

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
JUNE 3, 2015**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on June 3, 2015 at the C. Burr Artz Library, Frederick, Maryland.

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

BOARD MEMBERS ABSENT: County Liaison, T. Chmelik.

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

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: C. Greenway made a motion to approve the Minutes of the May 13, 2015 FCPL Board of Trustees Meeting; seconded by D. Kiser. No discussion.
VOTE: Unanimous.

CHAIR'S REPORT: Ms. Smith thanked everyone for attending this evening. She noted that the Agenda is fairly short this evening with a few items that need to be acted upon by the FCPL Board of Trustees. Ms. Smith advised that the Public Relations Update (Item "c" under New Business on the Agenda) has been scratched for this evening and will be presented at another time. Thereafter, Ms. Smith thanked Betsy Day and Serap Akisoglu from The Community Foundation for attending tonight's meeting so they could respond to the requests/questions that arose from last month's meeting. Ms. Smith also noted that this is the last meeting for Dolores Maminski since she will be retiring. On behalf of the FCPL Board of Trustees, Ms. Smith wished Ms. Maminski much luck and best wishes in her retirement.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Batson noted that the County Council passed a series of new ordinances dealing with employee benefits. County employees will receive additional sick days and two floating holidays. The County Council also increased financial benefits for education.

Mr. Batson advised that he and some FCPL staff attended a Service Award Reception/Ceremony today. This was a function that was done for many years in the past that recognized employees for 10, 15, 20 etc. years of service. The recognition ceremony was discontinued by the previous administration and has now been brought back by the current administration. The employees attending seemed to really enjoy the reception. The reception was held at the Walkersville Fire

Hall, due to the weather. FCPL had approximately 8 staff members that received recognition awards.

Thereafter, Mr. Batson noted that many, many years ago the Washington Council of Government (COG), had a library division. He noted that when he first came to FCPL, he was actively involved in that organization. If a library system was a member of COG, there were reciprocal borrowing rights which meant that patrons could go to a northern Virginia county that borders Washington, DC and use FCPL's card to borrow library books at those locations and vice-versa. Mr. Batson noted that this has been started back up again and he advised that next week he will be attending a meeting in Alexandria, Virginia to see what is going on and why they decided to go this route again.

Mr. Batson stated that FCPL staff is anxiously waiting for July 1, 2015, when the new budget goes into effect. This will be the first budget FCPL has had with a positive bonus. There have been a few meetings held with staff to determine expenditures and programs. These meetings will continue throughout the summer. This is a new experience. Staff has never had to worry about holding a meeting about how to spend extra money. Having money available to spend on programs is unique and staff is very pleased.

J. Vogel noted that she has been selected as one of forty participants in the American Library Association Leadership Academy which will be held in August, 2015. Entry into this program was a competitive application process and Ms. Vogel noted that she was selected based on the recommendation from D. Batson and the essays that she wrote. Ms. Vogel noted that the State of Maryland offers a Leadership Academy every few years and she noted that she participated in that also, which was an amazing experience. She added that she hopes to bring back some new ideas for the library system. A variety of people will participate in the Leadership Academy from around the country.

Thereafter, Ms. Vogel noted that Stephanie Long and Katilyn Miller, both librarians at the C. Burr Artz Library, applied for and received a grant through the American Library Association to bring in a NASA exhibit. FCPL will be one of eight libraries over the next few years that will have a solar system exhibit and, in addition, FCPL will receive \$1,000 to spend on programming related to that exhibit. S. Long and K. Miller, as Project Managers, will attend a training session in Colorado where they will learn about the exhibit and the science aspect. This is very exciting. The exhibit is fairly large so the exhibit will be at the C. Burr Artz Library.

Ms. Smith stated that this is very exciting and noted her congratulations to staff.

Mr. Batson thereafter reviewed monthly/annual statistics. He noted that the monthly circulation for April increased by 2.2% which is up 1.6% for the year. It used to be circulation statistics would increase by about 10% but nowadays 1 or 2% for public libraries is considered great. The public computer usage in April was up 74% (166,527 hours of usage) and Wi-Fi usage has gone up 37% (81,482 users). There are a few areas staff is concerned about such as signing up new patrons but, unfortunately, that has been the same for the past number of years. This seems to be

a trend across the United States. Patrons are still signing up for library cards but a library card is no longer a priority like it used to be. He noted that FCPL's year-to-date count for new library cards is 7,414. Normally, FCPL issues approximately 9,000 new library cards each year. He noted that about every 5 years staff does an examination of activity on the library cards. Activity is not only checking out books but includes computer usage, downloading databases, etc. Currently, FCPL has approximately 140,000 registered cardholders and there are approximately 100,000 "active" library cards.

