

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
MAY 13, 2015**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on May 13, 2015 at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: C. Greenway, T. Kutz, S. Manny, B. Poteat, and C. Smith.

BOARD MEMBERS ABSENT: D. Kiser, G. Laugelli and County Liaison, T. Chmelik.

STAFF PRESENT: D. Batson, Director; D. Maminski, Associate Director; J. Kelly, Associate Director; K. Lewns, Financial Business Office Manager; D. Bannwolf, Public Relations/Marketing Manager; J. Vogel, Youth Services Coordinator; S. McCoy, Branch Administrator – C. Burr Artz Library; A. Whitney, Branch Administrator – Urbana Regional Library; R. Bowers, Branch Administrator – Middletown/Walkersville Libraries; S. Lauchner, Coordinator of Library Collections; J. Earp, Administrative Aide-Fiscal; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: Ms. Greenway noted that there was a shift from third person to first person in the April 1st minutes and requested quotations or a change in wording to the second sentence under Financial Report – Page 3. It was decided to change the word “we” in the second sentence to “FCPL”. Ms. Greenway also requested that a change be made to the 501(c)(3) Status/Community Foundation Report – page 5 (10th line from the top) as follows: Change “we” to The Community Foundation. A third change was also requested by Ms. Greenway to correct the word “grant” to “grants” – Page 5 (4th line down/last paragraph).

Thereafter, Ms. Greenway read a quote from the minutes (Pgs. 5-6): “Ms. Poteat inquired whether any of the transactions for a particular grant activity show up on any of the documents the FCPL Board of Trustees review. Ms. Lewns stated that a document could be prepared to show the various grants that are going on and expenditures to date. We don’t do that as of right now but it could be done if the Board so desires.” Ms. Greenway noted that she was not asking for a correction but she wanted to bring this to everyone’s attention because there appears to be a discrepancy as to what is said further down in the Minutes. Ms. Greenway then read the following statement(s) from the April 1, 2015 minutes (Page 7): “Ms. Greenway stated that the Board does not receive notification when staff applies for various grants. Mr. Batson replied that the Library Board has not requested that in the past. When we do receive grants, we do inform the FCPL Board of Trustees that we received a grant.” Ms. Greenway stated that Mr. Batson is saying that the FCPL Board of Trustees is receiving the grant information but earlier Ms. Lewns stated it is not being done but a document could be prepared to show the various grants. Ms. Greenway inquired whether it is being done or not being done. Mr. Batson stated that the FCPL Board of Trustees is notified once a grant is received but what staff has not been giving to the FCPL Board of Trustees on a regular basis are the expenditures related to a particular grant. Mr. Batson reiterated that the FCPL Board of Trustees is notified when a grant has been received but

the actual day-to-day functions as far as expenditures are concerned have not been relayed to the Library Board. Ms. Greenway stated that she is not aware of that. Ms. Greenway further stated that she does the accounting for the Frederick Reads program. Thereafter, Ms. Greenway noted that she is aware of how many grants Frederick Reads receives and she does not recall ever seeing the Frederick Reads grant information on any of the documentation provided to the FCPL Board of Trustees. Mr. Batson advised that FCPL is simply a partner in Frederick Reads. He added that this is changing and FCPL will be taking over the operation of Frederick Reads but as of now FCPL is just a partner. Mr. Batson admitted that this may have been an oversight since FCPL was a partner but Frederick Reads runs as a quasi autonomous group. Ms. Greenway reiterated that the FCPL Board of Trustees was not advised of grants received by Frederick Reads.

