

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
FEBRUARY 3, 2016**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on February 3, 2016 at the C. Burr Artz Library, Frederick, Maryland.

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

**BOARD MEMBERS ABSENT:** S. Manny and Council Liaison, T. Chmelik.

**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; D. Buker, Virtual Branch Administrator; T. Lebherz, Branch Administrator – Brunswick Library; S. Lauchner, Coordinator of Library Collections; J. El-Zeftawy – Development Officer; B. Hissong – Community Services Coordinator; J. Earp, Administrative Aide-Fiscal; and L. Tibbs, Recording Secretary.

**CITIZEN REMARKS:** None.

**APPROVAL OF MINUTES:** D. Kiser made a motion to approve the Minutes of the January 6, 2016 FCPL Board of Trustees Meeting; seconded by G. Laugelli. No discussion.  
VOTE: Unanimous.

**CHAIR'S REPORT:** C. Smith stated that although February is usually a very dreary month and after last week's ordeal with the blizzard, this February has a lot of exciting things going on: Fire and Ice this weekend, The Frederick Speakers' Series, The Super Bowl, etc. Tonight members of the FCPL Board of Trustees have an important task and that is to approve the budget that is being submitted to the County. Ms. Smith noted that the budget is a very positive thing this year as compared to when she first started on the FCPL Board of Trustees. The budget has been very depressing in the past but now we have some continuing good news on the horizon for Frederick County Public Libraries.

**DIRECTOR'S REPORT:**

**a. FCPL – Update:** Mr. Batson advised members of the FCPL Board of Trustees that on Wednesday, February 10, 2016, there will be 50 actors from the Nation of India who will be filming at the C. Burr Artz Library to film a Bollywood movie. There will be filming throughout Frederick City and the C. Burr Artz Library will be one part of it. Filming negotiations have been in process for at least 6 months – 1 year. The filming was supposed to take place last summer but there were some Visa issues so everything was postponed. FCPL staff is working with various departments within the County to finalize everything.

B. Poteat inquired as to the title of the movie. Mr. Batson stated that he does not know the title of the movie at this time.

C. Smith inquired as to where within the library they will be filming. Mr. Batson stated that they will be filming children's story times as well as using the staircase and the stacks. At this time, we are just not sure exactly what will be taking place.

Mr. Batson stated that when FCPL was closed for several days due to the blizzard, he noted that he needed to send members of the FCPL Board of Trustees information about the closure but realized his e-mail information was at work and not at home. He noted the first thing he did when he returned to work was print out the necessary e-mail information so he would have it at home. Thereafter, Mr. Batson noted that FCPL would have opened sooner, but staff from the City of Frederick pleaded with County Executive Gardner that county offices, as well as the library, remain closed because the City was not ready for people to come downtown. Mr. Batson stated that he honored County Executive Gardner's request that FCPL remain closed Tuesday and Wednesday, January 26 and 27, 2016. Mr. Batson noted that there were some areas where roads were open and clear but the City of Frederick was nowhere near ready to accept people downtown. Mr. Batson noted in the future he now has everyone's e-mail addresses at home so he can send out a notification to members of the FCPL Board of Trustees.

Thereafter, Mr. Batson noted that when the Governor of Maryland submitted his budget, the \$1,000,000 for the construction of the Walkersville Library was included in his budget. This puts FCPL in a very good situation as it goes through the normal funding process. Nothing has been finalized yet but FCPL is in a good position at this time.

Mr. Batson stated that passports are still moving along. Staff is getting a little faster and smoother on processing passports as time moves forward.

Mr. Batson further noted that on February 3, 2016, he met with members of the C. Burr Artz Trust and provided them with a 3 year budget request. He added that he usually receives a decision from the C. Burr Artz Trustees within a week or so regarding his requests.

Thereafter, Mr. Batson noted that FCPL has lost 4 people within the last few months. Everyone already knows Karen Lewns will be leaving FCPL. Kaitlin Peterson will also be leaving FCPL. She has accepted a position at Enoch Pratt Library. Katilyn Miller accepted a position at Fairfax County Library. Stephanie Long accepted a position at Harford County Library. He noted that Karen Lewns' position closes on February 5, 2016 and next week a few other positions will close. He added that we are filling positions a lot faster than we did in the past.

