

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
APRIL 2, 2014**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on April 2, 2014 at the C. Burr Artz Library, Frederick, Maryland.

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

**BOARD MEMBERS ABSENT:** C. Smith 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; D. Payne, Assistant Branch Administrator C. Burr Artz Library; J. Vogel, Children’s Supervisor – C. Burr Artz Library; M. Minsker, Children’s Supervisor – Urbana Regional Library; R. Goetz, Children’s Supervisor – Brunswick Library; and L. Tibbs, Recording Secretary.

**CITIZEN REMARKS:** None.

**APPROVAL OF MINUTES:** G. Laugelli made a motion to approve the minutes of the March 5, 2014 board meeting; seconded by D. Kiser. No Discussion. VOTE: Unanimous

**CHAIR’S REPORT:** Ms. Poteat thanked all the people involved with the recent Frederick Reads events with Rosanne Cash. Ms. Cash said something at her interview last evening with David Dye which was “Some songs are postcards to the future.” Ms. Poteat added that she connected that with the work of the libraries and the Library Board. She noted that all of our efforts are postcards to the future. Ms. Poteat also thanked all of the partners involved in Frederick Reads.

**DIRECTOR’S REPORT:**

**a. FCPL – Update:** Mr. Batson reviewed some of the projects that have recently been completed. The touch screen directory is now up and working at the C. Burr Artz Library. So far the touch screen directory seems to be very successful with our patrons but we are going to wait a little while longer to see if we want to take it elsewhere after we see how much use it gets. The televisions in the Circulation Department and Children’s Department were moved to different locations in each of those departments and seem to be working out very well. The new shelving upstairs has been put in place and gives the second floor a total new look.

Thereafter Mr. Batson reviewed statistics for the month of February, 2014. Circulation increased 18% over the previous year. There was a decrease in patron visits for the month of February, 2014. A good portion of the decrease in patron visits is due to the change in online patrons. The library system was also totally down for two full days in February due to the weather. In

addition, February was an extremely cold month and people were just not going out and coming to the library. Mr. Batson further noted that the second busiest branch we have is the e-branch (on-line). FCPL is getting very heavy usage on-line. He thereafter noted that for the first seven months of the fiscal year, the computer usage in hours was 72,666 hours, which is a 19% increase in usage over the same period last year. There were 46,532 WiFi users. Ms. Kiser inquired how the WiFi users are calculated. Mr. Buker stated that WiFi users are counted once they sign-in. Mr. Batson also noted that there was a Delegate in Annapolis who was concerned about WiFi and filters in public libraries. Staff at FCPL did an analysis of our WiFi and found that FCPL's WiFi filters had not been turned on. This has been addressed and the filters were turned on immediately.

Ms. Greenway inquired about the content that is being shown on the televisions in the circulation area. Mr. Batson replied that the screens in circulation provide information to the public by providing our hours as well as information on programs, and activities. We actually have a staff member who does sign language and she provides the information in sign language to our deaf patrons. After a few minutes, the screens will display the weather and time and then it will start the cycle again to provide information to our patrons.

Ms. McCoy introduced David Payne as the new Assistant Branch Manager. He is from the Philadelphia Free Library where he was a Branch Manager. He has some tremendous qualities. He has been here 3 weeks and we are glad to have him. Mr. Payne stated that he is thrilled to be here and he is starting to put names with faces and is looking forward to getting to work with such a dynamic organization.

**b. Budget/CIP – Update:** Mr. Batson noted that the CIP and budget have been submitted to the County. The County will be going through a series of hearings and the budget is usually voted upon in late May or early June. At this point, it is just a waiting game for us until everything is approved.

### **NEW BUSINESS:**

**a. Financial Report:** Ms. Lewns advised that we are getting ready to start the fourth quarter. Everything at this point is on schedule and we will be making some end of the year purchases shortly. At the present time we are purchasing replacement computers for the public and have recently purchased 40 computers. We are also in the process of purchasing items for the STEM Lab and we are also purchasing equipment for the mobile circulation desk.

Mr. Kutz inquired as to what the category of Artz Security Accessibility Capital Grant refers to on the financial statement. Ms. Lewns responded that this involves the new shelving and desk on the second floor of the C. Burr Artz Library. We are getting ready to submit for reimbursement from the State since the project is just about completed.