Ms. Smith stated that her impression is that often these grants are to support initiatives or programs that members of the FCPL Board of Trustees do hear about from staff in our meetings. Ms. Smith added that Ms. Lewns gives the FCPL Board of Trustees accounting information sometimes that reflects grant money received from “XYZ” but added that the FCPL Board of Trustees has not been receiving a formal status report of grants applied for and grants received. Ms. Greenway added that when the Summer Reading Program is presented to the FCPL Board of Trustees, the presenter usually thanks supporters such as Friends, The Frederick News-Post, etc., however, it is not usually definitively stated that FCPL received a grant from a particular organization for that program. The presenter usually states that because of the support, FCPL is allowed to do this program. Ms. Greenway noted that Ms. Poteat is the one that brought up this initial question and Ms. Greenway further inquired whether the FCPL Board of Trustees wants or does not want this information. Ms. Poteat inquired whether the FCPL Board of Trustees wants more information or is the Library Board satisfied with what is currently received. Ms. Greenway again inquired whether we, as the Library Board, want to know every time The Frederick News Post or any other organization gives FCPL a grant. Ms. Smith stated that it is her belief that the FCPL Board of Trustees is receiving the information in an informal way. Ms. Lewns clarified that the funds received from organizations such as The Frederick News-Post are called sponsorship funds instead of grants. Mr. Batson noted that staff can provide documentation listing sponsorship funds as well as grants, if that is the desire of the FCPL Board of Trustees. Ms. Lewns stated that she will develop some sort of report and forward it to the FCPL Board of Trustees for review. Ms. Poteat added that when this information is received by the FCPL Board of Trustees, members of the FCPL Board of Trustees can advocate within the community. The information will also demonstrate how many programs and citizens benefit from those partnerships and grants. Ms. Greenway further stated that the FCPL Board of Trustees can recognize the sponsors, especially when the meetings are televised, and it would act as an incentive for continuance of the sponsorships.

Thereafter, Ms. Greenway noted that she is extremely confused about the vote that the FCPL Board of Trustees took regarding the 501(c)(3). Ms. Greenway stated that it was her understanding that Ms. Betsy Day stood up and said that if the FCPL Board of Trustees vote for this, it only meant that Ms. Day would take the information back to her Board to see if this is feasible. Ms. Greenway stated that this is what she voted on. Ms. Greenway further quoted from

the proposed Minutes of the April 1, 2015 FCPL Board of Trustees Meeting (Page 6) – “Ms. Smith stated that the recommendation is that the Board vote to approve setting up a “pass through” fund with The Community Foundation for the purpose of applying for 501(c)(3) grants.” Ms. Greenway noted that there appears to be confusion. Ms. Greenway asked if FCPL is applying for 501(c)(3) status or not. Mr. Batson advised that FCPL is not applying for 501(c)(3) status. Following Mr. Batson’s response, Ms. Greenway clarified that what FCPL is doing is utilizing The Community Foundation as a 501(c)(3) organization so FCPL does not have to apply for 501(c)(3) status. Thereafter, Ms. Greenway noted that what was asked for the FCPL Board of Trustees to vote on is incorrect. Ms. Greenway reiterated that FCPL is not applying for 501(c)(3) status. Ms. Smith added that FCPL will apply for 501(c)(3) grants through The Community Foundation. Ms. Greenway stated that this is not what she voted for. It was specifically asked of Betsy Day what the FCPL Board of Trustees were voting for and Betsy Day said that if the FCPL Board of Trustees votes now it is so that Betsy Day could take the data back to the Community Foundation Board so that discussions could continue. Ms. Greenway reiterated that she did not vote for this to happen. Ms. Greenway added that she voted for further discussion once The Community Foundation could create a pass-through fund for a government agency. Ms. Day stated that she would recommend to The Community Foundation Board that they waive the required \$25,000 fee. Ms. Greenway inquired whether anyone else on the Library Board disagrees with her that this is what the vote was for. Ms. Manny stated that she was under the impression that the Library Board was voting to pursue that relationship. Ms. Greenway added that Ms. Manny just stated “pursue” and not to “occur”. Ms. Manny added that if the \$25,000 was waived, it would go forward. Ms. Greenway stated that the \$25,000 does not have anything to do with it. Ms. Greenway further stated that what was voted on was for Ms. Day to go back to her Board to continue the conversation and that is the way she understood what Ms. Day said and further asked to be corrected if she was wrong.

Ms. Smith stated that as she recalls, Ms. Day was taking everything back to set the wheels in motion. Ms. Greenway states that the Minutes reflect that Ms. Day cannot speak on behalf of The Community Foundation Board because FCPL had not expressed interest yet. Ms. Greenway added that what was done when the FCPL Board of Trustees voted was to express interest in a relationship; the Library Board did not vote on the relationship. Ms. Greenway stated that the FCPL Board of Trustees wanted Ms. Day to go back to The Community Foundation Board because Ms. Day was incapable of speaking for The Community Foundation Board. Mr. Batson inquired of Ms. Greenway as to what she thought would be the next step. Ms. Greenway advised that her understanding was that Ms. Day would go to The Community Foundation Board, since she couldn’t speak for them, and let The Community Foundation know that FCPL was interested in setting up a pass-through fund, tell the Community Foundation Board what FCPL wanted, and to also get the “OK” from The Community Foundation Board that they would waive the \$25,000 fee before the FCPL Board of Trustees voted on whether the Library Board wanted to pursue the relationship. Mr. Batson stated that possibly he misunderstood what the FCPL Board of Trustees wanted and added that he agrees with everything Ms. Greenway has said up to the point where the FCPL Board of Trustees would then pursue the relationship. Mr. Batson noted that what was understood by FCPL staff is that Ms. Day was going to talk to her Board about everything and make sure there was a waiver of the \$25,000, etc., but then after that was done, FCPL staff would

