

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
APRIL 4, 2018**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on April 4, 2018 at the C. Burr Artz Library, Frederick, Maryland.

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

BOARD MEMBERS ABSENT: Council Member Liaison, T. Chmelik.

STAFF PRESENT: J. Kelly, Interim Director; S. Lauchner, Coordinator/Library Collections; J. Vogel, Youth Services Coordinator; B. Hissong, Community Services Coordinator; J. El-Zeftawy, Development Officer; B. McDermott, Finance/Office Manager; K. Martinez, Communications Manager; C. Hall, Branch Administrator – C. Burr Artz Library; R. Frecker, Branch Administrator – Middletown/Walkersville Libraries; T. Leberz, Branch Administrator – Brunswick Library; A. Whitney, Branch Administrator – Urbana Regional Library; E. Dingle, Branch Administrator – Thurmont/Emmitsburg Libraries; D. Buker, Virtual Branch Administrator; E. Foley-Breck, Teen Librarian – Urbana Regional Library; 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 March 7, 2018 FCPL Board of Trustees Meeting; seconded by K. Kane. No further discussion.
VOTE: Unanimous.

CHAIR'S REPORT: Mr. Laugelli noted that there has been a lot happening in the last month. The biggest event was the opening of the Walkersville Library. The tribute on the evening before where the room was dedicated to Tommy Dorsey and the other room to Darrell Batson was a great event. Opening day was great. There were so many people in attendance. Mr. Laugelli added that he went to a meeting in Point of Rocks and that was democracy in action. He stated that it was nice to see people engaged in their libraries and concerned about the future of their libraries.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Kelly introduced Brandy McDermott. Brandy is FCPL's new Finance Business/Office Manager. She has a 20 year tenure with Frederick County Government and for

the past 15 years she managed the Accounts Payable Department in the County's Finance Division. She comes to FCPL with a lot of experience. She holds a Bachelor of Science Degree in Business Administration from the University of Maryland. Mr. Kelly formally welcomed Brandy and noted that she is a great addition to our team.

Mr. Kelly also noted another new hire that has been made. Beau Bradley is not with us this evening but he is the new Branch Administrator of the Middletown Library Branch.

Thereafter, Mr. Kelly reviewed February, 2018 statistics. There were some fluctuations that were completely anticipated which are related to the Walkersville Library. The small Walkersville Library Branch was closed mid-way through February, 2018 in order to move materials/objects into the new facility and, as a result, there was a drop in door count and circulation for the Walkersville Library in the month of February. He noted that as he stood among the thousands of people that came out to the opening day of the Walkersville Library, he is confident that we will see those statistics bounce back plus some when we look at the numbers for March.

He noted that another big jump happened at Urbana Regional Library where the door count was way up during the month of February, 2018. This was due, in part, to two really great events:

- 1) The Lunar New Year Celebration
- 2) The ribbon cutting for the Early Literacy Play and Learn Area/Market

Thereafter, Mr. Kelly stated that the year-to-date statistics look good. All of the following areas are up: circulation, new library card registrations, door count, wi-fi usage and program attendance. He added that FCPL is trending in the right direction and we expect the statistics to rise even more in the spring and summer which are traditionally high-use times.

Mr. Kelly noted that Library Legislative Day in Annapolis was held on Tuesday, February 20, 2018. Sheila McDuff and James Kelly attended and met with members of the delegation. He added that they had an opportunity to thank them for their continued support of libraries and specifically asked for them to consider the State's library capital funding bill. He noted that everyone may recall, the State usually sets aside about \$5,000,000 annually for library capital projects and, of course, the need in Maryland far exceeds the \$5,000,000. Libraries are encouraged to apply for grants for that money. FCPL successfully received a grant for Walkersville construction and this year we have submitted a grant for Myersville construction. Mr. Kelly added that subsequent to Library Day, he submitted written testimony to the House Appropriations Committee and to the Senate Budget and Taxation Committee for their support of the bill and while the Department of Legislative Services recommended fully funding Frederick's grant request, the General Assembly has not passed the capital budget as of this morning. At this time, we are continuing to wait for official word on that grant but we are hopeful.

Lastly, Mr. Kelly stated that the last month has been a very busy month. Some of the activities that have happened over the past month are the Spelling Bee, Celtic Festival, the opening of the Early Literacy Spaces, Jose Andres lectures and the grand opening of the new Walkersville Library. He noted that he was very pleased with the turn-out at the grand opening of the

Walkersville Library and added that he spoke with many individuals at the event and received numerous e-mails directly afterwards and noted that everyone was thrilled with how the space turned out. Mr. Kelly recognized several individuals who made the Walkersville project a success: Robin Frecker and her team worked non-stop to get the building in shape, Sharon Lauchner and the library collections team along with our Project Coordinator, Courtney Brohawn, who spent the better part of a week getting everything shelved and ready, Kim Martinez, Jess El-Zeftawy, Bryan Hissong, Janet Vogel and the entire System's team, County Public Works, County Maintenance Staff and many, many more. It was truly a team effort. Finally, he noted a special thanks to Sheila McDuff, Associate Director for Public Services, who was our point person on the project. Sheila could not be with us tonight because she is representing FCPL at the MAPLA quarterly meeting.

