

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
MARCH 5, 2014**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on March 5, 2014 at the C. Burr Artz Library, Frederick, Maryland.

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

BOARD MEMBERS ABSENT: T. Kutz and Commissioner Liaison, D. Gray.

STAFF PRESENT: D. Batson, Director; D. Maminski, Associate Director; B. Pelle, Associate Director; K. Lewns, Financial Business Office Manager; E. Cromwell, Community Partnership Manager; D. Buker, Virtual Branch Administrator; S. McCoy, Branch Administrator – C. Burr Artz Library; R. Bowers, Branch Administrator – Walkersville/Middletown Libraries; A. Whitney, Branch Administrator - Urbana Regional Library; J. Dacey, Branch Manager - Detention Center Library; S. Long, Library Associate – C. Burr Artz Library, C. Reighard, Library Associate – C. Burr Artz Library; T. Croft, Technician – Systems Department; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: G. Laugelli made a motion to approve the minutes of the February 12, 2014 board meeting. C. Greenway requested that two changes in wording be made to the February 12, 2014 minutes. Mr. Batson stated that the official/approved Minutes of the February 12, 2014 board meeting will be amended to reflect the changes requested by C. Greenway. The motion to approve the minutes of the February 12, 2014 was seconded by C. Greenway. No further discussion. VOTE: Unanimous

CHAIR'S REPORT: Ms. Poteat reminded members of the FCPL Board of Trustees of some date changes for upcoming board meetings. The next meeting will be Wednesday, April 2, 2014 and it will be a televised meeting. The May meeting will be held on May 14, 2014 instead of May 7, 2014.

DIRECTOR'S REPORT:

a. FCPL – Update:

Mr. Batson reviewed the January statistics. He noted that there are decreases in statistics for the month of January due to the inclement weather. Mr. Batson further noted, however, that circulation is still up 18% over the same period last year. He further stated that there have been 40,000 uses of FCPL's WiFi during the first seven months of the year.

Mr. Batson advised that on Wednesday, February 19, 2014, Elizabeth Cromwell and he went to

Annapolis to lobby the delegates and senators during Library Day in Annapolis. He noted that he and Elizabeth were able to see all of the senators and delegates except for Delegate Clagett. There was a reception also held that evening. There were 42 senators and delegates that attended the reception. The library has a pretty good interaction with the senators and delegates. The library community has a large number of Bills in front of the legislature. The State Learning Resource Center is seeking to expand their physical facility. It is a \$95,000,000 construction project that has been in process for over 15 years and they are going back for an additional \$10,000,000. The Blind and Physically Handicapped Library is looking for funds to actually operate and maintain the physical building now that they are no longer receiving Federal funds.

Mr. Batson further noted that Maryland libraries receive some operating funds from the State by way of a very complicated formula. In Fiscal Year 2006, a Bill was passed by the Senate and the House by unanimous vote, for libraries to receive a four year increase of \$1.00 a year to go into this formula. For the first two years everything was fine and then the recession hit and so everything was put off for a little while. This year, libraries decided that enough is enough and submitted a Bill to complete the increase in Fiscal Years 2016 and 2017. The Bill has already gone through the Senate and it is in the House right now. So far everything has been extremely positive. It is hoped that by the end of this legislative period and starting in Fiscal Year 2016, we will receive an additional \$200,000 for our state operating fund.

Mr. Batson thereafter noted that next week the Public Library Association Conference will be held. As a result, administrative staff will not be in the office, If any questions or concerns arise while we are gone, please contact Christie or Linda in the Administrative Offices and they will contact the responsible person.

B. Poteat inquired whether it is anticipated, given the positive environment at the State level, that this will affect positively the new government at the local level. Mr. Batson noted that the first two years, no matter whoever is the County Executive, is going to be very, very rough. This new form of government is brand new for us. Lines of authority and responsibility, although they may be written out, must be hammered out. It is going to be a little chaotic. Mr. Batson further advised that once the primary is over and, as we have done in the past, members of the FCPL Board of Trustees will send out letters to the candidates to meet with them and explain their perception of its role within the community and the need for support.

C. Greenway inquired whether it has been Mr. Batson's experience that when a candidate states that they are very supportive of educational funding, does that also include funding for libraries. Mr. Batson stated that in a broad sense "yes". Sometimes finances do not allow them to give as generously as they would like to but as a general rule, libraries are part of that education process.

NEW BUSINESS:

a. Financial Report: Ms. Lewns advised that the budget was submitted on Friday, February 21, 2014. She further stated that our new employee, Julie Earp, started last week. She replaced Pat Brennan. Her past experience with the County has helped her pick up things very quickly.