continue forth with the process. It was not understood by staff that another vote would be required by the FCPL Board of Trustees. It was staff's opinion that once everything was resolved as you noted earlier, that staff would not have to go back to the FCPL Board of Trustees for another vote. Mr. Batson further stated that if The Community Foundation Board stated that they could not provide a pass-through account or they would not waive the \$25,000, then the issue would have been brought back up for discussion with the FCPL Board of Trustees to see how FCPL should proceed. Mr. Batson reiterated that it was his understanding that as long as The Community Foundation Board waived the \$25,000 and agreed to provide FCPL with a pass-through account, FCPL would go forward from that point. Ms. Poteat stated she understood if Ms. Day took everything to The Community Foundation Board and there wasn't any kind of road block, then everything would move forward. Ms. Poteat stated that there isn't a statement that says that specifically. Ms. Smith stated that she does not think members of the FCPL Board of Trustees clearly said that they wanted to vote to make a final determination and there are possibly some mixed interpretations here of how far this process was going to go. Ms. Lewns stated that The Community Foundation is currently working on a draft agreement right now to be signed by Darrell Batson and Cheryl Smith. Ms. Lewns noted that the agreement may be ready by next week for everyone to review. Ms. Lewns further stated that she thinks it was the impression of staff from The Community Foundation, that FCPL was moving forward with the relationship. Ms. Greenway added that whatever relationship has been set up with The Community Foundation, the FCPL Board of Trustees is out of it. Ms. Smith noted that there was no objection to pursuing this relationship. Ms. Greenway stated that it was agreed to pursue the relationship but the documents are now being created and they are not even going to be seen by members of the FCPL Board of Trustees. Ms. Smith stated that in addition to Mr. Batson's signature, her signature is also required, on behalf of the FCPL Board of Trustees, on the agreement between The Community Foundation and Frederick County Public Libraries. Ms. Greenway stated that the agreement would only include review and signature by Ms. Smith and not by all members of the FCPL Board of Trustees. Mr. Batson stated that Ms. Smith represents the FCPL Board of Trustees. Ms. Greenway inquired of Ms. Smith that if she does not agree with the document from The Community Foundation, whether it would be brought before the FCPL Board of Trustees for a vote. Ms. Smith stated that if members of the FCPL Board of Trustees would like for her to share the agreement with members of the FCPL Board of Trustees for their review, that could be done but she did not expect that to happen. Ms. Greenway stated that she didn't expect when she voted that this wouldn't happen. Ms. Greenway reiterated that she voted that Ms. Day would go back to The Community Foundation Board and discuss whether something like this was possible and Ms. Day would get back to the FCPL Board of Trustees. Ms. Greenway stated that she did not know she was voting to say as long as FCPL gets the \$25,000 waiver, to go ahead. Ms. Greenway stated that she was stunned when she read the Minutes. Ms. Greenway stated that she has received e-mails from staff regarding the fact that they are moving forward on this. Ms. Greenway stated that if she is the only one that did not read the minutes correctly and if she misunderstood the vote that was taken, she will stand down.

Ms. Smith stated that the consensus of the FCPL Board of Trustees after Ms. Day's presentation was there was no reason why the FCPL Board of Trustees should not go forward with this as

long as it was going to lay out as Ms. Day presented everything to the FCPL Board of Trustees. Ms. Smith further stated that she understood that she was to sign the agreement on behalf of the FCPL Board of Trustees. Ms. Manny agreed with Ms. Smith. Ms. Manny stated that she voted that the FCPL Board of Trustees would proceed as long as The Community Foundation waived the \$25,000 and agreed to the pass-through account for FCPL, without further vote. Mr. Kutz stated that he thought the FCPL Board of Trustees would see a document that could be voted upon. Mr. Kutz stated that it was not clear as to what was going to happen.