Mr. Kelly advised everyone that the May, 2018 FCPL Board of Trustees meeting will be held the second Wednesday in May in order to accommodate the Maryland Library Association Annual Conference. Traditionally the Board meets the first Wednesday of the month but in May, we will be meeting the second Wednesday which will be May 9, 2018.

b. CIP/Budget – Update: Mr. Kelly advised that we have worked with the Town Council in Myersville to come to an agreement for the language in the Memorandum of Understanding. The Department of Public Works is close to 100% on design plans for Myersville.

He also noted that he and George Laugelli attended County Executive Gardner's Public Budget Hearing which was in mid-March. At that meeting, County Executive Gardner highlighted the Myersville Library project. During that hearing, we had an opportunity to hear about all of the many worthy projects which are under consideration with the County so Mr. Kelly noted that he took the fact that County Executive Gardner made a specific call-out to the Myersville library project to be a positive thing.

In addition, Mr. Kelly stated that he and George Laugelli attended a meeting on Monday, March 26, 2018, in Point of Rocks that was hosted by the County Executive. This meeting was well-attended by various community stakeholders. The County Public Works Department shared some ideas for renovation and obtained feedback from the community. He noted that the majority of attendees came together in agreement about one of the plans. The Department of Public Works will incorporate some of the feedback they heard that night into a final plan. If the project moves forward, the Department of Public Works renovation team would handle that project. It is hoped that we can expand the square footage of the library portion of that building and keep the project on track.

Mr. Kelly noted that there is nothing new since last month regarding the CIP. At this time, we are remaining optimistic about Myersville in the next fiscal year but until the final budget has been approved by the County, nothing is official.

NEW BUSINESS:

a. Financial Report: J. Earp reviewed financial information that is tentative through January 31, 2018. She noted that FCPL's revenue is currently at 48% and expenditures are at 54%. These percentages are normal as we head into the fourth quarter. She noted that a lot of the numbers will increase within the next few months.

Thereafter, Ms. Earp reviewed grants and contributions. She noted that as of January 31, 2018, FCPL has received \$28,500 in grants that have been awarded. At this time there is approximately \$750,000 in grants that are still open and that we hope will be awarded. FCPL has received approximately \$127,000 from sponsors/contributors. In other revenue, FCPL has received approximately \$159,000. To date she noted that FCPL has received approximately \$315,000.

b. Summer Challenge: J. Vogel noted that she is very excited about this year's Summer Challenge. The national theme is a musical theme and she noted that as she was brainstorming with the team, they were talking about how to incorporate a concert series among things. As a result, the program has been customized this year to Frederick County so FCPL will have the Radio Frederick Summer Challenge. This year's program will be similar to those in the past where one reads books, explores the community and win prizes.

She added that one of the unique components to FCPL's program, when compared to other summer reading programs around the state/country, are the wonderful community partners that we have. We give families, adults and kids the opportunity to learn from people other than library staff. FCPL has over 100 community partners to provide us with programs and support us in the community. She noted that one of the things that we are doing is supporting early literacy and school readiness to make sure kids maintain their reading skills throughout the summer. One of the ways we do this is by partnering with the schools. FCPL's bookmobiles also visit high-need areas of the county.

Ms. Vogel reiterated that FCPL wants to make sure that when the kids enter school in the fall that they are at or about the same reading level as they were when they left school. She noted that any loss of reading skills over the summer is cumulative and this can cause a big divide between the kids that are reading and the kids that are not reading. This can also be exacerbated if a child lives in a lower economic status area as well. FCPL wants to be sure that everyone is reading and learning all summer long. This is why FCPL includes adults in its program as well. We want to have all of the adults, whether they are parents, grandparents, or those without any kids, to join the program and be lifelong learners. This provides a great model to our kids in the community.

She displayed a sample of the game board and noted that there is a game board for each age group. In the center of the game board is a playlist. Families can check off what they have done

and earn 50 points for each thing completed. Once the entire playlist is finished, they can get their free book and be entered to win a number of different prizes.

Ms. Vogel noted that her favorite part of the program is the awesome concert series that FCPL will be putting on. The headliner is Laurie Berkner who is a family musician. She is pretty well known and that concert will be at The Weinberg Center for the Arts on July 21, 2018. Tickets will be required for this concert. The tickets will be free. Additional details will be provided as we get closer to the concert.

