

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
JUNE 11, 2014**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on June 11, 2014 at the C. Burr Artz Library, Frederick, Maryland.

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

**BOARD MEMBERS ABSENT:** Commissioner Liaison, D. Gray.

**STAFF PRESENT:** D. Batson, Director; D. Maminski, Associate Director; B. Pelle, Associate Director; K. Lewns, Financial Business Office 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 and Middletown Libraries; A. Whitney, Branch Administrator – Urbana Regional Library; D. Buker, Virtual Branch Administrator; D. Payne, Assistant Branch Administrator – C. Burr Artz 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 May 14, 2014 board meeting; seconded by D. Kiser. No Discussion. VOTE: Unanimous

**CHAIR'S REPORT:** Ms. Poteat noted that she wanted to bring something to the attention of everyone in case it was missed and that was an article in the June 1<sup>st</sup> Washington Post Magazine that reviewed star libraries in the DC Metro Area. Frederick County Public Libraries comes out quite nicely and Ms. Poteat congratulated everyone for that. Mr. Kutz inquired where the numbers came from for the article. Mr. Batson stated that he was not sure; he nor any of his staff had been contacted about the article.

Ms. Poteat welcomed new Board Member, Susan Manny, and noted that she is delighted to have her on the Board. Ms. Manny stated that she is happy to be on the Board.

Ms. Poteat noted that this is her last meeting as Chair. She thereafter thanked Darrell Batson and all of the rest of the library staff for the excellent work they do. She added that despite the financial challenges over the past few years, staff has managed to support FCPL's mission of connecting people to ideas, experiences and information. The onsite and web-based materials and services, the program offerings, the newsletters, etc. all go to show staff's resilience, creativity and dedication and she thanked them for this. Ms. Poteat also added a special thanks to Linda Tibbs for her administrative support of the Board and noted that she had to rely on Linda a good deal over the past two years and passed along her appreciation. In addition, Ms. Poteat thanked the front staff and the back-of-house staff because there seems to be a flow and dynamism between the two areas. Thereafter, she thanked the members of the FCPL Board of Trustees for their perseverance and patience. She noted that she is confident that there will be

growing opportunities in the future with the upcoming changes in the County government. She also thanked Commissioner David Gray for his support as liaison to the Board of County Commissioners.

Ms. Poteat thereafter encouraged library staff and members of the FCPL Board of Trustees to engage even more with community partners in our efforts to meet the changing information needs of our community.

### **DIRECTOR'S REPORT:**

**a. FCPL – Update:** Mr. Batson noted that it has been very enjoyable working with B. Poteat as Chair over the past two years.

He noted that the Summer Reading Program is active throughout the entire system. Otherwise, things are fairly calm at this point (except for the Children's Department where things are never calm).

Mr. Batson reviewed April, 2014 statistics. Increases are still being shown. This past year we started a new way of doing statistics to provide us with a more accurate way of counting. Next year we will have a better analysis of the previous year because we will be using the same accounting system for comparison. He noted that FCPL shows over 95,000 hours in public computer usage so far for the year and almost 60,000 individual usages of FCPL's Wi-Fi.

Mr. Batson added that he was recently contacted by two developers. One of the developers was from Middletown. A patron had contacted Dave Dunn with the County about his concern about FCPL's 20-Year Facility Plan and Middletown Library being at the very end of the Plan. I responded to Dave Dunn who referred my answer to the patron who then referred my answer to the Town Planning Commission for Middletown. We were then notified that they had resolved all of the issues mentioned in my response and they had plans for a library in Middletown. From what was stated, apparently there is some water available in Middletown. There is a developer that wants to continue the project on Green Street in Middletown that has been "proposed" for ten years. The developer advised that he has 3-1/2 acres for a new library and wanted to know if we were interested. Mr. Batson stated that the entire project has been on hold for several years because there was no water. At this time, we will see how things will proceed.

At the same time, a developer contacted Mr. Batson about a library in the Lake Linganore area near the Town Center at the intersection of Eaglehead Drive and Rt. 144. The proposed site for the library is in the rear of a shopping center right next to a grocery store, which would bring in a huge amount of traffic. The developer advised that everything is in the planning department at this point. This site would encompass communities including Lake Linganore, New Market, Spring Ridge and Monrovia.

Mr. Batson stated that we will see how everything works out. It may be that if the new government is still favorable to this, we will have to re-address our 20-Year Facility Plan since there is land available now in Middletown and in Lake Linganore. Mr. Batson further noted that Myersville still has land for a library. The Mayor of Myersville is running for a seat on the

County Council and, if elected, he will push the Myersville Library quite determinedly. At this point, we don't know what will happen but we do know that things have been at a dead halt for the last few years.