Ms. Lewns noted on the financial statement that there is an increase in the special programs account. Funds are starting to be encumbered for performers for the summer reading program. Costumes are also ordered from that same account. Phone expenditures also increased slightly but this is due to the fact that the County was two months behind in posting and they just did a catch up.

b. New Operational Format at Detention Center: J. Dacey, Branch Manager at the Frederick County Adult Detention Center Library, provided an overview of the operations at the Detention Center Library. The Detention Center houses approximately 300 inmates. Inmates are allowed to visit the general library once every two weeks and they are offered to visit the law library twice a week. The inmate population is 90% male and the collection basically reflects this aspect. He also noted that he has a sizeable Spanish language collection for use by immigration inmates. The library has three rooms: the general library, the law library and the office. Mr. Dacey stated that he is also responsible for a small library at the Work Release Center which is across the street from the Detention Center and there are also some very small collections at the medical unit and the administrative segregation unit because those inmates do not always have access to the library. The library covers all subjects except children's materials. Mr. Dacey noted that the collection was in pretty rough shape when he started this position and he has been replacing material with newly, donated materials. At least half of the collection has been turned over so far. Some shelving has been added and an additional 1,000 books have been added to the collection. There are approximately 6,500 items in the circulating collection. As per Detention Center policy, inmates are only allowed 8 books at a time (personal and library books). Mr. Dacey further advised that the library does not lose very many books at all because the correctional officers are the best lost prevention system.

Usually the library is open approximately 20 days per month, however, in February, 2014 the library was open 17 days. Sometimes the library cannot open due to inclement weather or lockdowns at the Detention Center, etc. During February, over 1,400 items were circulated and 443 patrons were served. Mr. Dacey thereafter displayed some photos of the Detention Center Library.

Thereafter, Mr. Dacey advised that before he was hired for the Detention Center Library, a decision was made to stop cataloging books in the computer so the computer was removed. This is troublesome on some accounts because he is forced to use pen and paper to record patron accounts. However, in some respects this opened a lot of possibilities of what can be done with a non-fiction section if you are not tied to a computer and tied to a system like Dewey. It became easier for browsing to divide the collection into various sections. I modeled the collection loosely after a library in Connecticut where they did away with the Dewey system and instituted a book store type model. Twelve subject areas were developed and instead of Dewey numbers being on the spine of the book, sub-categories are written on the spine as well as different colored dots for the various areas/subjects. Mr. Dacey thanked Materials Management and Technical Services staff for helping him re-label and re-shelve 2,000 non-fiction books. This type of system gives the freedom to adapt and change the collection as necessary.

K. Lewns inquired whether any comments have been received by the inmates as to how they like

this new system. Mr. Dacey stated that he has received a lot of comments and a lot less questions from the inmates because it seems to be easier for the inmates to find the materials they are looking for.

C. Greenway inquired whether she was correct in seeing from the photos provided that there are newspapers provided for the inmates. Mr. Dacey stated that the Detention Center Library receives The Baltimore Sun, The Washington Post and The Frederick News-Post. She also inquired whether magazines are available for the inmates as well. He stated that there is a sizeable collection of magazines as well.

C. Greenway also inquired whether the Detention Center must provide an interpreter for those inmates that do not speak English. Mr. Dacey stated that Spanish language materials are provided and there is an individual that is solely responsible to make sure that all of the immigration materials are up-to-date and in line with federal guidelines. C. Greenway stated that she thought they were also supposed to supply an interpreter. Mr. Dacey said that the Detention Center may supply interpreters for inmates but he has not seen them in the library.

B. Poteat stated that the library at the Detention Center is very attractive and you can tell you have put a lot of work into it and it sounds like it is much appreciated. She inquired as to when the changes started happening at the Detention Center. Mr. Dacey stated that he started at the Detention Center Library on October 1, 2013 and he began working on it as soon as he was hired.

C. Smith asked if the collection at the Detention Center is a totally stand-alone collection. Mr. Dacey stated that the Detention Center has their own collection and he does not give nor receive books from other library branches. The vast majority of the general library's collection was created from donated materials.

C. Greenway inquired as to who approves the donated materials for the collection. Mr. Batson stated that there are certain rules and regulations. Cathy Link who is in our Materials Management Department has been doing this a long, long time so she knows what can be sent over to the Detention Center Library.

C. Greenway stated that she presumes there are no videos of any kind available to the inmates. Mr. Batson stated that inmates do not have any equipment to play the videos. Mr. Batson inquired whether there are any inmate workers that help in the library. Mr. Dacey stated that he has one male and two female inmate workers that help him in the library. Ms. Greenway further inquired whether there are any guards in the library. Mr. Dacey stated that the library is on the main hallway as you enter the Detention Center and there are no guards in the library.

