

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
FEBRUARY 7, 2018**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on February 7, 2018 at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: C. Greenway, K. Kane, G. Laugelli, and C. Smith

BOARD MEMBERS ABSENT: D. Kiser, S. Manny, B. Poteat and Council Member Liaison, T. Chmelik.

STAFF PRESENT: J. Kelly, Interim Director; S. McDuff, Associate Director; S. Lauchner, Coordinator/Library Collections; J. Vogel, Youth Services Coordinator; J. El-Zeftawy, Development Officer; K. Martinez, Communications Manager; J. Marshall, Systems Manager; C. Hall, Branch Administrator – C. Burr Artz Library; R. Frecker, Branch Administrator – Middletown/Walkersville Libraries; A. Whitney, Branch Administrator – Urbana Regional Library; D. Buker, Virtual Branch Administrator; J. Earp, Interim Finance Manager; L. Branson, Circulation Supervisor – C. Burr Artz Library; E. Bowen, Teen Librarian – C. Burr Artz Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: C. Smith made a motion to approve the Minutes of the January 3, 2018 FCPL Board of Trustees Meeting; seconded by K. Kane. No further discussion.
VOTE: Unanimous.

CHAIR'S REPORT: Mr. Laugelli welcomed James Kelly as Interim Director.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Kelly noted that Kathie Roemer was the Circulation Supervisor at the C. Burr Artz Library and after 30 years she has retired. Thereafter, Mr. Kelly introduced Levi Branson as the new Circulation Supervisor for the C. Burr Artz Library. Prior to his new position, Levi worked in Adult Services at the C. Burr Artz Library and prior to that he worked at Loudoun County Public Libraries.

Mr. Kelly thereafter reviewed December 2017 statistics. He noted that year-to-date circulation, new library card registrations, door counts, wi-fi usage, children's program, children's

programming attendance, adult programs and adult programming attendance are all up. He added that it is interesting to watch the trends that we are seeing but we anticipate that these numbers are going to continue to grow in the spring and early summer because they are usually the highest times for the library.

The County Executive issued a Lunar New Year Proclamation on Tuesday, January 6, 2018 and Mr. Kelly noted that he was requested to attend and offer comments because the Urbana Regional Library is hosting the Lunar New Year Celebration in cooperation with the Asian-American Center of Frederick and the Department of Aging. That event will take place on Sunday, February 18th.

Mr. Kelly thereafter advised that Library Legislative Day in Annapolis will be held on Tuesday, February 20, 2018. Invitations have been distributed to members of the FCPL Board of Trustees to attend the evening reception as well. He noted that he and Sheila McDuff will be going to Annapolis as they have in past years to meet with members of the delegation and speak with them not only about legislative priorities but to thank them for their support of libraries.

Mr. Kelly advised that the ribbon cutting for the Early Literacy Center at the Urbana Regional Library will be held on Saturday, February 24, 2018 at 10:45 a.m. This will be another exciting time for FCPL. These early literacy stations have been a long time coming. Both the Walkersville and Urbana Libraries will be getting new early literacy centers.

b. CIP – Update: Mr. Kelly noted that there was recently an article in The Frederick News Post about the new Walkersville Library. He thanked Kim Martinez for working with the reporter on that particular article. A meeting was recently conducted by Sheila McDuff with internal library staff as well as other County departments to get the time line worked out for the remaining weeks until opening day of the Walkersville Library. He advised that, as with all construction projects, there have been some challenges but everything is on track. Melos started installing shelving today and Brodart will arrive with the opening day collection on February 19, 2018. Many FCPL staff will be helping with shelving of books.

The design process for Myersville is going well. He added that he and Sheila McDuff met with the architect and interior staff a few weeks ago for the 60% design plan. He noted that staff is working through some Memorandum of Understanding challenges with the Town of Myersville and, as with any Memorandum of Understanding, compromise is the key so we just need to have everyone sit down and talk everything through to review the challenges for everyone involved and find language that everyone is comfortable with.

Mr. Kelly thereafter discussed the possible renovation at Point of Rocks. Staff met with members of the Ruritan and Mrs. Trudy Fry. Mrs. Fry is a major donor and active Friends member. Thereafter, Mr. Kelly noted that he and Ms. McDuff met with staff from the Department of Public Works to discuss options that might keep the project moving forward, however, he noted again that compromise will need to be a part of those talks.

He noted that the County Executive has scheduled a public meeting on March 26, 2018 at 6:00 p.m. At that time, staff will be speaking with members of the community about some proposed plans.