Ms. Smith inquired whether members of the FCPL Board of Trustees would like to see the document that is being drafted by The Community Foundation. Ms. Greenway stated that she just wants clarification as to what was voted on. Ms. Greenway stated that if she voted to move forward, then things should move forward. Ms. Greenway noted that she was provided a document about 20 pages in length just minutes before the meeting started and she had no time to review any of the details of that document and she doubts anyone else did as well.

Ms. Smith inquired of FCPL staff whether they could provide members of the FCPL Board of Trustees with a summary of the agreement from The Community Foundation for review. Ms. Greenway stated that she does not want a summary; she wants to see the entire agreement. Ms. Greenway added that there are stipulations in working with The Community Foundation that are very exact and there is a lot of administrative overhead involved. Ms. Greenway further stated that she thinks all members of the FCPL Board of Trustees should see a copy of the agreement. Ms. Smith stated that Ms. Day clearly outlined the administrative fees that FCPL would be liable for with regard to this account. Ms. Greenway added that Ms. Day could not speak for The Community Foundation Board. Ms. Smith further stated that the fee structure is set and is very clear. Ms. Greenway inquired whether Ms. Day meant the \$25,000 fee waiver when she said she could not speak for The Community Foundation Board. Ms. Smith stated that Ms. Day could not waive the \$25,000 fee without The Community Foundation Board's approval. Ms. Greenway inquired of Mr. Kutz whether he would be in agreement for C. Smith to sign off on the agreement, if the \$25,000 was waived. Mr. Kutz stated that he would like to see a summary. Ms. Greenway added that she is not against this but asked that everyone understand that she is concerned that she voted for something that she didn't know she was voting for.

Ms. Smith requested staff to get in touch with her when the proposed agreement is received from The Community Foundation. Ms. Smith inquired whether a review of the document by the FCPL Board of Trustees can be done outside of a meeting. Mr. Batson noted that documents are provided to members of the FCPL Board of Trustees for review all the time, however, no action can be taken in private. Your action must be done at a public meeting. Ms. Smith confirmed that if the document is reviewed and there are no objections, she can sign off on the agreement. Mr. Batson stated that if there are any discussions and/or objections, this must be done in an open meeting. Ms. Poteat inquired when the agreement might be available. Ms. Lewns stated that she is hopeful that FCPL will have the agreement by next week. Ms. Poteat suggested that if the agreement can be sent to members of the FCPL Board of Trustees prior to the June meeting and, if discussion is needed, it can be discussed at the June Library Board Meeting.

Ms. Smith requested K. Lewns to send the proposed agreement to her and she will take care of sending it out to members of the FCPL Board of Trustees for their review.

C. Greenway stated that she has no other changes to the April 1, 2015 Minutes; she just misunderstood what she was voting on. Ms. Poteat stated that the discussion of the April 1, 2015 Minutes are going to be part of the Minutes from tonight's meeting. Ms. Smith noted that there were three editorial changes mentioned earlier that will be made to the Minutes of the April 1, 2015 FCPL Board of Trustees Meeting.

Ms. Manny thereafter quoted from Page 8 of the Minutes from the April 1, 2015 FCPL Board of Trustees Meeting: "G. Laugelli made a motion to go ahead with this arrangement between Frederick County Public Libraries and The Community Foundation of Frederick County for the purpose of managing 501(c)(3) grants." Ms. Greenway stated that she does not remember that being the Motion. Ms. Manny stated that it was her understanding that everything would move forward. Ms. Greenway stated that it was not her understanding and she thought the Motion was to move forward with The Community Foundation Board to look into the relationship.

Ms. Smith noted that the Approval of the April 1, 2015 Minutes included a discussion of some differences of understanding of the Board vote and consequently the FCPL Board of Trustees will take some additional steps before any agreement with The Community Foundation is signed/approved, as a Library Board.

Ms. Greenway made a motion to accept the April 1, 2015 Minutes; seconded by B. Poteat. No further discussion. VOTE: Unanimous.