Mr. Batson introduced Tara Lebherz. Tara is the new Branch Administrator of the Brunswick Library. Thereafter, Mr. Batson introduced Bryan Hissong. Bryan came to FCPL from Carroll County Public Libraries. He was the administrator of one of their top branches and he is FCPL's Community Outreach Coordinator/Adult Services.

Statistics were reviewed by Mr. Batson. He stated that FCPL is not doing too bad; things are actually improving. December was not a bad month for FCPL. Usually in January we see a big

jump in statistics, however, with the recent blizzard that is not expected. In year-to-date statistics, FCPL's figures are down slightly for door counts and new patron registrations.

Sydney McCoy advised that when staff returned to FCPL after the recent blizzard, there were 800 holds that had been placed for materials. Mr. Batson added that even though patrons didn't come to the library due to the weather, they were on the computer placing holds. Thereafter, Mr. Batson noted that computer usage was up 32% and wifi usage increased 16%. Although we don't expect the increase we had last year in computer usage and wifi, things are still increasing. FCPL has not increased the number of computers or changed the wifi, but statistics are still climbing. Mr. Batson noted that children's programs were up 13% but attendance was down 2%. FCPL is reducing the number of children's programs. We are trying to get more people at fewer programs because it has really been taking a toll on children's staff. Staff is unable to get the training and seminars that are needed. Sheila McDuff, who came to FCPL from Loudoun County Libraries, spoke to FCPL staff about Loudoun County's process for children's programming. Thereafter, Janet Vogel went to Loudoun County and Carroll County to review their processes for children's programming and FCPL will be making some changes.

Mr. Batson noted that he has some answers to some questions that were proposed to him from members of the FCPL Board of Trustees. The first question was with regard to the article that T. Kutz sent out to everyone about homeless people in the libraries. Mr. Batson stated that the program that the person in the article is starting is very interesting. He noted that in his 40-year career he has seen an endless number of programs like this but the problem with these programs is that although a social worker is effective, the social worker needs to come from an outside agency unless the library system has a lot of money. There is also a touch of liability involved when you bring a social worker into the picture. A social worker is good for referrals but you cannot force someone to go to any place or do anything. FCPL staff distributes a 3 x 5 card to homeless individuals so they know where to go for help. A copy of the 3 x 5 card was distributed to members of the FCPL Board of Trustees for their information. FCPL does not have the funds to go in the direction of having a social worker, however, many of its librarians feel like they are social workers. Mr. Batson added that he knows people are concerned about the homeless but, in all honesty, if you come from any other large system, FCPL does not have a homeless problem. The law enforcement that FCPL has in place has done a very good job at this location. In the past we have had a few homeless problems at Brunswick Library, Middletown Library and Thurmont Library but nothing major. Mr. Batson added that one benefit the C. Burr Artz Library has is the Way Station is close by. He noted that if FCPL ever gets to a point where it is financially adequate on staff, we may look into a social worker. James Kelly indicated he was going to work with someone from another agency to see if they may want to provide this type of service but that agency is stretched pretty thin at this point.

Ms. Poteat stated that one of the concerns she and other members of the FCPL Board of Trustees has is the wear and tear on library staff. Everyone tries to strike a balance between regular library services and humanitarian services. The issue is to try to maintain a balance and keep everyone posted. Mr. Batson added that staff is very empathetic and concerned but sometimes you have to draw the line.

Ms. Greenway inquired whether the homeless are demanding on staff. Ms. McCoy stated that things tend to go in waves. Lately, things have been less of a burden as compared to a few years ago since we now have library security. Ms. Smith inquired about patron reactions to homeless individuals. Ms. McCoy replied that we have had fewer complaints from patrons since we now have law enforcement at the library.

Ms. Greenway inquired about a new facility around here that opens during the day for the homeless. Mr. Batson stated that there are facilities that open up to the homeless due to cold weather. Those facilities are open for 24 hours when it is extremely cold and they are open at nighttime otherwise.