She noted that each library branch will be offering some sort of music concert as well. There will be decade music, folk music, and a variety of other music and something for everyone at FCPL thanks to Radio Frederick and the Concert Series.

Ms. Vogel noted that we are only able to do all of these amazing things because of our community partners and the generous sponsors/donors. Prizes and money are donated to FCPL to make everything possible and she thanked them for their support.

She thereafter advised that the start date for Summer Challenge is being delayed slightly to May 15, 2018 (instead of May 1st) and the program will run all summer long until August 31, 2018.

c. Early Literacy Spaces: Ms. Vogel noted that FCPL recently opened two early literacy spaces at Urbana Regional Library and Walkersville Library. The early literacy spaces are designed to be fun, interactive, educational, and meet the needs of the families in our communities.

The early literacy space at the Urbana Regional Library is called The World Market. The Urbana community is very diverse and has a great number of families from all around the World so we wanted to reflect that in The World Market. The welcome sign includes the word “welcome” in a variety of different languages. She thereafter displayed some photos of The World Market.

The World Market has a market truck (with two steering wheels). The kids can play at the kiosk, pick fruits and vegetables, and sell the fruits and vegetables. There is fake food and play money so the kids can do all sorts of things while building math skills. We always encourage kids and parents to play together but she added that The World Market is a place where kids can explore on their own as well. Ms. Vogel thereafter displayed a hand-out for families who visit the Urbana Regional Library and noted that the hand-out translates rhymes in Hindi, Korean, Mandarin, Spanish and English. We wanted to make sure that everyone knows what the rhymes mean and what they are singing when they sing the words/rhymes.

While the early literacy spaces are tons of fun and receive lots of visitors, FCPL wants to make sure that we are good stewards of our funds and we are doing what we set out to do. FCPL surveys all of the families who visit. She displayed a couple of quotes received regarding The World Market and added that we have received positive reviews about The World Market. We also want to know if the early literacy spaces create an increase in the number of books that are

checked out. Studies show that the more books you have in the home, the more likely kids are to succeed and read and learn throughout their childhood. Although it has only been two months since the opening of The World Market, she noted that there has been a 22% increase in picture book check-outs at Urbana Regional Library from last year to this year. The same thing happened at the C. Burr Artz Library when we opened Farm City. There was almost a 30% increase in picture book check-outs at that time.

Thereafter, Ms. Vogel noted that the early literacy space at the new Walkersville Library is called The Dairy to reflect the agricultural heritage of the library because it is built next to Creamery Park. She provided some photos of the early literacy space at the Walkersville Library. The Dairy includes a dairy/milk truck and a farmhouse. The kids can make their cheese and deliver it in the dairy truck. The early literacy space at Walkersville has a lot of things specific to the community. The milk bottles contain names from some historic dairies in Walkersville from the past. This is a great way to encourage people to check things out and learn about the agricultural history of Frederick County. The early literacy space at Walkersville has only been open about three weeks so she noted that FCPL has not received as many survey responses as we would like but so far the responses we have received are very positive. A patron noted on one of the surveys that they were a second generation FCPL user and stated that they loved that FCPL created a children's play area and tied it into Frederick County farm culture. It is such a great idea and makes us proud.

Ms. Vogel added that she is thankful for the community's support for the early literacy spaces. FCPL could not have done it without the big sponsors but she also thanked those folks that donated \$5.00, \$10.00, \$50.00, etc., to make it all possible. FCPL had over 400 donors who contributed to the early literacy spaces and these spaces really do belong to the community.

Ms. Greenway noted that she brings her grandchildren to the library every week and as an anxious grandparent she inquired whether there are any statistics on the average age when children typically learn to read. Ms. Vogel stated some children are getting some of their words/letters as early as age 4 but more often than not, they are not becoming readers until third grade. Some kids are active and they are more interested in running around and learning through other means such as touching, feeling and putting things in their mouth and others learn by sitting and reading a book.

Ms. Greenway further inquired whether FCPL has children's books in multiple languages. Ms. Vogel stated that FCPL definitely has children's books in multiple languages.

BOARD QUESTIONS AND COMMENTS: Mr. Laugelli noted the turn-out of citizens to the various events held by FCPL such as the Point of Rocks Meeting, the early literacy spaces at Urbana and Walkersville Libraries and the Jose Andres event is just amazing. People want to participate and there is a demand for the kinds of things FCPL is doing.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, May 9, 2018 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

S. Manny made a motion to adjourn the open meeting and go into a closed session pursuant to a Personnel Matter – State of Maryland – General Provisions Article pursuant to §3-305(b)(1)(i); seconded by C. Smith. No further discussion. VOTE: Unanimous.

The meeting adjourned at 7:25 p.m.



George Langalli, Chair
Frederick County Public Libraries Board of Trustees