CHAIR'S REPORT: Ms. Smith stated that she does not have a report this evening.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Batson thanked members of the FCPL Board of Trustees and Friends who testified on behalf of FCPL at recent hearings. In addition, Mr. Batson noted that FCPL has made it through the budgetary reductions of the County Council. Everything for the library went through during the County Council discussions. The County Council will vote later this month on the CIP, the Budget of the County Executive, and they also have to approve the tax rate. Once all that is done, FCPL will then proceed in the planning process. Mr. Batson stated that County Executive Gardner put in for a new Fund Development Officer as well as \$100,000 for programming/classes/activities for FCPL. He further stated that there have been initial discussions with Frederick County Department of Public Works regarding the finalization of the architectural/engineering plans for the Walkersville Library. Mr. Batson noted that a prototype of the Brunswick facility will be modified slightly for the Walkersville facility.

Mr. Kutz inquired where the new Walkersville Library will be located. Mr. Batson stated that the new library will be located on South Glade across from Creamery Park near Rt. 194. Ms.

Manny inquired how far the new library will be from the current location. Ms. Bowers stated after passing the current library you would make a right hand turn and go a few blocks and the library will be at the entrance to Sun Meadows. Ms. Greenway inquired whether the land for the new library was donated. Mr. Batson replied that the Community of Walkersville donated the land about 8 or 9 years ago. Ms. Greenway asked for an estimated completion date. Mr. Batson stated that he does not have that information at this time. Ms. Smith inquired whether the donated land is totally undeveloped. Mr. Batson stated that the land is undeveloped. Some changes need to be done to the storm water management system and, as a result, that jumped the price of the library quite a bit. The overall cost has been increased to \$5.25 million. The Brunswick Library cost about \$3.0 million. Ms. Manny inquired what will happen to the building that houses the current library. Mr. Batson stated that the building/land is owned by the County and once the library vacates the building, the County can do whatever they want with the building/land.

Mr. Batson advised that staff just returned from the Maryland Library Association Conference in Ocean City, Maryland. Approximately 30 staff members attended this year. The Maryland Library Association and The Delaware Library Association worked very closely with NASA on this year's conference. There were a lot of speakers/presentations from NASA. Mr. Batson further added that library staff continues to travel to various seminars/conferences. Ms. Bannwolf and Mr. Kelly recently returned from conferences in New York. K. Lewns will soon be attending a national conference in Philadelphia. The budget that FCPL has for travel/training plus the additional funds FCPL received from the State Library, will allow staff to attend far more training opportunities.

Mr. Batson thereafter reviewed statistics. He stated that March was a good month. Circulation was up almost 8%. Patron visits were up 1%, however, registrations dropped 5%. The computer usage is up 73% and there were 146,333 hours of computer usage. Wifi users are up 37% to 72,807. Children's programming is up 11% and attendance is up 23%. He noted that formats are changing and it changes the way the public uses libraries.

Mr. Kutz inquired about the increase in public computer usage (hours) in one year and noted that he thinks that is quite high. Mr. Batson stated that patrons use the computers constantly. Patrons use the computers an hour at a time and the figure reflects the total number of computer hours used by patrons.

NEW BUSINESS:

a. Financial Report: K. Lewns apologized about the confusion regarding the 501(c)(3). It was a long night and a lot of information given out. Ms. Lewns stated that she will contact staff at The Community Foundation to find out when FCPL will receive the agreement from them.

Ms. Lewns stated that she will provide a grant summary to the FCPL Board of Trustees at next month's meeting. She added that FCPL received a \$15,000 State Development Grant to cover staff travel expenses. FCPL staff is getting ready to apply for a \$1,000,000 grant for the new

Walkersville Library. Ms. Lewns stated that she will also include all grants on the list that FCPL has applied for so everyone will know what is out there and active. Ms. Lewns noted that if everything goes forward with Frederick Reads and the money is run through The Community Foundation, members of the FCPL Board of Trustees will be aware of everything that goes through that account. Ms. Lewns noted that once the report is received by members of the FCPL Board of Trustees next month, she asked that members of the FCPL Board of Trustees let her know if any changes need to be made.

At this time, Ms. Lewns stated that FCPL is right on target with revenue. She further noted that FCPL should receive approximately \$20,000 this year from the Speaker Series and this money is used for children's services and programs. Mr. Batson advised that FCPL is the recipient of funds derived from the reception that follows the main event. Last year FCPL received approximately \$14,000 and the year prior to that FCPL received \$16,000 so with this year's \$20,000, FCPL has received a total of about \$50,000 over the last few years. Ms. Greenway inquired whether FCPL has to provide staff for these events. Mr. Batson stated that he and D. Bannwolf attend meetings once a month for about 10 months and D. Bannwolf is the FCPL staff member in charge of the reception.