**b. Frederick Community College Partnership with Frederick Reads:** E. Cromwell introduced Jeanni Winston Muir who is the Interim Dean of Students at Frederick Community College. Ms. Cromwell stated that Frederick Reads events are very busy for our guests. She noted that the Frederick Reads event consisted of five (5) major events in a 24-hour period. There

was a concert on Monday night and over 1,000 people came to that event. There was also a special meet and greet reception/fundraiser at The Weinberg Center. The following day, Rosanne Cash visited FCC and she gave a talk and then took lots of questions from students. A very special private session was then held in the Black Box Theater. On the evening of April 1<sup>st</sup>, David Dye interviewed Rosanne Cash. So far the feedback has been amazing. Ms. Cash commented that she thinks Frederick Reads is one of the best literary events in the United States. Tiffany Tomlin who is the head of the Penguin's Speakers Bureau and Random House Speakers Bureau, came and stated that she has never seen an event like Frederick Reads. A huge part of that is because of our underwriters and key partners. This year the funding for this program came from a variety of sources including the Ausherman Family Foundation, the Delaplaine Foundation, the C. Burr Artz Trust and Frederick Community College. FCC has been involved with Frederick Reads from the very first moment we had this idea about 8 or 9 years ago. FCC has not only been unfaltering but has really stepped it up quite a bit in the past year and they are really integrating Frederick Reads more and more onto the campus.

Jeanni Muir from Frederick Community College thanked everyone for the events this past week. FCC has been involved with FCPL on the Frederick Reads project for about 8 years and even longer before that on many other wonderful programs in the community. She added that what excites her about the Frederick Reads partnership is an opportunity for FCC and FCPL to really reach out to all of our constituents county-wide. Rosanne Cash and everyone else that worked on this project recognized that there is something really special happening here in Frederick County and it is this shared commitment to learning and reading. She thanked Elizabeth Cromwell and Marie Slaby who were instrumental in moving this project forward. The partnership opportunity with FCPL is brilliant. Opportunities such as Frederick Reads are just endless. She stated that at FCC they like to say they reach students of all ages. FCC has an institute for learning and retirement and a children's center. We are trying to reach the same audience as FCPL but with Frederick Reads we are sharing a theme. FCC has adopted the Frederick Reads theme on an annual basis. There will be so many more shared opportunities for FCC and FCPL to work together as well as engage other partners from Frederick Co. Public Schools, Hood College, and Mount Saint Mary's College. Ms. Muir stated that she is a huge fan of Frederick Reads but noted that this last event was wonderful. She said to see Rosanne Cash humbled and hear her tell everyone she met that Frederick Reads is really special meant so much. Ms. Muir thanked the FCPL Board of Trustees, and all of the partners of Frederick Reads and to her wonderful friend, Elizabeth Cromwell, who has provided amazing vision and direction and determination for their relationship and also to Marie Slaby for all her efforts as well.

Ms. Greenway noted that the newspaper mentioned that there was a special event that was held with select individuals who had written songs and performed before Rosanne Cash and she inquired how the individuals were selected. J. Muir stated that FCC just invested in a Black Box Theater. It is a very intimate space to showcase individuals in a special way. We opened a juried contest and invited people throughout the County to submit a video/audio tape of music. We did not necessarily ask for songs that they had written themselves but for something they found inspirational or had some connection to the theme – the music of language and the language of music. We had an amazing assembly of students, faculty and staff that came forward that presented material. Seven individuals were selected to perform. Mr. Batson noted that the seven individuals that performed were absolutely exquisite. These individuals did FCC proud.

Rosanne Cash was honestly moved by what she heard. Each individual would explain how they selected the piece and how it tied into the theme. The program lasted about 30 minutes and was by invitation only.

Ms. Cromwell added that she is so impressed with FCC's academic department. They took this theme and met regularly and developed curriculum plans that tied Rosanne Cash's music to Shakespeare in an English class and that is just one example. They stretched the theme across every subject. Rosanne Cash was very impressed and she tweeted to her 70,000 fans this morning about how much she enjoyed being in Frederick. Ms. Cromwell thanked FCC for this partnership that is growing and noted that it is certainly something special.

**c. FCPL Community Partners for Youth:** Ms. Vogel provided an overview on how the library and children benefit from partnerships throughout the community. When we partner with someone, we are maximizing the effectiveness of our organization and the other organization as well. One of the ways we do this is by not duplicating effort. We can also maximize funding, awareness and provide increased opportunities for our citizens.

