is that it always goes back to the children. When children see their parents or grandparents or other adults in the community reading, that encourages them to read. We have seen a number of studies where children who live in households where an adult in their family reads regularly, they are more likely to read. So we are hoping that in addition to making this something that everyone in the community will participate in, it will help FCPL fulfill its goal of maintaining learning skills for the children/teens throughout the summer. Ms. Vogel noted that FCPL is also going to branch out into the community. What we want to do is hear about the heroes in our community. All of us are heroes in one way or another. We are going to be talking about community stories and events and one way that we will do that is by making sure that every community in our county and every library branch play a strong role in this program. Instead of just seeing programs at the local library, we will perhaps have The Weinberg Center, The Curious Iguana or local parks host events where participants can get credits on their summer reading portal that gets them more points for prizes. Everything will be interconnected. Staff is very excited about this new program. We are calling all of those businesses and community organizations our Superhero Sidekicks. Staff will continue talks throughout the community but so far everyone is very excited about encouraging residents of the county to read and learn all summer long. Ms. Vogel stated that FCPL is also excited about unveiling new summer reading software. FCPL staff has worked with this company for a number of years and they have actually released a new version of their software that allows you to build something. They are just about ready to unveil their superhero theme for this coming year and basically as you read books or as you go to community events, you enter that information into your portal and you build a robot or superhero. This will be very exciting for the kids/teens/adults. The new program will still have many of the same components that we are used to such as kids can still write reviews of books, kids will enter the minutes that they have read but we will also be able to incorporate events/activities as a

component of the on-line program as well. There will still be that off-line ability because we know that all of our families do not have internet access. She noted that there will be a variety of prizes such as passes to Frederick Keys games. The winner of the passport gets a signed baseball by all the players from the Frederick Keys. The State provides us with tickets to the Maryland Science Center. Ms. Vogel also noted that FCPL has received a verbal agreement from Cunningham Falls to offer some camping passes to get people out there to experience things in our county that they may not have experienced before.

Ms. Greenway questioned the picture of the house on the slide showing various prizes and Ms. Vogel stated that the house that is pictured is Rose Hill Manor. Rose Hill Manor donates a 4-pack of tickets to every library branch so the winners can visit a local museum.

Ms. Vogel provided reasons for doing this new program. The first reason is that FCPL wants to provide the best program it can for our patrons. We have done the same program for a number of years. We are finding a trend across libraries throughout the country where participation in summer reading is decreasing. We need to adapt to the ways that children, in particular, are learning and experiencing the world these days. Ms. Vogel noted that we are not seeing as many children that are as excited about a little piece of paper as she was when she was younger. Things are very different now so by including the technology component we are engaging those children who are more interested in technology and especially teens as we try to hold them firm. We are also seeing an emphasis on experiences over trinkets. She noted that she has seen this in every Facebook group, on list serves, etc. Everyone is asking how we can do summer reading in a new way because even their parents are saying they don't want any more trinkets. Parents want their kids to be environmentally aware and want the kids to experience the community in a different way. FCPL decided to completely re-envision what we are doing to involve the entire community and to make it something that everyone is aware of. Maybe, if we get really good at this, you will see Summer of Wonder everywhere you go. This might take a couple of years but that is what we would like to see. The basic outcome for our patrons is to have everyone reading all summer long whether you are a kid, teen or adult. We want to decrease the summer-slide, increase the community connection and we want everyone to have fun.

There are many benefits for FCPL but one of them is simply being more visible in the community. If we are opening this program up to everyone, that is going to increase our visibility tremendously. We are going to try to reach new audiences, increase library visits, increase program attendance and make sure everyone is experiencing this program. There is a teen librarian on our team as well as adult librarians on the team so it is a well-rounded group of people working on this program together.

Ms. Vogel stated that all of the final details will be provided at the April 1<sup>st</sup> televised meeting.

C. Greenway inquired whether FCPL is coordinating this program at all at the state level or is this a totally independent program. Ms. Vogel stated that the state has formed a summer reading council and Ms. Vogel stated that she is the Chair of that group. We are working together and that is where FCPL received some of its ideas. The same theme is used by all libraries. It was just decided that FCPL would use the same theme for all ages. In the past, there was a different theme for the teens and kids. Some library systems may use a different theme for the kids

program and teen program. Many of the library systems use the same software that we use. FCPL is one of the ones taking the plunge with the new version of the software but much of what we are doing is similar to what the other counties are doing. To some degree FCPL is on the cutting edge but everyone is watching FCPL to see what happens.

