

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
MAY 14, 2014**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on May 14, 2014 at the C. Burr Artz Library, Frederick, Maryland.

**BOARD MEMBERS PRESENT:** T. Kutz, G. Laugelli, C. Smith and B. Poteat.

**BOARD MEMBERS ABSENT:** C. Greenway, D. Kiser, and Commissioner Liaison, D. Gray.

**STAFF PRESENT:** D. Batson, Director; K. Lewns, Financial Business Office Manager; E. Cromwell, Community Partnership Manager; S. Lauchner, Coordinator of Library Collections; S. McCoy, Branch Administrator – C. Burr Artz Library; M. Carlson, Branch Administrator – Brunswick Library; R. Bowers, Branch Administrator – Walkersville/Middletown Libraries; R. Goetz, Children’s Supervisor – Brunswick Library; J. Earp, Administrative Aide-Fiscal; and L. Tibbs, Recording Secretary.

**CITIZEN REMARKS:** None.

**APPROVAL OF MINUTES:** G. Laugelli made a motion to approve the minutes of the April 2, 2014 board meeting; seconded by C. Smith. No Discussion. VOTE: Unanimous

**CHAIR’S REPORT:** B. Poteat mentioned a personal experience she has had. She noted that she is in the process of finding the right home for her parent’s papers and books. Her parents had quite diverse and professional lives. She noted that she has encountered the most helpful librarians across the country and this makes her very proud of everyone at FCPL. As a group, these folks have been curious, interested and reached out to her and gave her the benefit of their wisdom and experience. This includes librarians from the Library of Congress, Central Connecticut State University, Penn State University, Wayne State University, University of California at Berkeley, Colorado State University and the Historical Society of Frederick County, Maryland. She noted that she consistently had a wonderful reception and totally appreciates everything.

**DIRECTOR’S REPORT:**

**a. FCPL – Update:** Mr. Batson noted that FCPL sent 30 staff members to the Maryland Library Association Conference. Seven of the programs at the conference were provided by FCPL staff.

Thereafter, he advised that the self-check statistics are improving. Two branches, Urbana and Brunswick, have put a strong push on self-check. FCPL is up to over 40% for self-check usage throughout the system. FCPL’s goal is to get at least 75% for self-check usage. We are proceeding in the right direction.

Mr. Batson stated that today he met with members of the C. Burr Artz Trust regarding their funding for the next two years. The budget was increased by \$18,000 each year. FCPL will

receive \$111,000 each year for the next two years. The C. Burr Artz Trust will fund things such as Frederick Reads, Frederick Poet, Frederick Speaker Series, all the musical programs, the landscaping at the C. Burr Artz Library, technology equipment and the STEM program.

Statistics were thereafter reviewed. Mr. Batson noted that online usage is increasing but attendance at programs is holding steady at this point. We will probably continue to see this trend. While the online usage will increase, the walk-in traffic will level off.

C. Smith inquired about the dramatic increase in the Walkersville statistics for the month of March, 2014. R. Bowers explained that the Walkersville Library was closed for remodeling last year in March, therefore, the statistics for this year show a dramatic increase compared to the same period last year.

**b. Budget/CIP – Update:** Mr. Batson stated that it has been a fairly quiet month as far as activity on the County and State level is concerned. The County budget will be approved shortly and we will pass this information along at next month's meeting.

### **NEW BUSINESS:**

**a. Financial Report:** Ms. Lewns introduced Julie Earp. She is our new accounts payable person. She has been with FCPL for about 2-1/2 months and has made a great impression on everyone.

She further stated that there is nothing new with the budget and everything is going fine. The County is one month behind in their revenue posting. We will be submitting an order in the amount of \$54,000 for system items such as computers, bar code readers, etc. That will be reflected in next month's report. We also just ordered two iPads for every library branch to put in their children's department. We had some extra money this year to do that instead of waiting until next year. All branches will receive two iPads except for the C. Burr Artz Library since they already have iPads in the children's department.

Ms. Lewns noted that we are waiting on a quote to possibly reorganize the back-of-house area as a result of some new staff that will be coming onboard. We may be able to provide more information at the next meeting, if the quote is received in time.