One of FCPL's newest partners is the Ft. Detrick Alliance. This partnership is very exciting. There was a pilot program which ran from December – February. During this time period, 89 children attended the programs that were held at the C. Burr Artz Library and the Urbana Regional Library. Children learned about STEM (Science, Technology, Engineering and Math) from actual scientists. Ft. Detrick wants to be sure young children are excited about science. All of the scientific businesses in the community want to have future, local employees. Ft. Detrick came up with the character "BINK" which stands for Bright Ideas Need Knowledge.

Ms. Poteat inquired about the age range for this program. These programs were for children who attended Grades 1 – 5.

Ms. Vogel also advised that FCPL is also working with the Ft. Detrick Alliance and the Community Foundation of Frederick County for funding as well as Hood College to create a STEM Pre-school Camp. This was a very successful program at Hood College. Working with all these partners, FCPL will be offering the STEM Pre-school Camp in the Spring starting in June. The teachers that taught the program at Hood College will teach FCPL staff and Judy Center staff how to implement these camps in the future. They will do the first one for us and then we will be able to replicate it.

The Summer Reading Program is one of our biggest programs with lots of partnerships. Additional information about the Summer Reading Program will be provided later this evening.

As most everyone knows, the Maryland School for the Deaf is located in Frederick and we have worked very hard during the last few years to partner with them as many of the families live here in Frederick and there are a lot of residential students at the school that come to the C. Burr Artz Library. We have worked with them to share our resources and they came to the C. Burr Artz Library and did some story times. They also helped us secure some staff training so that staff could learn some basic sign language. We also did an open house and FCPL and the Maryland School for the Deaf provided staff and shared library resources with the deaf community.

She added that FCPL does many, many things with Frederick Co. Public Schools. Frederick Co. Public Schools publicize our events and activities for us, work with us on our collaborative book lists and without them we could not have the Spelling Bee where the local winner is sent to the national competition. We are also working on getting library cards for all the students as well.

In addition, FCPL partners with many county agencies. Due to the fact that we all have funds coming to us from the same pot of money, we are able to use our resources to the best of our ability. We partner with Parks and Recreation, Frederick County Infants & Toddlers and FCC.

**d. Summer Reading Program:** Ms. Vogel introduced Robin Goetz, Children's Supervisor at the Brunswick Library, and Melissa Minsker, our brand new Children's Supervisor at the Urbana Regional Library. Tara Leberherz, Children's Supervisor at the Thurmont Regional Library, is also part of the team but was unable to be here this evening. The Summer Reading Program is our biggest and most exciting program. The program will start May 1, 2014. The theme this year for the younger kids is Fizz Boom Read. T-shirts will be on sale to the public starting on May 1, 2014 at a cost of \$6.00 for children sizes and \$7.00 for adult sizes. The theme for the teen program this year is Spark a Reaction. Both programs are science based and we will be able to do a lot with that.

Ms. Vogel stated that the purpose of the Summer Reading Program is that it benefits kids. There was a study done at the University of Tennessee that if you give a child 12 books to read over the summer, it is just as effective as attending summer school and raised the child's reading scores. She stated that this is her new motto – put 12 books in the hands of every child and we will be golden.

The Summer Reading Program provides free activities/programs that are related to learning in some way and we also make reading fun.

Last year FCPL had 10,013 children registered last year. Ms. Vogel stated that she hopes we have 11,000 children register this year. Since 2008 there has been a 74% increase in registrations.

Registrations will begin on May 1, 2014 and registrations will end on August 9<sup>th</sup>. There will be lots of game boards with literacy activities to encourage children to learn. Children will be able to register online as well as provide online book reviews. There will be some exciting presenters this year including Milkshake Music and Leonardo who are two very well known musicians who have won awards. There will be lots of science programs. Representatives from The Catocin Zoo will be here this summer and Bob's Critters will also do a program this year.

FCPL will be continuing the partnership that was started last year with Westview Promenade. There will be a county-wide kick-off on May 10<sup>th</sup> from 11:00 a.m. – 1:00 p.m. Last year we had 675 people at that event even though it rained. There will be crafts and singing by Mr. Jon and Friends and Curious George will also be there. Starting on Friday, April 4, 2014, we will have First Friday Fun Fest at Westview Promenade and that is open to children of all ages at 10:00 a.m. This was also very popular last year and we averaged between 100-200 people at each of

those Friday events.