Mr. Kutz reviewed a few statistics from the U.S. Department of Housing and Urban Development (Substance Abuse and Mental Health Services Administration) that was done regarding the homeless population: 60% of the homeless population experience lifetime mental health problems. 80% of the homeless population has lifetime alcohol and drug addiction. 60% of the homeless population has committed at least one felony. Mr. Kutz added that the homeless population can be dangerous. Mr. Batson stated that there is a certain percentage of the homeless population that are mentally ill. Some are on medication but you would be surprised at the number of homeless individual that families have basically banned them or have court orders keeping them from their families. The homeless population is always changing and that is why FCPL has law enforcement present. Mr. Batson added that there is no easy answer. It is a two edge sword but law enforcement has calmed things down.

C. Greenway inquired whether any employee has left because of the homeless issue. Mr. Batson replied that, to his knowledge, FCPL has not lost any staff due to the homeless issue.

G. Laugelli stated that the homeless are patrons of the library and FCPL's task is to provide services to the homeless population as patrons. I can see staff being the gateway to other services but not provide the other services.

Mr. Batson thereafter answered questions about the Letter to the Editor wherein a gentleman complained about the library being closed during the blizzard. The gentleman that wrote the article lived within walking distance of the Middletown Library. He walked over to the Middletown Library and noticed that the road and parking lot had been plowed and wondered why the library was not open. The reason for the closure was that most roads were closed throughout the County and no one could get there.

Mr. Laugelli asked whether FCPL closes when Frederick County closes. Mr. Batson stated that FCPL is independent of the County. Mr. Batson noted that it is difficult to ask some staff to go work at this branch and the remaining staff are home getting paid for a day's work. It is an all or nothing situation. If there is an emergency at a particular building (power outage, etc.), we ask staff to report to another branch to finish out their day's work.

Thereafter, Mr. Batson answered another inquiry regarding e-books and publishers. When FCPL purchases an electronic copy of a book, it does not stay in FCPL's collection forever. Mr. Batson reviewed criteria from various electronic publishing companies. The basic concept is if FCPL pays a lot for an electronic item, the item doesn't expire. If FCPL pays a little, the item expires. A print-out of the information discussed was requested by members of the FCPL Board of Trustees. S. Lauchner stated that she will provide a copy of the information to members of the FCPL Board of Trustees.

B.Poteat inquired whether publishers are moving on this or not. Ms. Lauchner said the process is constantly evolving. The publishers are concerned about their bottom line. As time goes on and the vendors are able to work out deals with publishers, it will keep changing.

**b. Budget/CIP – Update:** Mr. Batson noted FCPL submitted the CIP to the County. He further stated that he and S. McDuff made a presentation to the County staff regarding FCPL's submissions. Thereafter, the County staff makes a recommendation to the County Executive. If the County Executive has any questions, we will answer any questions she may have.

With regard to the budget, Mr. Batson stated that dates have not been set yet for the appeals that were submitted by FCPL for additional staffing.

The County Executive has stated that her two priorities are staffing and schools.

### **NEW BUSINESS:**

**a. Financial Report:** Karen Lewns stated that FCPL is right on target and in good shape. She noted that passports are going strong. FCPL has received \$3,950 from passports so far. Ms. Lewns further noted that FCPL will be bringing on another money maker – a fax/scan machine. FCPL staff will not have to do anything with the fax/scan machine. It will be located at the C. Burr Artz Library near the current copier. If the fax/scan machine brings in \$100.00 per month, FCPL gets one-half of the money (50%). If the fax/scan machine brings in less than \$100.00, FCPL gets about 20%. The cost to use the scan/fax machine is \$1.75 for the first page and \$1.00 for each additional page. FCPL staff does not have to maintain the machine. If a patron has a problem with the machine, there is an "800" number on the machine for the patron to call. The machine will only take credit/debit cards.

C. Greenway inquired whether passport revenue is listed on the financial statement provided. Ms. Lewns stated that passport revenue is listed under the Miscellaneous Operating Revenue category. Ms. Lewns indicated that she will split out the passport revenue on the next report.

D. Kiser inquired whether the almost \$4,000 in passport revenue is free and clear to FCPL. Ms. Lewns stated that money belongs to FCPL. Ms. Lewns stated that there is a \$25.00 processing fee charged to individuals as well as \$15.00 picture fee, if needed.

C. Greenway stated that an individual can have as many passports as they want. She indicated

that she wanted to bring up this issue because a lot of people do not realize they can have more than one passport. Ms. Lewns stated that an individual came into the library and wanted two passports so our staff has already dealt with that. The State Department did confirm that an individual may have more than 1 passport.