G. Laugelli stated that the library is very impressive and he is sure the inmates recognize the enthusiasm that Mr. Dacey brings to the library.

Mr. Batson advised that legal libraries are required by law but recreational libraries are not mandated; they are a privilege.

Ms. Greenway inquired whether it would be possible to have a book club at the Detention

Center. Mr. Batson stated that each inmate is only allowed one hour every two weeks to visit the library so it would not be feasible.

Mr. Batson stated that Mr. Dacey has done a dynamite job at the Detention Center Library and he thanked him for a job well-done.

C. Smith inquired whether inmates have access to Lexis in the law library. Mr. Dacey stated that they have access to The Maryland Reporter. Computer access in the law library is very limited. The computers have an atlas on them, word processing software, a dictionary and an old version of Wikipedia. There is no web access.

C. Greenway stated as part of the 287(g) Program, immigrants are suppose to have access to a law library. Mr. Dacey stated that the immigration inmates are required to have law library access five hours per week so he puts it on the schedule for an hour every day but the inmates don't always use it. Certain materials are also required to be in the law library for them.

c. Touch Screen Map Update: Mr. Croft stated that when he was before the FCPL Board of Trustees in January, he introduced the touch screen map. There are still a few things that need to be worked on but by the end of March, the touch screen map will be up and running. Thereafter he provided a demonstration of the new touch screen map. The map will show you where you are and how to get to a particular section of the library. The screen will revert back to the main map after about 20 or 30 seconds of non-use

C. Greenway inquired where the touch screen map will be located. Mr. Croft advised that it will be located just across from the circulation desk. Ms. Greenway thereafter asked if the touch screen will be coordinated with the various meetings that are taking place in the library to show which room a particular meeting is being conducted in. Mr. Croft advised that that sort of information cannot be run through this system. The only thing that the touch screen will show is where the meeting room is located. Mr. Batson added that it shows strictly physical locations and not a calendar of events.

B. Poteat inquired about the difficulty in updating the system if a particular collection would be moved to a different location. Mr. Croft stated it would take a few days to update the system.

D. Kiser asked if there would be a touch screen system on the second floor of the library as well. Mr. Batson stated that for right now we are waiting to see how this system is accepted by the public. The public will give us the feedback we need to determine further distribution.

Ms. Greenway further inquired what the impetus was for the touch screen system. Mr. Batson stated that people are more comfortable with computer gadgets and as we are reducing staff upstairs and downstairs, patrons can just go to the touch screen system to find their answer.

C. Greenway also asked if the concierge service is also going to be provided at the front doors. Ms. McCoy stated the concierge service is provided mostly by volunteers and we don't have volunteers for every hour that the library is open. The touch screen system will be an option that will be available to patrons in addition to the concierge service.

d. Poet Series: The C. Burr Artz Trust hosted the United States Poet Laureate, Natasha Trethewey, on Sunday, March 2nd, and it was the kick-off event for the Frederick Reads season. A calendar of events for Frederick Reads was provided to members of the FCPL Board of Trustees. From all reports, it was a very nice event. It was an honor for us to have the current United States Poet Laureate at this event. She is a very dynamic and engaging woman. Reading some of her work is very different than hearing her and watching her present it. She is a child of a white father from Canada and an African-American mother and she grew up in Mississippi during the 1960s. Growing up in Mississippi in the 1960s was a very challenging time for their family and a lot of her childhood comes out in her writing. Her mother, who she writes about quite often, passed away when Natasha was 19. Her mother was murdered by her second husband immediately after she divorced him. There is so much sadness and darkness in her life but when she reads her work, she has this beautiful lyrical voice. Approximately 300 people attended this event. Ms. Cromwell also displayed a cover photo that appeared in The Frederick News-Post on Monday, March 3, 2014. Ms. Cromwell noted that usually a small luncheon is held beforehand and we usually invite the Maryland State Laureate and some poetry professors in the area but because we moved the date from Super Bowl Sunday to a later date to accommodate Ms. Trethewey's schedule, we were in conflict with the largest writer's conference in the country that was happening in Seattle that weekend. So, we didn't have the usual people that we have at the luncheon which gave us the opportunity to think about that lunch a little differently. We invited some individuals that we have come to know through Frederick Reads and other events: Phoebe Stein - Director of the Maryland Humanities Council, Andrea Lewis -Coordinator of the One Maryland One Book Statewide Reading Program, Gregg Wilhelm - Executive Director of the CityLit Project in Baltimore, MD, Jud Ashman - Founder of the Gaithersburg Book Festival, Ted Gregory represented the C. Burr Artz Trust, FCPL staff - Darrell Batson, Elizabeth Cromwell and Marie Slaby. In addition, Scott Slaby, Marie's husband who is a published poet and knows a lot of the folks, was also invited. None of the individuals in attendance had met Natasha Trethewey previously nor had several of the others in attendance met each other previously. The luncheon was terrific because everyone felt that we were creating something that was important to the state. Everyone was very excited about everything and commenting that Frederick is becoming the literary hub where they could connect and talk about potentially marketing programs together as a state-wide literary initiative.