We continue to work on our partnership with Frederick County Public Schools. The school visits by library staff will take place in May and June and we have postcards going out to all of the students. FCPS and FCPL collaborate on book lists and there were 920 new library card registrants through FCPS. At this point, we have a lot of the children registered already so it is very exciting that we are still getting more and more registrants. As of next year we should have every child registered throughout all of the grades and we will then just have to hit the kindergarteners when they start school.

The Passport to Reading is probably the most exciting part of the Summer Reading Program. A patron came up with this idea a few years ago and we have kept it because everyone loves it. Once again this year a participant can visit all of our library branches as part of this program. There will be a prize issued to any child that completes the passport. At the end of the program, there will be a drawing from all of entries for a child to receive a PNC gift card, a baseball signed by The Frederick Keys, an FCPL backpack and a 4-pack of tickets to the Maryland Science Center.

The grand prize this year for the Summer Reading Program is a trip to the Great Wolf Lodge Water Park. There will also be tons of other prizes for the kids. The Kindle Fire will be one of the prizes as well as a \$25.00 shopping spree to The Dancing Bear. For the teens this year, we are going to give away a PlayStation 4 as the big prize as well as \$50.00 PNC gift cards and four chances to win \$10.00 gift cards.

Ms. Vogel also stated that we couldn't have Summer Reading Program without all of our sponsors: PNC Bank, The Frederick News-Post, Westview Promenade, Ft. Detrick Alliance, and all of the Friends groups of all the local libraries.

**e. Middletown Renovations:** R. Bowers, Administrator for the Walkersville and Middletown Libraries, provided an overview of some much needed updates that are needed at the Middletown Library. We have some really exciting plans for the Middletown Library. The Middletown Library is a very heavily used and a well-loved facility by the community. Staff would like to give the Middletown Library some much needed updates in order to continue to fulfill the needs of the users. She displayed photos of the outside and inside of the Middletown Library. She noted that the Middletown Library is a very busy library. She reviewed Middletown Library statistics from Fiscal Year 2013:

1. 187,466 items were circulated (8.2% increase over previous year)
2. 71,984 patrons visited the Middletown Library
3. There were 405 programs with 9,524 children in attendance (63% increase over the previous year)

She also noted that there have been no major improvements made to the library since 1991 when the building first opened.

Ms. Bowers noted that we would like to include updates to four areas as part of the refurbishment. The four areas are: 1) the new book area; 2) circulation desk); 3) children's area and 4) back wall of the facility. We would accomplish a longer life of the current facility with the refurbishments that are proposed. We want to make the shelving and furniture more flexible and make the facility more technology friendly. A new library building for Middletown is at the very end of the 20-year facility plan so we want to make the best use of the space that we have. All of the proposed refurbishments would make the facility more welcoming and inviting.

Ms. Bowers advised that the County has initiated a plan to do some renovations of their own which includes roof replacement, painting the interior, and updating the lighting. We would like to take this same opportunity to do some updating of our own and try to do everything around the same time as the County is doing their work.

Some of the updates we would like to make to the new book area would be to add new, comfortable seating. At the present time we do not have a lot of seating for patrons and we would like to fix that. We would also like to add multi-purpose tables that are smaller and can be moved around more easily by staff and provide more flexibility in the ways that they can be set up for programming, etc. The tables that are currently at the Middletown Library are quite large and difficult to move around. We would also like to integrate slat walls for new materials. We want to emphasize our new materials and make them more visible and attractive that would also encourage check-outs. We also want to pull out sections of our non-fiction and focus on them and highlight them as part of the collection and utilize slat walls for them also. We would also like to update the magazine shelving. The proposed periodical shelving would make every single copy visible rather than having to flip up the shelving to look for prior issues. The next area that we would like to upgrade is the circulation desk. The current circulation desk is too big for the space and it overlaps into the patron walkway. We would like to reduce the size of the circulation desk so that it is more in line with our service standards. With the installation of the new circulation desk, we would be integrating more self check-out machines and more under the counter storage. We would also like to install some cabinetry so that all of the working materials can be neatly tucked away and housed behind doors to make the best use of the space. Reducing our circulation desk to one check-out station, provides us with the opportunity to introduce a mobile unit, which is a versatile piece of equipment.