Ms. Lewns pointed out that library purchases are up to 89% on the financial statement and she explained that FCPL is not running out of money. FCPL does encumbrances by the quarter so the quarter was set up at the beginning of April, 2015 and FCPL will be spending that money over the next few months.

b. Renewals: S. Lauchner stated that members of the FCPL Board of Trustees received an informational document prior to tonight's meeting providing an overview of the renewal increase recommendation. Ms. Lauchner noted that an increase from 3 to 5 renewals is requested. The statistics show that each time the renewals have increased, circulation numbers increase. At this time it is requested that renewals increase from 3 to 5 as a continued service to FCPL patrons who are using printed materials. This increase, if approved, would take effect on July 1, 2015.

T. Kutz stated that it seems like a very long time to have a book checked out. Right now a book can be renewed for 9 weeks. Ms. Lauchner stated that what staff have been finding with patrons is that some of those patrons that are coming into the library will take additional items knowing that they can probably renew them. A patron is not able to renew an item if there is a hold on the item. This renewal feature applies to items that are not bestsellers or new titles.

J. Kelly advised that Carroll County Libraries allow 20 renewals and they are the highest per capita in the State for the last 10 years. Mr. Kelly reiterated that the items up for numerous renewals are not the most popular items and would most likely be sitting on the shelves.

Mr. Kutz inquired whether there is any idea as to how much revenue this will cost FCPL. Ms. Lauchner stated that last fiscal year FCPL increased the fines from \$.20 to \$.25 so FCPL's fine revenue is actually higher this fiscal year but that is because of the increase in the fine amount. Generally, fine revenue is trending downward and that is expected because of e-content. There

are no fines for e-content materials. Ms. Lauchner added that it is not fair to penalize those patrons who are utilizing print materials for this revenue stream when the e-content users are not in that situation. C. Greenway asked if there is correlation between the circulation statistics and the number of renewals. J. Kelly stated that when a patron renews an item, it counts towards circulation statistics. C. Smith inquired whether there are a limited number of items that can be checked out on a particular subject. S. Lauchner stated that a patron can check out up to 75 items. Ms. Smith noted that she is concerned about someone possibly checking out all of the gardening books and keeping them all summer. It was noted by staff that if a patron places a hold on an item, the item would not be able to be renewed. Mr. Batson stated that it used to be teachers would want to have extended loan periods for materials on insects, etc., however, Google has stopped that. The market has changed for non-fiction because of on-line accessibility.

Ms. Smith inquired whether there is any movement to encourage vendors to make e-books renewable. Ms. Lauchner stated that Overdrive does provide the capability for a patron to renew e-books, however, many times there are holds on the e-books which prevent renewals. Ms. Greenway inquired whether FCPL gets a finder's fee if she goes to FCPL's electronic library and the material is not available and she would thereafter end up buying it from Amazon. Mr. Batson stated that if someone purchases an item through FCPL's website (once the connection is hooked up), FCPL will get a small portion as a result of the purchase.

Mr. Kutz inquired whether there is a source for non-copyrighted e-books. Mr. Batson stated that the Gutenberg Project is the source for those items. Ms. Lauchner stated that at a future meeting she will be providing information on e-resource central. Ms. Lauchner added that this is another thing that is in the works. In the future there will be a place within FCPL's catalog where an individual can check out e-books directly from the catalog without having to go out to the third party vendor. Gutenberg will be one of those free connectors that FCPL will be getting with that package. FCPL should be receiving this during the summer.

C. Greenway made a motion to increase the number of renewals from 3 to 5 effective July 1, 2015; seconded by S. Manny. No discussion followed. VOTE: Unanimous.

c. Hoopla: Ms. Lauchner stated that Hoopla will be coming to FCPL on June 1, 2015. This format is going to give FCPL the streaming format. This is provided to FCPL by its vendor, Mid-West, who also provides FCPL with the physical copies of DVDs, music and audio books. They are a very trusted library vendor. They provide excellent patron service. FCPL has a lot of confidence in this product. Think of Hoopla as Netflix for libraries. Patrons will be able to stream on mobile devices (smart phones, tablets, computers, etc.). FCPL thinks it will get a lot of usage and circulation for e-content will keep increasing with Hoopla. Hoopla is a different model than FCPL has had with other vendors. Usually FCPL is buying a certain number of items and a certain number of copies and patrons borrow from those or place a hold. With Hoopla there is no waiting. The entire collection is available all the time to everyone. There are no holds or wait lists with Hoopla. FCPL is paying by usage and because of that FCPL is proceeding with having a limit of 8 check-outs per library card per month. Staff will monitor everything and

adjust accordingly.