Ms. Greenway inquired how this would affect all the money that is being planned on being spent to renovate the Middletown Library. Mr. Batson noted that this would not affect things at Middletown Library as far as the planned renovations are concerned. Mr. Batson further noted that, at best, a new library in Middletown would not happen for at least 5 – 7 years. The Middletown Library has not been remodeled since it was built in the 1980s. The re-do at Middletown Library must be done at this time. In addition, Mr. Batson advised that the roof replacement at Middletown Library will begin on Monday, June 16, 2014. The remaining renovations will take place in September, 2014.

Mr. Batson advised members of the FCPL Board of Trustees that this will be Beth Pelle's last Board Meeting. She will be retiring August 12, 2014.

Mr. Batson further stated that there is a large back-of-house renovation going on. It will take effect after July 1, 2014. We will be merging some departments together and moving other departments to new spaces. This renovation will provide a better usage of space and management. Some of the changes are necessary due to the increased usage of outsourcing and technology that requires less space.

Thereafter, Mr. Batson notified members of the FCPL Board of Trustees that Janet Vogel was awarded the State Emerging Leader Award at the Maryland Library Association Conference. He noted that Janet is one of our notable employees and we are very, very proud of her for what she has accomplished.

**b. Budget/CIP – Update:** Mr. Batson advised that the County is just about at the point where they will be approving the final budget. Other than that, things are pretty quiet due to the upcoming elections.

## **NEW BUSINESS:**

**a. Financial Report:** Ms. Lewns advised S. Manny that each month a financial statement is sent out to board members along with the board package about a week or so before the board meeting. She further advised Ms. Manny that if she ever had any questions to please feel free to e-mail her and she will get back to her or address the issue at the board meeting. Thereafter, Ms. Lewns noted that the end of the fiscal year is wrapping up. June 9<sup>th</sup> was the last day any purchase requisitions could be done. Credit card transactions can still be done and we can still pay invoices for now but the year is coming to a close. Ms. Lewns noted that the last order was just submitted against the Artz Grant in the amount of \$2,094. We just placed an order for a lot of computers, touch screens, etc. The new fiscal year will begin on July 1, 2014.

**b. Urbana Music Festival:** Amy Whitney provided an overview of the upcoming Sixth Annual Urbana Music Festival & Bistro. There were a couple of changes made this year. First of all, we shifted the time to slightly later in the day. The festival will begin at 2:00 p.m. and will end at

7:00 p.m. In the past, we had craft vendors at the festival but we noticed last year that the crafts were not a very successful part of the festival so we shifted the focus to music and food. There will be three incredible bands performing at this year's festival. Ted Garber will be performing from 2:00 – 3:00 p.m., the Patty Reese Band will be performing from 3:30 – 5:00 p.m. and Sol Driven Train will be performing from 5:30 – 7:00 p.m. There will also be several award-winning food trucks at the festival: Family Meal, Capital Chicken & Waffles, Curly Q's BBQ, Feelin' Crabby, Pinzanos, Rita's Italian Ice, South Meets East and more. She noted that the entire event is free and invited everyone to attend, if possible. Some of the children activities will include Fort Detrick's Safety Trailer, fire trucks and other safety/rescue vehicles, the bookmobile, moon bounces, pony rides, a petting zoo, climbing walls, etc. The festival is held in front of the library and we usually get a very large crowd each year. The sponsors for this event include: The C. Burr Artz Trust, the Villages of Urbana, Living Grace Lutheran Church, Frederick County Public Libraries, The Frederick News-Post, Legal & General, Dynamic Automotive and Plamondon Hospitality Partners.

C. Smith inquired whether the new houses that are being built in that area will encroach on the festival space. Ms. Whitney advised that at this time it is not affecting the festival grounds but, in the future, retail sites are planned in that area so at some point it probably will affect the festival and we may have to look at other options.

**c. Update – Early Childhood Literacy Center:** J. Vogel provided an update on the Early Childhood Literacy Center. She encouraged everyone to take advantage of the e-mail invitation that Elizabeth Cromwell sent out for the ribbon cutting ceremony for Farm City: Crossroads of Knowledge and Discovery. This has been in the works since November, 2011. Today was the first day of installation and everything is moving along very quickly. She displayed a “before shot” of the area in the children's department where everything will be installed. The theme of this project is City Meets Country and the purpose is to foster early literacy as well as science, technology, engineering and math (STEM). The idea of this entire project is that caregivers will engage with their children. The Burgeon Group is building the interactive and non-technological pieces. She displayed two photos of members of The Burgeon Group working on a light-up haystack that will be installed near the window in the children's department. The Three Little Pigs story will be within the haystack. Ms. Vogel also stated that she cannot talk about this phase without mentioning technology. If there is a child in the department, they are using one of the giant touch screens. Many times the parents will join in with the children playing on the touch screens. Multiple children can play at one time as well. This is the same concept as with our iPads. Two iPads will be installed at all of the library branches later this year. If you pair two iPads together, the children and their parents play together which encourages that social aspect of learning. One of the biggest things that teachers have noted as far as kindergartners are concerned is their social/emotional skill level. The teachers can teach them math a lot easier than they can teach the children how to interact with one another.