Ms. Smith inquired whether the renovations would be at the existing facility. Mr. Kelly replied that all renovations would be at the existing facility. This will be a two-phase project. At this time we are working on phase one. In a few years the hope is that we will add a second floor to the current building and the entire second floor will be library space. The issue that is holding everything up now is what configuration everyone can live with in the current space.

Mr. Kelly thereafter stated that there has not been any major news regarding the CIP since last month. He noted that Darrell Batson advised last month that staff met with the CIP committee and they answered questions about our proposed projects (construction of the Myersville Library in 2019 and the design and construction of Middletown and East County Regional thereafter). We are optimistic about the Myersville Library because the designs are already in process so we should get construction money next year for that project. He noted that as Darrell Batson noted previously, there is a chance that the Middletown and East County Regional libraries may be re-prioritized as the County deals with the economic things they have to deal with.

The County Council will approve the capital and operating budgets in May, 2018. Mr. Kelly noted that at that time we will know where those projects fall as a snapshot for the next year.

NEW BUSINESS:

a. Financial Report: J. Earp reviewed financial statements that included tentative data through December 31, 2017. She noted that FCPL is currently at 30% for revenue and at 45% for expenditures, which means that everything is still on target going forward. She thereafter reviewed grants and contributions through December, 2017. FCPL received grants in the amount of \$28,500. Grants submitted by FCPL amounted to approximately \$752,000. Ms. Earp noted that FCPL has been recommended to receive the Myersville Capital Grant in the amount of \$750,000. This is the first step in actually being awarded the grant and she noted that staff is pleased to announce that we are one step closer to getting this grant.

Donations from sponsors/contributors amount to approximately \$124,000. Other revenue that has been received totals approximately \$159,000.

b. Budget: Mr. Kelly first reviewed Fiscal Year 2019 Revenue Sources. He noted that the sources remain the same, however, percentages change from year-to-year slightly. The State contribution of \$2,419,293 is mostly for the state retirement plan and FCPL also gets per capita money that is used for materials.

Thereafter, Mr. Kelly noted that it is anticipated that revenue from fines will continue to trend downward as we increase digital circulation. He further noted that the \$65,000 noted for passport revenue is a conservative estimate. It is anticipated that FCPL will make more than that

this year in passport revenue, however, he advised that Loudoun County will be starting to provide passport services so it is unknown how that will impact FCPL.

Mr. Kelly reviewed gifts, donations and endowments. The total proposed budget for gifts, donations and endowments is \$160,600.

Thereafter, Mr. Kelly reviewed various expenditures and noted that if an item has been budgeted for a decrease, it is based on the current fiscal year expenditures. The budget for interpreters has been decreased by \$5,500 in the Fiscal Year 2019 budget. In Fiscal Year 2018, the interpreter budget was at \$21,000 and the expenditures didn't come anywhere near that so we have reduced that amount in the budget for Fiscal Year 2019. He further noted that the budget for contracted services has been reduced to \$83,955 in the Fiscal Year 2019 budget because we are reallocating those funds elsewhere in the budget. Credit card fees are increasing slightly but it is nice to give our patrons various options to pay their accounts which will inevitably increase our revenue. Phone expenses for Middletown and Walkersville Libraries have increased because they are now on the County system. The wireless fees have increased slightly because we will be adding a smart phone for the new Director to replace the flip-phone utilized by Darrell Batson in the past. Travel/Training expenses have been reduced due to some conferences, such as PLA, that are held every other year so we won't have those expenses in Fiscal Year 2019. The special programs account has been decreased because there had been money designated to this account for the early literacy spaces in Fiscal Year 2018 and since they are being installed this year, we were able to reduce this account in Fiscal Year 2019. Mr. Kelly noted that the budget for e-content has increased significantly. Part of that is due to the increase in digital content usage. In Fiscal Year 2018, FCPL budgeted approximately \$324,000 for e-content but Mr. Kelly added that the County gave FCPL, as a result of an appeal, \$100,000 for collections. In addition, FCPL utilized funds from the ending fund balance to pay for e-content so the number budgeted for Fiscal Year 2019 is close to the number that was actually spent on e-content in Fiscal Year 2018. Mr. Kelly noted that each year staff reviews databases and decisions are made annually. FCPL will be dropping some databases and this is the reason for the reduction in budgeted costs for databases in Fiscal Year 2019. Thereafter, Mr. Kelly noted that there is a slight reduction in computer software and non-capital equipment as well.