Ms. Cromwell also advised that this year we brought in a professional photographer for the event in order to document the United States Laureate being in Frederick. The photos were available immediately after the event and we put them up on the Frederick Reads Facebook page and everyone from the luncheon started spreading around the photos as well stating how great the event was.

She further advised that there will be several weeks of events coming up for Frederick Reads and encouraged everyone to attend as many of the events as possible. Roseanne Cash will be our Frederick Reads author this year. There is one event in particular that Ms. Cromwell pointed out and that is a concert by Roseanne Cash. She will be in concert on March 31st. Immediately following the concert is a fundraiser for Frederick Reads. Fundraiser attendees will be able to meet Roseanne Cash and her husband.

B. Poteat thanked Ms. Cromwell and Frederick Reads for the publications. The publications

really present the events extremely well and attractively.

e. Update to Early Childhood Discovery Zone: Stephanie Long and Carly Reighard provided an update on the Early Childhood Discovery Zone in Janet Vogel's absence. S. Long advised that staff met with members of the Burgeon Group last month. Measurements were taken at that time of the various areas in the Children's Department and an all day meeting was held with administrative staff as well as other staff. Weekly virtual meetings have also been conducted since then with the Burgeon Group also. The theme will be City Meets Country. The "city" portion of the Discovery Zone will be located by the Humpty Dumpty mural in the Children's Department. She thereafter reviewed some of the various components of the "city" portion of the Discovery Zone which will include activities such as a color mixer, puppet shows, and time teaching. All of these items support the MMSR (Maryland Model for School Readiness) and the five key components of that. She thereafter reviewed the "country" portion of the Discovery Zone. There will be a tractor that will be about 3' tall and there will be several activities on the tractor for the children to do such as a color mixer, interactive maze that will teach about electrical circuitry and engines, gears, oil dipstick and some threading that the children can thread through and lace which children seem to enjoy. On the inside of the tractor there are steering wheels, gas gauges and other fun things for the children to play with. There will also be a metal silo installed. On the silo there will be educational magnets that the children can move around and manipulate. The silo will also have a rotating alphabet on one side and on the other side there will be an ASL alphabet since we serve a large deaf population. On the top of the silo is a whirligig with a chicken and when the chicken spins, it lays an egg. There will also be a house kiosk. Children will be able to do puppet shows and story times in the house. There will be viewfinders in the house kiosk to give the children a different perspective with colors and textures as well as a magnet board with various activities. She thereafter displayed a floor plan and pointed out where all the "country" portion of the Discovery Zone will be located. Ms. Long also advised that there will be some tables with some interactive features. Also focusing on education, which we really want to encourage with all of this, we will have parenting plots which are little stories that can help the parents create a dialog with their children.

C. Reighard provided an update on iPads and touch screens for the children's department. The iPads and touch screens have been installed and they have educational apps to help children focus and build their skills in math, reading and science. Staff has received a lot of positive feedback about the iPads and touch screens. Parents enjoy being able to bring their children into the library to access the iPads and many parents are interacting more with their children with these devices.

C. Smith inquired about the time table as to when the Discovery Zone will be installed. Ms. Long stated that it will be installed around the end of June/first part of July. Ms. Long further added that everything she discussed tonight is the preliminary information we have received. Every week we seem to be getting more and more.

C. Greenway inquired about the floor activity component that was discussed at a previous meeting. Mr. Batson stated that we were going to incorporate the floor activity component, however, the cost was just too prohibitive.

BOARD QUESTIONS AND COMMENTS: C. Greenway inquired whether there is any software out there that would allow a patron to keep an electronic item they checked out for an additional number of days by paying a fine up front. Ms. Pelle stated that there is no such software at this time.

Ms. Poteat thanked all staff for their efforts.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, April 2, 2014 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 8:10 p.m.

Blanca Poteat

Blanca Poteat, President

Frederick County Public Libraries Board of Trustees