**b. Budget:** Ms. Lewns thereafter reviewed the proposed Fiscal Year 2017 Budget. Mr. Batson noted that the proposed Fiscal Year 2017 Budget was reviewed prior to this meeting with members of the FCPL Board of Trustees Finance Committee.

Ms. Lewns reviewed Fiscal Year 2017 Revenue Sources. She indicated that each year the revenue sources remain just about the same, however, for Fiscal Year 2017 the County contribution is just a little less. Usually the County contribution is at 60% but for Fiscal Year 2017, the County's contribution is at 59%. She noted that this is probably due to a salary differential. She further noted that the total for Fines, Gifts & Miscellaneous Revenue is up due to passport revenue. She summarized by stating the Fiscal Year 2017 Revenue is \$13,675,252.

Ms. Lewns thereafter reviewed Gifts, Donations & Endowments. She noted that this is higher this year because FCPL is bringing Summer Reading, Spelling Bee and Speaker Series money into the fold. These programs used to go through the C. Burr Artz Trust but now we are bringing it through FCPL's regular operating account as part of FCPL's endowment funds. Ms. Lewns stated that FCPL receives interest off of the Glassman Endowment Fund. At the present time, FCPL is receiving approximately \$16,000 - \$17,000 per year from the Glassman Endowment. Therefore, FCPL pulled \$20,000 for STEM materials and other library materials. The Total Gift and Endowment for Fiscal Year 2017 Budget comes in at \$123,100.

Thereafter, Ms. Lewns reviewed expenditures for Fiscal Year 2017. She indicated that she would not be reviewing every item but if anyone has any questions, please let her know. First of all she noted that she did a comparison between the Fiscal Year 2016 Adopted Budget and the proposed Fiscal Year 2017 Budget. She noted that credit card fees have increased because more patrons are paying their fines and fees by credit card. The Equipment Maintenance/Repairs category has increased due to an increase in cost for annual maintenance expenditures for SIRSI, Comprise and the self-check machines. The Equipment Rental category has increased because FCPL added ten "hotspots". FCPL has already purchased five "hotspots" and will be purchasing an additional five "hotspots". There is a fee involved for the "hotspots". The phone category was increased slightly due to an increase in telephone charges. The wireless category was increased slightly due to the costs involved with obtaining an additional cell phone for the public relations office. The postage account was increased \$2,000 due to the mailing of passport paperwork to the State Department. Ms. Lewns corrected a statement she made earlier that the approximate \$4,000 FCPL received was clear profit. She noted that FCPL does pay for postage of the passport applications. The travel training account was increased about \$2,600 as a result of the addition of professional staff. Mileage was also increased to account for a new car request and additional outreach efforts in the community.

C. Greenway inquired whether FCPL is purchasing a new car. Ms. Lewns stated that FCPL will

be requesting a new car for next year. Another car is needed for staff that travels to seminars, conferences, etc. Staff is encouraged to use the library vehicle and the second choice is for staff to drive their own vehicle and then FCPL pays the staff member mileage. K. Lewns also added that carpooling is also encouraged. Ms. Smith inquired whether staff is reimbursed if they have to report to another branch for staffing purposes. Ms. Lewns stated that reimbursement for staff reporting to a different branch has not been done for years but this subject may be re-evaluated. The dues/subscription category was increased to cover staff dues and organizational memberships for new staff. The budget for Special Programs was increased by approximately \$44,500 to cover additional funds needed for youth services, adult services, Spelling Bee, Summer Reading and outreach. The office supplies account was also increased to cover passport office supplies, new adult and youth services and replacement costs due to the new logo. Ms. Lewns stated that we do not know at this time what the cost will be for the wraps for the library bookmobiles and delivery truck. They tend to be very expensive. The expenditures for the book account were reduced and reallocated to other library materials such as e-content, periodicals and audio-visual. Ms. Lewns noted that there was a slight increase in binding/repair materials for The Maryland Room. Funds for computer software were increased slightly to cover the increased cost of current software packages. Ms. Lewns noted that the increase in non-capital equipment appears to be a large amount, however, she noted that the County takes off the expenses for non-capital equipment right off the top. The actual expenses for non-capital equipment for Fiscal year 2016 was \$277,450, therefore, the actual increase is about \$34,511. Non-Capital equipment expenses for Fiscal Year 2017 include renovations at three libraries, replacement of security and people counters, replacement upgrades for public and staff computers, additional equipment for adult programming, a new security firewall, new wraps for library vehicles and miscellaneous technology upgrades. As far as library security is concerned, there is an increase of \$5,000 to cover two hours of library security on Fridays.