She thereafter reviewed proposed changes to the children's area. We have huge numbers of patrons that come to the children's programming at Middletown Library. We recently moved shelving around to provide as much space as possible but we are still finding that whenever there is a program going on, it overflows this particular area. We would like to incorporate some technology options, display marketing and the ability to move the furniture around for programming. She stated that we would like to install some slat walls in the children's department. The slat walls in this area will be in the shape of a castle. We would also like to install a countertop for new technology in the area where there are currently some chairs. This counter will be open-ended and flexible to incorporate any new technology as it comes along and becomes available to us. The main goal right now is to use iPads at Middletown Library. We will be expanding the iPad program this summer and we want to have space to allow for that. The iPads will be loaded with educational games and apps for children to use at the library. The next improvement that we would like to do in the children's department would be to have some

picture book shelving. We would like to change the style of shelving that we use for picture books to a bin system. This type of shelving better represents the style of how kids browse. This type of system would provide flexibility of movement, if needed. She thereafter displayed some photos of the bin shelving. She thereafter noted that in the other corner of the children's department they would like to integrate some moveable stool seating. The stools will be vinyl covered and they will be on casters so that we may move them totally out of the children's area whenever needed.

Ms. Bowers then displayed a picture of the back wall at the Middletown Library so that everyone could see what it currently looks like. There are a lot of patrons who are laptop and tablet users and do not have a place to sit and work so we would like to install a counter for technology users. This would accommodate room for more patrons and they would be able to sit down with their laptop or tablet and they would have access to an outlet. Some other updates that we would like to do would be to switch the shelving in the library. We would be getting new end panels and new shelving that would be compatible with the other shelving throughout FCPL. Middletown Library is the only branch that currently has the older style of shelving. We will also be removing the old computer catalog and installing a touch tablet for catalog use. This would be a huge space saver and encourages more self-service for patrons. As part of our plan to display and market more of our materials, we would like to purchase a space saving unit to highlight our new materials that would be located near the front door.

Ms. Lewns thereafter reviewed the cost for the Middletown updates.

Shelving and Counter Tops	\$24,945
Furniture & Circulation Desk	\$23,355
Computer Hardware	\$ 1,700
	\$50,000

The funding for this project would come from the following:

MLGIP Investment Account (Holter Estate)	\$40,000
FY 14 Operating Funds	\$ 5,000
FY 15 Operating Funds	\$ 5,000

She noted that the money from the Holter Estate is only to be used for the Middletown Library. This money was donated many years ago. The fund started out at approximately \$34,000 and through the years has accumulated to a little over \$40,000.

C. Greenway asked which category would the operating funds come from. Ms. Lewns noted that some of the larger pieces will be charged to capital equipment and others will be charged to non-capital equipment. An item has to be over \$5,000 in order for it to be a capital item.

B. Poteat inquired about the time frame as to when the County will be doing the roof, lighting,

etc. Ms. Bowers said it is hopeful that everything will be done all at one time. She noted that the roof is expected to be completed shortly and it should be a 2 or 3 day project. As far as the painting, lights, countertops, etc., this will be done when we do the shelving work which will probably be around September or October.

C. Greenway asked when this project would be completed. Ms. Bowers stated that everything should be completed by late September or early October, 2014.

G. Laugelli made a motion to approve the request for funds for the renovation at the Middletown Library; seconded by C. Greenway. No Discussion. VOTE: Unanimous.

**f. Nominating Committee Report:** G. Laugelli advised that members of the Nominating Committee met and interviewed six applicants for the current opening of the FCPL Board of Trustees. He thanked each of the six applicants that took their time to share their thoughts with us as to what they could contribute to the library board. After the interviews, members of the Nominating Committee selected Susan Manny. Ms. Manny is a pediatric nurse at Frederick Memorial Hospital and has extensive volunteer experience in Frederick County, especially with the schools.

G. Laugelli made a recommendation to the FCPL Board of Trustees that Susan Manny be referred to the Board of County Commissioners for approval to serve on the FCPL Board of Trustees; seconded by T. Kutz. No discussion. VOTE: Unanimous.

Mr. Kutz inquired whether Ms. Manny will be serving a full five year term. Mr. Laugelli stated that her term will be for five years.

**BOARD QUESTIONS AND COMMENTS:** None

**OTHER CITIZEN REMARKS:** None.

The next meeting will be held on Wednesday, May 14, 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*

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Blanca Poteat, President  
Frederick County Public Libraries Board of Trustees