**f. Museums by Candlelight:** M. Mannix provided an overview of Museums by Candlelight. Museums by Candlelight is The Maryland Room's big programming event for the year. When adult programming froze, this was something that we were allowed to continue to do. It comes out of the Frederick County Historic Sights Consortium. She noted that although the C. Burr Artz Library is technically not a historical sight, we are a member of the consortium. She noted that on the second Saturday in December of every year, you will find Museums by Candlelight. It takes place throughout the entire county. FCPL has been participating in Museums by Candlelight ever since this building was built in 2002. This was our 13<sup>th</sup> year getting involved in Museums by Candlelight. Over the years we have done a wide variety of different activities but there are four major points that we handle regarding Museums by Candlelight. The first component was our exhibits. As many of you know, the Maryland Room is responsible for seven display cases throughout the building. These exhibits change out every two to three months depending upon what is going on but a special emphasis is placed on the exhibits during Museums by Candlelight. Often we have a holiday theme including a train exhibit but this year we had a variety of exhibits. We had two travelling exhibits for Museums by Candlelight. The first was from the National Road Association, which was incredibly popular, and the second was from the Maryland Military Historical Society. The Maryland Military Historical Society exhibit was a two-part exhibit showcasing the War of 1812. The War of 1812 is very much a Maryland War but more importantly it is Frederick's War because of Francis Scott Key. There are more veterans in Mt. Olivet Cemetery from the War of 1812 except for Green Mount Cemetery in Baltimore. This display is travelling throughout FCPL and it is currently at the Urbana Regional Library. It will thereafter be at Thurmont Regional Library and then it will be on display at the Brunswick Library. The remainder of the cases had displays about Frederick County veterans. The second component was the author's showcase. When patrons entered the C. Burr Artz Library during Museums by Candlelight, there were tables set up where local authors would greet the patrons. The authors consisted of those that write about our community or are from our local community. Many of the authors do research in The Maryland Room and sometimes they are just supporters of The Maryland Room. This year there were 9 authors who participated in Museums by Candlelight. Sometimes the authors sell their books while they are here and sometimes they just hand out information about their books. FCPL has most of the books written by the authors in its collection or will one day have them in its collection. The third component for Museums by Candlelight was a train exhibit that was displayed in the C. Burr Artz Trust Conference Room. The train exhibit is an extremely popular exhibit. The fourth and final component for Museums by Candlelight was the harp and flugelhorn concert which is brought to us by the Friends group. The concert lasts about 1 hour and is held right outside The Maryland Room. This is another popular attraction. M. Mannix thereafter played the song Winter Wonderland that was recorded while the harpist and flugelhornist performed during Museums by Candlelight.

**g. iBeacons Project:** J. Kelly stated that he was invited to speak at tonight's meeting regarding a grant opportunity that FCPL is embarking on with a few of the libraries in the area. This would



be an IMLS grant, which is a technology grant that is funded with federal money from the Institute of Museum and Library Services. FCPL would be entering this grant with Carroll County Libraries, a Delaware Library and three libraries in New Jersey. The grant has two components: 1) the library app component and 2) beacon technology. This grant is very exciting because we would like to integrate those two technologies. Mr. Kelly advised that smart phone ownership has increased as prices come down. Last year, per the Pew Research Center, there was a study that showed approximately 60% of adults own smart phones and 70% of teens and 79% of 18 – 24 year olds also own smart phones. Apps provide access in a way that customers are familiar with and more and more customers are expecting that kind of interaction from organizations. The library app specifically would help us to increase customer engagement, increase circulation and increase awareness of programs/collections/services. Mr. Kelly stated that on its own the app technology would be exciting but what makes this grant more exciting is that we can integrate it with beacon technology. Thereafter, Mr. Kelly showed a short video about how one company's beacons work in a library environment. As the video showed, FCPL could 1) highlight areas of its collection; 2) give information about artwork; 3) talk about local interests and events out in the community; 4) provide instructions on how to use kiosks or other technology; and 5) provide information about a resume class as a patron would walk by the computers upstairs with a sign-up link for the class. This would really be a way to engage our patrons in what FCPL offers and make them more aware of all of the services that we have. Mr. Kelly again stated that the app piece alone is fantastic but what FCPL wants to do is to integrate the app piece with our SIRSI database along with the beacons. An example of what could be done is that as a patron would walk into the library, they would receive a message that they have two books on hold. This is a way that would seamlessly integrate several pieces of technology that would already be in use. FCPL is looking forward to working with its partners on the grant.

C. Greenway inquired about the cost of this project. Mr. Kelly stated that this is what is trying to be determined at this time. Each library needs to decide how many beacons they need, what software will be used, etc. In order to build the app, each library system may be going with a different company to purchase the beacons. Each price point will be different depending on each library's needs. Mr. Kelly stated that we are at the very beginning stages right now but noted that he will come back to the Board with further information as it becomes available.

C. Smith asked about the timeline for the proposal. J. Kelly stated that the proposal is due by the end of February and those libraries that receive the grant will find out in September, 2015.

**h. Pop-Up STEM at Urbana Regional Library:** M. Minsker advised that on January 26, 2015, the Urbana Regional Library will be offering what is called the "Pop Up Lab". Ms. Minsker stated that she really wanted to offer some hands-on STEM programming but there were some dilemmas: 1) shortage of staff and 2) budget. She came across an article about STEAM, which is an extension of STEM that adds in the art component and the article talked about pop-up programs. She stated that this seemed like a perfect solution to her dilemma. Essentially what will be done at the Urbana Regional Library with the "Pop Up Lab", is that on days when schools are closed in Frederick County, the library will be offering a hands-on, self-guided science lesson/experiment/experience starting in January, 2015. There will be specific dates when the "Pop Up Lab" will be available. Staff will set up the lab and it will be in view of the children's reference desk. Instructions will be provided and the kids will guide themselves through their

experiences. The labs are mostly geared for elementary age students. Through each lesson/experience/experiment it will touch on science, technology, engineering, art and math. The lab will be available on January 26, 2015, February 13, 2015, February 16, 2015, April 2, 2015, and April 3, 2015. Ms. Minsker stated that everyone is very excited about the “Pop Up Lab” at Urbana Regional Library and encouraged everyone to come out on days when schools are closed to check it out.

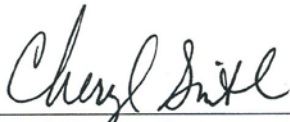
**BOARD QUESTIONS AND COMMENTS:** None.

**OTHER CITIZEN REMARKS:** None.

The next meeting will be held on Wednesday, February 4, 2015 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

C. Greenway made a motion to adjourn the meeting; seconded by D. Kiser. No Discussion.  
VOTE: Unanimous.

The meeting adjourned at 8:15 p.m.



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Cheryl Smith, Chair  
Frederick County Public Libraries Board of Trustees