Ms. Lewns stated that the following items are not included in expenditures:

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|---|-------------|
| 1) Salaries, Fringes and State Retirement<br>(approximately 60% of FCPL's budget) | \$8,829,740 |
| 2) In-Kind County Expenditures  | \$2,069,537 |
| 3) Detention Center Materials (reimbursed by Detention Center)                    | (10,000)    |

Ms. Greenway inquired about the tiny desk that sits at the top of the stairwell at the C. Burr Artz Library. Ms. McCoy stated that it is a mobile reference desk and the purpose of the desk is that it can be moved throughout the library to accommodate the needs of patrons.. Ms. McCoy gave an example that when Bibliotheca arrives, all of the DVDs will be locked up. There will be a little bit of a learning curve for patrons to figure out how to checkout DVDs so the mobile reference desk will be moved to that area once Bibliotheca arrives.

Thereafter, Ms. Lewns reviewed a comparison for FCPL's Collections for Fiscal Year 2014, 2015, 2016 and 2017 (proposed). It shows that most of the funds used to be spent mainly on

books but as can be seen from the document presented, funds have been moved around to now include e-Content. The total proposed Fiscal Year 2017 budget for library collections is \$1,539,455.

Ms. Lewns reviewed things that are coming to FCPL in Fiscal Year 2017:

1) New logo: Mr. Batson noted that before any logo is adopted, it comes before the FCPL Board of Trustees for approval. Ms. Greenway inquired whether there were multiple vendors asked to submit their proposals. Mr. Batson stated that it started out with 27 vendors. After that it was reduced to 3 vendors. The three vendors then submitted proposals and one vendor was chosen to do the final work. Ms. Greenway further inquired whether it is a local Frederick vendor. Mr. Batson stated that it is a local vendor. Ms. Smith asked if there was a specific time frame as to when the new logo will be brought before the FCPL Board of Trustees. Mr. Batson replied that it is anticipated that the logo will be brought to the FCPL Board of Trustees in April or May of 2016. It will be presented to the FCPL Board of Trustees and, if there are any concerns, staff will go back to the organization and bring everything back to the FCPL Board of Trustees at a later date. Ms. Smith further inquired whether there any big roll-out parties planned. Mr. Batson stated that there will be a roll-out which will include new wraps for all of the vehicles, new letterhead, promotions, etc.

2) Increase in security coverage: Security coverage will increase by two hours on Fridays at the C. Burr Artz Library.

3) New Vehicle: A new vehicle is needed to support outreach and fundraising activities in the community.

4) Renovations and Upgrades: The Urbana Regional Library, the Emmitsburg Library and the Edward F. Fry Library at Point of Rocks are scheduled for renovations/upgrades. Mr. Batson noted that when he spoke to members of the C. Burr Artz Trust earlier in the day, he proposed funds for working on some renovations at the C. Burr Artz Library. There are three areas at the C. Burr Artz Library that we would like to re-do: (a) Community Room. Ms. Greenway inquired as to what work would be done to the Community Room. Mr. Batson replied that the room would be painted and then artwork would be added. We would also like to have an area where the tables and chairs can be stored so they are not in the main meeting room.

(b) The Terrace on the second floor; and (c) The Maryland Room.

Ms. Smith inquired whether the Community Room renovations will include technology support. Mr. Batson stated that one of the items that will be purchased will be portable projectors. Ms. Greenway inquired whether patrons can rent the projectors for use in the conference rooms. Mr. Kelly stated that patrons will have the opportunity to rent the projectors, if needed. Ms. McCoy added that the cost is \$10.00 per hour. Ms. Greenway inquired whether microphones will be available to rent. Mr. Kelly stated that is not in the budget. Mr. Batson added that FCPL use to have portable microphones for use by patrons when they rented the various meeting rooms, however, the microphones disappeared as fast as FCPL could buy them. It was decided that



FCPL would not purchase portable microphones in the future. Mr. Batson added that FCPL staff utilizes microphones that are connected to a large control panel but that is for staff use only. Mr. Batson stated that FCPL just does not have the staff to open that up for public use. Ms. Greenway stated that FCPL used to do that. Mr. Batson noted that staff was able to do that but that was before FCPL lost 30 positions.