When Hoopla first started, the emphasis was on streaming movies. Now they have expanded that to music, audio books and e-books. FCPL is very excited about this. Ms. Lauchner noted that the big blockbusters are not available. Everything is a couple of years behind. That is not the fault of FCPL or the vendor. The studios do not want to release those titles to anyone. The studios want to get as much money as they can so they have windows they use to release to Netflix, Amazon Prime, etc. and at some given point they release them to library vendors. FCPL is getting the material as quickly as possible through e-content. FCPL gets physical items sooner but with Hoopla there will be some delays. Mid-West is working with studios constantly to improve content availability. Currently, Hoopla has 17,000 movies and it grows every week.

Mr. Kutz inquired whether the streaming would be directly from Hoopla to the user or will everything come into the library and then go out to the patron. Ms. Lauchner stated that everything is directly from Hoopla. Initially, a patron must put in an e-mail, password and library card number. Thereafter, a patron must just provide their e-mail address. Ms. Greenway inquired whether Hoopla is Mac friendly. Ms. Lauchner stated that it is compatible with all the main players. Ms. Greenway asked if this pertains to books and does a patron get to choose which version they want such as Kindle. Ms. Lauchner stated as of right now it will only work on Kindle Fire. Mid-West is negotiating with Amazon on this matter. She added that once a patron is signed into Hoopla, it gives technical help for using each device and there is a contact if a patron is having trouble with a particular device. FCPL staff will also assist if there are any problems. Hoopla is very user-friendly. Ms. Smith inquired how streaming an audio or e-book works. Ms. Lauchner stated that with a smart phone or car radio system, there are buttons that allows a patron to stop the streaming. E-books will need to be downloaded through an app. In some cases it is streaming but for books the term is more like downloading. With e-audio, they are really working with the publishers to get more and more content. Currently Mid-West has 15,000 titles and a few weeks ago Mid-West signed with McMillan, which is one of the big five publishers.

Ms. Lauchner stated that Hoopla has 230,000 albums. Hoopla is different than Freegal. Freegal provides single songs but Hoopla has actual albums. The albums are very current. Freegal has the exclusive to Sony and Hoopla has everyone else. FCPL will keep both of those platforms going because that will meet the range. Their music availability is rock solid. They get new releases every Tuesday.

Ms. Lauchner stated that FCPL does not pay any platform, subscription or service fees. It is all based on usage. C. Greenway inquired which account on the financial statement will reflect the usage fee. K. Lewns stated that it will be charged to e-books under materials on the financial statement. The more popular Hoopla becomes, the charges will reflect this. Hoopla will be ready to go on FCPL's website on June 1, 2015.

d. Evaluation/Nomination Committee Report: Ms. Greenway stated that members of the Nominating Committee received three applications for the position currently held by G. Laugelli.

She advised that G. Laugelli was one of the applicants and he showed an interest that he would like to serve a second term on the FCPL Board of Trustees. Mr. Laugelli is currently the Vice-President of the FCPL Board of Trustees. C. Greenway, on behalf of the Nominating Committee, recommended that the FCPL Board of Trustees vote for George for a second term; seconded by T. Kutz. No discussion followed. VOTE: Unanimous.

Ms. Smith stated that the FCPL Board of Trustees will look forward to welcoming George for one more term. Ms. Smith inquired whether Ms. Greenway will let George know of this action and Ms. Greenway responded that she would let Mr. Laugelli know. Ms. Smith also confirmed with Ms. Greenway that Ms. Greenway will advise the County Executive that the FCPL Board of Trustees has approved the nomination. Thereafter, the County Executive will take action on the recommendation in June.

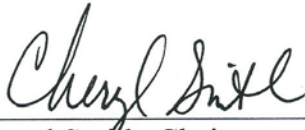
BOARD QUESTIONS AND COMMENTS: None

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, June 3, 2015 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 meeting; seconded by C. Greenway. No Discussion. VOTE: Unanimous.

The meeting adjourned at 8:30 p.m.



Cheryl Smith, Chair
Frederick County Public Libraries Board of Trustees