Mr. Kutz inquired whether the donations for the Maryland Room and Regional/Branch Libraries are from different entities in the County. Ms. Lewns advised that most of the money under the Regional/Branch Libraries category on the financial statement comes from Mrs. Fry for the Point of Rocks Library. She provides \$40,000 each year to keep the library going. \$30,000 of the \$31,977 is for the Point of Rocks Library. The Maryland Room donations come from different investments; nothing from the County. Mr. Batson added that Maryland Room donations are mainly from trust funds through the Community Foundation.

**b. Renewals, Fines and Fees:** Ms. Lewns stated that a committee was formed to look at the fines, fees and renewals. The committee members were Sharon Lauchner, Michael Carlson and Karen Lewns.

Ms. Lewns noted that the daily fines have not increased for 12 years. We are requesting an increase from \$.20 to \$.25 per day per item. Forty-six percent (46%) of the libraries across the State of Maryland are at least \$.25 or higher. Some systems charge as high as \$.35/day for books and others charge \$1.00 for DVDs. FCPL utilizes the same amount straight across the board. This increase is requested due to the decrease in our fines. Another thing that has impacted FCPL is the e-Rate reimbursement that we get on our telephones. FCPL used to have T-1 lines and now we have fiber lines so FCPL has lost \$15,000 in revenue per year as a result of the County making the lines better. We do not know what the increase in fines will bring but we do need to address the decreases in revenue. Fines have decreased for the past five years.

T. Kutz inquired whether there are any libraries that charge \$.30/day/item and he also inquired what Montgomery County charges for overdue items. M. Carlson stated that there are no libraries in the State of Maryland that charge \$.30/day. Montgomery County charges \$.35 per day for books and different amounts for DVDs and other materials. It was noted that most library systems that are equivalent to FCPL in size charge \$.25/day/item.

G. Laugelli inquired why FCPL doesn't charge \$.50 for DVDs. He added that most people would expect a heftier fine for DVDs. Ms. Lewns advised that several years ago the FCPL Board of Trustees decreased the fines for DVDs. It used to be higher for DVDs but the fines for DVDs were reduced and everything was made the same across the board.

Mr. Batson stated that one purpose of overdue fines is to maintain the collection and encourage the return of items.

C. Smith noted that the DVD loan period is only 1 week and inquired whether that is still a valid policy and further questioned why DVDs are not loaned for a 3 week period like other materials. Ms. Lauchner stated that generally there is a quicker turn-around with DVDs because most movies can be watched in 2 hours. Books sometimes can take an extended period of time to be read. C. Smith further inquired that if a DVD is not in high demand, why can't it be checked out for a longer period of time. Ms. Lauchner stated that as long as there is not a hold on the DVD, it can be renewed twice at this time.

Ms. Poteat suggested that fines and fees be looked at annually. It was agreed by members of the FCPL Board of Trustees that this subject be reviewed annually.

T. Kutz inquired what Montgomery County charges for overdue DVDs. Michael Carlson advised that Montgomery County charges \$1.00/day for overdue DVDs.

Mr. Carlson thereafter reviewed fees charged to patrons for damaged items. The requested change is due to inflation or changes in packaging of the materials. Mr. Carlson displayed an old case for the Playaways. The old case had a foam insert and we used to charge \$3.00 if someone lost the foam insert. The packaging has been changed for Playaways and we would like to increase the replacement cost to \$4.00, which is the amount FCPL is charged. In addition, the Playaway Views replacement cost was \$99.00. Some of them are still \$99.00 but some now are \$120.00. We are requesting that the pricing on our website reflect this increase. The last thing

that needs to be addressed is the cost for DVD artwork replacement. If the artwork is missing or damaged, FCPL staff need to replace the artwork. Currently we do not charge for this service, however, we would like to request a change in cost to \$4.00 to recover barcode, label and printing costs.

Mr. Kutz inquired whether the \$4.00 charge is enough to cover staff time. Mr. Carlson noted that it is staff intensive, however, the total cost for a DVD is usually around \$10 - \$14 so we don't want to charge a patron \$8.00 to replace the artwork. Ms. Smith asked whether staff need to go back to the source to get artwork. Mr. Carlson advised that we normally have more than 1 copy so we put a hold on one copy and then copy the artwork from the item that was placed on hold. Staff do copy the artwork in color because it does make a difference if the artwork is in black and white or color.