5) Technology and Equipment: (a) Projectors will be purchased for patrons to rent and use in the meeting rooms. (b) Replacement of security cameras at the Thurmont Regional Library. This is an ongoing project at all Frederick County Public Libraries. (c) Installation of a thermal imaging people counter at the Brunswick Branch Library. This is an ongoing project to replace the patron counters at each Frederick County Public Library. Ms. Greenway inquired whether the C. Burr Artz Library already has a thermal imaging people counter. Ms. Lewns replied that the C. Burr Artz Library does have a thermal imaging people counter.

Ms. Lewns advised that the front reception area in administration has been re-done. It looks very nice. The conference room has also recently been re-painted and we are working on getting some artwork for that area as well.

C. Smith stated that this was a very nice presentation. The budget was very clearly presented. Mr. Batson stated that FCPL is catching up on a lot of stuff such as supplies, electronics and transportation. Everything stopped about six years ago. While some areas look like they really jumped, they have because we are trying to catch up. These purchases will make things a lot easier. Ms. Smith added that she is excited about the new logo and refreshing FCPL's presence to the public.

Ms. Smith asked Mr. Batson what support he would like to see from members of the FCPL Board of Trustees with regard to upcoming budget hearings. Mr. Batson stated that the budget staff will be submitting to the County is for level funding. He added that the increases shown in the budget are increases from FCPL. The increases FCPL will receive are increases from the State, additional revenue streams coming in to FCPL, grants, etc. He added that we won't have to fight for something new because FCPL is providing the money.

Mr. Batson did add that there are 3 appeals, however pending. One is for three full-time Librarian I positions for Thurmont, Urbana and the C. Burr Artz Library so the libraries can stay open until 9:00 p.m. We are trying to increase evening hours so that meetings can be held later. The second appeal is to increase the hours of our circulation staff from 17 hours to 19.5 hours. The County now considers full-time as 40 hours instead of 35 hours. The third appeal is for a new vehicle. Even though FCPL is purchasing the vehicle with its own money, it is considered an appeal and it must be approved. Mr. Batson stated that the above appeals are in preferential order. Mr. Batson stated that after discussions with County staff, FCPL may have a chance at getting part-time employees increased but the addition of three Librarian I positions, probably will not happen. Any extra money will go to increasing wages for existing staff and add people at transportation places that were gutted as well as for building schools. Mr. Batson added that the \$100,000 that was given to FCPL last year by County Executive Gardner has been built into

the budget so FCPL does not have to ask for it in the future. He noted that FCPL is very grateful for this.

G. Laugelli noted that the budget presented is very much a ‘maintenance of effort’ budget. The budget focuses on things that need attention. It is a basic ‘meat and potatoes’ budget. It is a very solid budget.

Mr. Laugelli, as Chair of the Finance Committee, recommended to the FCPL Board of Trustees that the budget be adopted, as presented; seconded by B. Poteat. No further discussion.

VOTE: Unanimous.

Mr. Batson added that if he hears anything different than what has been told to the FCPL Board of Trustees, he will notify members of the FCPL Board of Trustees immediately.

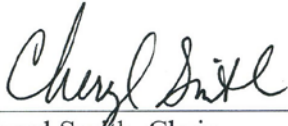
**BOARD QUESTIONS AND COMMENTS:** Mr. Laugelli wished Karen Lewns good luck in her retirement and noted that she does wonderful work. Ms. Smith welcomed Tara Lebherz and Bryan Hissong. She also stated that it is very sad to say good-bye to Karen Lewns.

**OTHER CITIZEN REMARKS:** None.

The next meeting will be held on Wednesday, March 2, 2016 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 G. Laugelli. No discussion.  
VOTE: Unanimous.

The meeting adjourned at 8:20 p.m.



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Cheryl Smith, Chair  
Frederick County Public Libraries Board of Trustees