Ms. Vogel reminded everyone that the ribbon cutting will be held on Friday, June 20<sup>th</sup> at 11:00 a.m.

Thereafter, Ms. Vogel gave an overview on what will be happening next. There will be a lot of children's programming going on in this new space. FCPL has partnered with Maryland School

for the Deaf, Frederick County Infants and Toddlers, the Judy Center and some of the other early childhood organizations to design the space and to insure that it will work for children of all ages and abilities. This space will also be a tool to teach parents ways to interact with their children in addition to a friendly play space for children to socialize and learn. Particularly for Frederick County Infants and Toddlers, who serve children with disabilities through age 5, they are always looking for spaces where their children can interact with their typically, developing peers. The library is one of their favorite places for that because we always have children visiting the library and it is a wide spectrum of children. We will continue to plan ways to utilize the space as we go through the summer and fall.

She noted that staff will be evaluating the new inter-active space through surveys. We will also evaluate how many people are utilizing the new space, the number of people that attend our programs, as well as circulation in the children's department (in particular the picture books that are geared to children from 0 – 5 years of age).

This area was funded by a number of wonderful donors. If it had not been for the donors, we would not be able to have this wonderful project. Mr. Batson added that the money for this project came from outside sources.

Ms. Greenway wanted to know if the iPads are bolted down. Ms. Vogel stated that there is a cord (similar to those used in electronic stores) that keeps them in place but it also provides some room so people can join them together.

Ms. Smith inquired whether there are other plans for publicity for this project. Mr. Batson stated that the ribbon cutting was moved up two weeks. The installation came a little earlier than what was anticipated. The original grand opening was scheduled for July 7<sup>th</sup>. We will be getting the information out to the public very shortly. It is currently being publicized on FCPL's social media. There will be an article on the front page of the website. At every story time program, staff are advising the children of this wonderful project. Ms. Vogel also advised that 5,182 have already registered for the Summer Reading Program as of June 11, 2014 and we are spreading the word that way as well. Mr. Batson added that the media will be at the grand opening as well. Mr. Batson also mentioned that the STEM Lab will also be dedicated on June 20, 2014.

**d. Nominating Committee - Board Member Appointment:** Mr. Laugelli advised that Debbie Kiser's term is coming up for reappointment. He noted that we will need a motion to reappoint D. Kiser and once that is done, the matter will go before the Board of County Commissioners.

C. Smith made a motion to reappoint D. Kiser; seconded by C. Greenway. No discussion.  
VOTE: Unanimous.

Ms. Poteat added that this matter will be referred to the Board of County Commissioners for scheduling in order to make it official.

**e. Board Officers:** Ms. Poteat advised that, according to the Library Board By-Laws, the Vice Chair (elect) becomes the Chair for the next two years. The new Chair of the Library Board as of July 1, 2014 will be Cheryl Smith. She added that the two officers that will be discussed this

evening will be Vice-Chair and Secretary/Treasurer.

Mr. Kutz made a motion to nominate G. Laugelli for Vice-Chair and C. Greenway for Secretary/Treasurer; seconded by C. Smith. Mr. Laugelli stated that he would be pleased to serve as Vice-Chair. Ms. Greenway also agreed to continue as Secretary/Treasurer. No further discussion. VOTE: Unanimous.

**f. Committee Assignments:** Members of the FCPL Board of Trustees discussed serving on the various committees. It was determined that the following individuals would serve on the Evaluation/Nomination Committee and Finance Committee:

Evaluation/Nomination Committee

Candy Greenway (Chair)

Blanca Poteat

Tom Kutz

Finance Committee

George Laugelli (Chair)

Debbie Kiser

Susan Manny

Cheryl Smith and Darrell Batson will serve on both committees, ex officio.

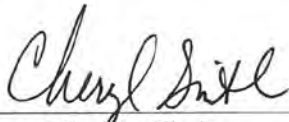
**BOARD QUESTIONS AND COMMENTS:** C. Smith inquired whether the Library Board will still have a liaison once the new county government takes place. Mr. Batson stated that at this point we do not know.

**OTHER CITIZEN REMARKS:** None.

The next meeting will be held on Wednesday, September 3, 2014 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

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

The meeting adjourned at 8:00 p.m.



---

Cheryl Smith, Chair  
Frederick County Public Libraries Board of Trustees