Ms. Lauchner advised that 2 years ago, the FCPL Board of Trustees approved the renewals going from 1 renewal to 2 renewals. The renewal circulation increased 26% as a result of the increase from 1 to 2 renewals. Patrons constantly request that material be able to be renewed more than the 2 times now allowed. At this time, we are requesting approval to increase the number of renewals from 2 to 3. The statewide average is 3.58 renewals. If there is a hold on the material that the patron wants to renew, the patron would not be able to renew the material.

Mr. Kutz noted his concern that 9 weeks is a long time to renew a book. Mr. Batson stated that some patrons read leisurely and others are very quick to read a book. Ms. Lauchner stated that Carroll Co. allows patrons to renew their materials 20 times. Mr. Batson noted that Carroll Co. has 50,000 fewer people and circulated almost 5,000,000 items per year and one of the reasons for this is due to the 20 allowed renewals. Ms. Smith asked if every renewal is counted as circulated material. Mr. Batson stated that each renewal does count as circulated material. Mr. Kutz inquired how long the renewal period is in Carroll Co. He was advised that each renewal is for 3 weeks.

Ms. Poteat inquired about the amount of fines charged by Carroll Co. Ms. Lauchner stated that Carroll Co. charges \$.25/day/item.

C. Smith inquired whether the change in renewals will be for all formats of materials. Ms. Lauchner advised that it does pertain to all materials. She further noted that extending the renewal time from 2 to 3 is a service that is continuously asked for by our patrons.

T. Kutz inquired whether this would affect the electronic media. He was advised that it does not pertain to electronic media. When the due date arrives for the electronic material, it just disappears.

G. Laugelli made a motion to approve all of the recommended changes in fines, fees and renewals; seconded by T. Kutz. No discussion followed. VOTE: Unanimous.

Ms. Lewns noted that the changes will be effective on July 1, 2014. It was further noted that fines, fees and renewals will be reviewed annually.

C. Smith thanked staff for the information provided so that a good decision could be made.

**c. Debit Card Update:** Ms. McCoy advised that about 2 weeks ago the debit card program was launched. At this time, FCPL is doing a very soft launch. A patron may see it pop up on the website or if a patron comes in to get a new card, staff will mention that there is an option as to what type of library card they want. FCPL is the very first library in the country to do this and we, as well as SIRSI, are learning as we go. As of yesterday, 17 debit cards had been issued over the past 2 weeks. About 1/3 of the 17 cards have been registered with Blue Cloud so they can be used as a debit card. The other 2/3 have not registered the card as a debit card yet and do not need to register if they don't want to and can keep the card as a library card only. Ms. McCoy noted that as we do more publicity about this and circulation staff becomes a little more comfortable with the product, the numbers will probably go up. She further stated that she will keep members of the FCPL Board of Trustees advised as we go forward with this program. Mr. Batson advised that there will be a publicity campaign with regard to the debit card.

Mr. Kutz inquired whether you can link this card with your checking account. Ms. McCoy advised that you can link this card with a deposit from your checking account or link to direct deposit so if you want your entire paycheck to go to the debit card, that can be done.

**d. Early Childhood Literacy Boat:** M. Carlson provided background of the project. This project is part of the early childhood literacy project that we have been working on with the Friends of Brunswick Library for the past year. This project should be completed late Fall or early Winter. This project revolves around imaginative and pretend play and is all about early literacy. Our goal is to make it a fun activity for children and make it a learning experience without them actually realizing that it is a learning experience. Early literacy is something that FCPL is promoting across the board. This project is being funded 100% by donations. Donations have been received from the Community Foundation (from the former Library Board of Brunswick) and the Friends of Brunswick Library will do fundraising to provide any other funds needed to complete the project. This project will be relevant to the community as well. The committee that is overseeing this project consists of library personnel and Friends members. Committee members have attended Chamber of Commerce meetings and met with the Economic Development Council; we are listening to what the community says.

R. Goetz noted that Brunswick is part of the Canal Towns Partnership, which includes towns from Cumberland to Point of Rocks that are along the C & O Canal. The main idea of this partnership is twofold. It is to bring people off the canal into the various towns and also to make the journey by the bikers and hikers better by showing them what amenities each town has for them. The Brunswick Library is really trying to connect with the community by having an interactive canal boat in the library so the children can play on the boat. There will be seating inside the boat with a steering wheel and other things that the children can interact with on the boat. At the present time, the Brunswick Library has a train table and a puppet theater. She thereafter displayed a photo of where the boat will be located. Some shelving and tables will need to be moved to make room for the boat. She noted that the carpet design in the area where the boat will go is called "the river". There is a nature theme in the discovery zone. There will be a boat floating on the river which will be lovely and this is the reason we decided not to go with the train theme. This will be a nice starting point for some partnerships that we have been

working on. She advised that there will be a “Vote for the Boat” campaign. She researched some historic canal boat names and will provide the names to the Friends group who will develop a campaign to name the boat. Once the name is decided upon, the name will be incorporated in the boat design.