In summary, Mr. Kelly noted that expenditures for the Fiscal Year 2019 Budget amount to \$3,090,389. There were a lot of big projects such as the Director search through a consulting firm and a number of others projects that did not need to be budgeted in Fiscal Year 2019 so that has allowed us to lower expenditures. Thereafter, Mr. Kelly reviewed items that are not included in the aforementioned expenditures such as salaries, fringes and state retirement, in-kind county expenditures and the refund for materials from the Detention Center. He added that when you add all of this together it brings the total to \$15,528,877, which is the largest budget that FCPL has ever had. He noted that FCPL is doing well and added that as Darrell Batson has indicated in the past that by adding branches, we will continue to increase the materials and staffing budget.

Mr. Kelly thereafter reviewed a slide that showed a trend over the years on how FCPL allocated money for materials collections from Fiscal Year 2016 through the proposed Fiscal Year 2019.

He noted that digital e-content is definitely increasing.

Mr. Kelly noted some highlights that will be coming to FCPL in Fiscal Year 2019. FCPL will be adding a new server which will allow our Systems Department staff to provide maintenance, add/remove software and maintain necessary updates to over 150 patron computers all at once. This will also prevent FCPL from purchasing towers for every work station and this will save FCPL money in the long run. Ms. Greenway inquired whether FCPL has the staff to be able to handle this. Mr. Kelly thereafter introduced Jason Marshall who is the Manager of the Systems Department for FCPL. Mr. Marshall stated that it is anticipated that by adding the server, this will free up some work for staff. He noted that currently whenever an update is needed to the computers, staff have to update each computer, however, with the new server this will alleviate the need for that and all computers can be updated at the same time. Ms. Greenway inquired whether there is a fair amount of maintenance needed on the patron computers. Mr. Marshall noted that there is a fair amount of maintenance that is required on the computers. Ms. Greenway thereafter inquired whether the same computer equipment will be used after the server is installed. Mr. Marshall stated that we will convert the current computers but as the computers reach the end of their life, they will be replaced.

Mr. Kelly added that FCPL will be adding Microsoft Office 2016 to all of our patron computers. Last June, FCPL joined a state-wide consortium that allows FCPL to buy licenses for products such as Microsoft Office 2016. The public has asked for Microsoft Office 2016 and we have finally found a plan that allows us to buy the licenses for the software.

He noted further that we would like to set aside money for the construction, renovations/upgrades at the Urbana Regional Library and Myersville Library.

Mr. Laugelli inquired what the next step is for the budget. Mr. Kelly advised that staff met with the Budget Sub-Committee a few weeks ago and went over the details of the budget at that time and answered some questions for them. Once we receive the recommendation/vote from the FCPL Board of Trustees, we will submit the actual budget to the County. Thereafter, over the next couple of months, James Kelly and Sheila McDuff will answer any questions that may arise concerning the budget. The County's budget and CIP have to be approved by the County Council and that is scheduled for May, 2018. Ms. Smith inquired whether there will be hearings that members of the FCPL Board of Trustees should attend. Mr. Kelly advised that there may be public hearings and we may ask members of the FCPL Board of Trustees to speak on our behalf. He noted that he will keep everyone advised.

K. Kane made a motion to approve the budget as presented; seconded by C. Greenway. No further discussion. VOTE: Unanimous.

G. Laugelli inquired whether there was some renegotiation with Hoopla. Mr. Kelly stated that FCPL had concerns that Hoopla was just a runaway truck. Staff went back to Hoopla and advised them that it was not sustainable for FCPL and inquired as to what options might be available. Hoopla came back to us and gave us the ability to set price points by collections. As

of right now, the price is the same across the board and basically what that means is that when our patrons search Hoopla, it won't show them titles that are over a certain cost. The price is currently set at \$1.99. What we found out that was interesting is that circulation has not gone down so it is working the way we want. We have been able to hold costs down but people are still finding things that they want to check-out. We will continue to watch Hoopla and if costs starts to creep up again, we will find another way to deal with it. Ms. Smith inquired whether people have noticed a difference in finding things they want. Ms. Lauchner stated that staff's response to any inquiries such as that is that those items that may not be available through Hoopla are available in Overdrive. Staff have been educating the public on how to use Overdrive so now that the public is aware of this, staff are not hearing any complaints.

c. Holiday Hours: Sheila McDuff noted that the FCPL Board of Trustees approved the 2018 holidays in September, 2017, however, there is one day that was not on the calendar that we would like to suggest to the Board that the library be closed as a paid holiday. FCPL has traditionally been open the day after Thanksgiving but as we look at statistics for that day, we see that the public is not utilizing the library on that day. In addition, she noted that the day after Thanksgiving is a County holiday which means that staff that have to come into the library to work are coming to work on a holiday where other staff in the system are able to enjoy the holiday. As a result of some staff working on a holiday, supervisors must schedule those individuals another day off by the end of the calendar year and it creates a significant hardship. In light of the fact that the public does not utilize the library in a very significant way – it represents less than 2% of all of our business in November and it is significantly less than we see on regular Fridays, which is the slowest day of the week - we would like to propose that FCPL be closed on the day after Thanksgiving.

Mr. Laugelli wanted to confirm that the day after Thanksgiving is a county holiday. Ms. McDuff confirmed that it is a county holiday. Ms. Smith inquired whether there would be holiday pay for staff. Ms. McDuff confirmed there is definitely holiday pay for staff. Ms. Smith also inquired whether the library would be open on the Saturday and Sunday following Thanksgiving. Ms. McDuff noted that the library will re-open to the public on Saturday. Mr. Kelly added that normally we would not come to the Board outside of the regular holiday schedule request so if this would be approved by the Board, in future years it would be included as part of the holiday schedule.

K. Kane made a motion to approve the day after Thanksgiving as a holiday for library staff; seconded by C. Smith. No further discussion. VOTE: Unanimous.

d. Meeting Room Naming Proposal: Sheila McDuff noted that members of the FCPL Board of Trustees have two proposals in front of them. The first proposal is a request to name the Community Room at the new Walkersville Library in recognition of Darrell Batson's 19 years of service and his contribution to all of the library branches in the system. This would be a great honor to name the Community Room at the Walkersville Library the Darrell L. Batson Community Room. C. Greenway inquired whether there is a policy about naming rooms and whether there is an amount of money that has to be paid to name a room. Mr. Laugelli replied

that there is a policy that was discussed at the retreat and it states that a person does not have to give money to have something named after them as long as the FCPL Board of Trustees wants to do something like this. Ms. Greenway indicated she just wanted to make sure this proposal is in compliance with the policy as written. Mr. Laugelli advised her that it is in compliance.

Thereafter, Ms. McDuff noted that the second naming right proposal is the Quiet Study Room at the new Walkersville Library. FCPL's Development Officer, Jessica El-Zeftawy, secured a generous donation from the Walkersville High School Alumni Board for \$35,000 in memory of Mr. Tommy Dorsey. As part of that donation, they would like the Quiet Study Room named in his memory. What is being requested is the Board's approval to name the Quiet Study Room. Staff will work with the donor on naming that room. The Quiet Study Room at the Walkersville Library is a new area that has been glassed in for probably mostly adults to go where it will be silent. It is a nice little space. Ms. McDuff noted that she and James Kelly just visited the Laurel Library and they have a quiet study room and it was jam-packed.

C. Smith inquired whether Tommy Dorsey was the band leader or could staff shed some light on who he is. Ms. Greenway stated that he is a local gentleman who has been involved in politics and the community for years.

C. Greenway made a motion to accept the naming of the two rooms at the Walkersville Library in accordance with the recommendations by staff; seconded by K. Kane. No further discussion. VOTE: Unanimous.

Mr. Laugelli thanked Jess El-Zeftawy for her hard work.

BOARD QUESTIONS AND COMMENTS: Ms. Greenway mentioned three things that were brought up to her by patrons. She noted that she doesn't need any answers this evening because she knows everyone wants to go home due to the weather but maybe at the next meeting we can get some answers. The first issue is whether there is any possible way to allow people to stand inside the lobby area during the winter time until the library opens at 10:00 a.m. Patrons with children come early to get a good parking spot but then the children are out in the cold. Secondly, Ms. Greenway noted that she has been in several meetings with elderly patrons and she and others have to pull the chairs down and then put them away. She suggested that instead of the chairs being on the racks, that the chairs could outline the room and then be pulled into the center of the room, as needed, and then put back. The third thing she inquired about is a patron asked why FCPL does not have color copiers. Mr. Kelly noted that copiers will be replaced in the branches and one of the options we are looking at would offer color copies. Ms. Greenway inquired whether patrons are charged to make copies. Mr. Kelly stated that currently we do charge patrons for black and white copies, however, if we would offer color copies, that would be the next conversation we would have to have with the FCPL Board of Trustee to decide how much we would want to charge patrons for color copies. Ms. Smith inquired whether the new copiers would include scanning capabilities as well. Mr. Kelly noted that scanning would be an option as well.


Mr. Laugelli stated that there may be some liability issues about letting people into the building before it opens and we would want someone to check that out thoroughly. Mr. Kelly said he will investigate it and get back to the Board.

OTHER CITIZEN REMARKS: None.

Mr. Laugelli noted that the March 7, 2018 meeting will be a closed/executive session. The next public meeting will be held on Wednesday, April 4, 2018 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

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

The meeting adjourned at 7:40 p.m.



George Laugelli, Chair
Frederick County Public Libraries Board of Trustees