G. Laugelli inquired about the timeline when this will be completed. R. Goetz advised that the project could be completed in about 6 – 10 weeks after the contract/paperwork is completed; probably by late Fall.

**e. Frederick Speaker Series:** Elizabeth Cromwell stated that another year of the Frederick Speaker Series has now been put into the books. It has been a great season. Darrell Batson and Elizabeth Cromwell are both on the Speaker Series Committee. There were four (4) events:

Brian Billick	February 12, 2014
Ben Carson	April 9, 2014
Diane Rehm	April 25, 2014
Tom Brokaw	May 7, 2014

She noted that Lisa Ling was scheduled for the Frederick Speaker Series on March 5, 2014, however, she abruptly cancelled three or four weeks before the event and Diane Rehm stepped in to fill the spot. From what we understand Lisa Ling cancelled all of her public speaking engagements for 2014 due to professional reasons. The Diane Rehm event was highlighted by a conversation with Knight Kiplinger. Mr. Kiplinger has been one of the smaller sponsors for the Frederick Speaker Series. He loves Frederick and was an old friend of Diane Rehm.

Ms. Cromwell stated that although the ticket prices for the Tom Brokaw event were higher than the others, we found out that the attendees were older and somewhat more affluent and they didn't want to sit in the balcony or couldn't get up to the balcony. The balcony at the Weinberg Center is not ADA accessible. The event was sold out on the first floor and we had some seats on the second floor but some people were turned away because they didn't want to sit in the balcony so that presented an interesting challenge. About a week before the event, Darrell Batson and Elizabeth Cromwell worked out a deal for those individuals who showed their library card or used a library code from their library card to sell some seats in the balcony for half price to individuals who may not otherwise been able to attend due to the cost factor. The Tom Brokaw event was also special because we had a partnership with The Delaplaine Foundation for that particular evening because Mr. Brokaw wrote *The Latest Generation* and has written a lot about veteran issues. George Delaplaine, who himself is a veteran, helped make this grant possible so that we were able to invite 14 veterans from a variety of different wars to come to the event and meet Mr. Brokaw after the event.

E. Cromwell advised that FCPL benefits from the receptions that are held after each one of the events. The Speaker Series involves a fair amount of work because it is a delicate balancing act because of the different interests and personalities involved but the receptions are fairly simple. We provide light refreshments and a photographer. She reviewed the numbers from the various receptions and it looks like FCPL will clear about \$18,000.00 for the four events. She noted that we are currently working very hard on a line-up for next year and, hopefully, we will be able to

announce the line-up by the end of June.

Ms. Cromwell thanked the various other sponsors of the Frederick Speaker Series: Ausherman Family Foundation, the C. Burr Artz Trust, Leidos Biomedical Research, Inc., the Frederick Gorilla magazine, Graphcom, PNC Bank, the Kiplinger Foundation, American University Radio and the Weinberg Center.

B. Poteat stated that she attended the Diane Rehm event and it was extremely enjoyable. She further noted that the diversity, the range of speakers and the range of formats is helpful because you are reaching out to different constituents. C. Smith advised that she bought a subscription to all of the events but was unable to attend the Brian Billick event due to the weather.

**BOARD QUESTIONS AND COMMENTS:** T. Kutz inquired as to why the June, 2014 meeting is postponed to the second Wednesday of June. Mr. Batson advised that he will be out of the country on June 4<sup>th</sup>.

**OTHER CITIZEN REMARKS:** None.

The next meeting will be held on Wednesday, June 11, 2014 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

T. Kutz made a motion to adjourn the meeting; seconded by G. Laugelli. No Discussion.  
VOTE: Unanimous.

The meeting adjourned at 8:05 p.m.

*Blanca Poteat*

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Blanca Poteat, President  
Frederick County Public Libraries Board of Trustees