Mr. Batson noted that Summer of Wonder is going forward. This is FCPL's first year with this program. Staff is finding positives and negatives. This is not unexpected. He stated that staff did not know exactly what would happen because this is a whole new game for FCPL. Next year staff will learn from this year and see an upward trend. Thereafter, he encouraged everyone to enroll in Summer of Wonder. This year's program is for adults and children.

b. Budget/CIP Update: Mr. Batson stated that as soon as July rolls around, staff will start meeting with DPW and setting up meetings with the architect and engineers to begin the process for the Walkersville facility. Construction will begin, hopefully, in Fiscal Year 2017.

c. Walkersville Library Grant Application: R. Bowers advised that the capital grant for the Walkersville project was officially submitted today. FCPL asked for \$1,000,000. The pot for the entire State is \$5,000,000. She also noted that the number of applications dropped to 9 competitors from 14 competitors. FCPL staff will answer any questions the State may have in July and thereafter staff will wait to see if FCPL gets the funding. Mr. Batson explained that there are approximately four reviews of grant applications before a decision is made.

Ms. Poteat inquired as to when FCPL will receive notification about the grant application as to whether it was approved and how much FCPL will receive. Ms. Bowers stated that FCPL will probably not find out anything until the spring. Mr. Batson advised that any funds received as result of this grant are basically a reimbursement. The County has to spend the money and they are reimbursed by the State.

Ms. Smith inquired if there is any expectation as to where FCPL stands as far as the grant application is concerned. Mr. Batson stated that FCPL will receive something, however, it is just not known how much FCPL will receive. Ms. Smith further inquired whether the funds are divided among all of the applicants or are just a few applicants selected. Ms. Bowers advised that each grant submitted is for a different amount. Not everything is new construction. Some grant applications may only request \$50,000. There is a \$5,000,000 pot and that is divided up. Ms. Bowers stated that she anticipates that FCPL will come out very well, however, she does not know if FCPL will receive the \$1,000,000.

Mr. Batson noted that R. Bowers did a good job on the grant application.

NEW BUSINESS:

a. Financial Report: C. Smith thanked K. Lewns for compiling the list of grants and sponsors that was requested last month by the members of the FCPL Board of Trustees. Ms. Lewns stated that she will start a new list in the upcoming fiscal year and update it from that point forward. Ms. Lewns also requested members of the FCPL Board of Trustees to let her know if she forgot anything and she will be glad to amend the report. She further noted that she broke down the grants into two categories: 1) Grants that were awarded; and 2) Grants submitted, in process, not awarded yet. Ms. Lewns noted that the ALA Stem Exhibit Grant in the amount of \$1,000 was listed under “grants submitted”, however, next month that grant will move up to the “awarded” category because FCPL received notice that the grant was received after the document was prepared and sent out.

Ms. Lewns noted that the Summer of Wonder Program received quite a bit of funds from various sponsors. Sponsorship funds for the Spelling Bee remained about the same. All funds, whether \$50, \$100 or more, all mean a lot to FCPL. Again, Ms. Lewns requested members of the FCPL Board of Trustees to let her know if they want something different on the report.

Thereafter, Ms. Lewns stated that FCPL is ramping down the year. Staff has received notification from the Accounting Dept. with the Frederick County Government that Monday, June 8, 2015, is the cut-off date for purchase orders. She further noted that the cut-off date for credit cards is June 19, 2015. Ms. Lewns noted that the Financial Statement that was provided to members of the FCPL Board of Trustees contains revenue figures, however, she added that the County is two months behind in posting revenue. FCPL is right on task as far as revenue is concerned.

b. Community Foundation Agreement: Ms. Smith noted that, as requested last month, members of the FCPL Board of Trustees were given a copy of the proposed Agreement to review. Mr. Batson thereafter introduced Betsy Day of The Community Foundation. Ms. Day is here tonight to answer any questions or concerns members of the FCPL Board of Trustees may have.

Ms. Day stated she would like to briefly review the Agreement so that everyone understands the Agreement. Thereafter she referred to Page 1 of the Agreement stating that it is a Pass Through Agency Fund Agreement. She explained that “Pass Through” means money in/money out. It is not an endowment fund or a quasi endowment fund. It is basically a charitable checking account. It is an agency fund because The Community Fund will act as FCPL’s agent. The Community Foundation is the 501(c)(3) and FCPL is the non-profit or quasi government. In the first paragraph of the Agreement it lists the two entities involved in the Agreement: The Community Foundation and Frederick County Public Libraries. She also noted the last sentence in that paragraph states “All persons and organizations making contributions to the Fund shall be bound by the terms of the Agreement”. Thereafter, she gave the following example: If a person gives a gift to the fund, that is where it goes. A person cannot say that their gift into the fund must go to purchasing books for left-handed people only. Ms. Day stated that this is not the purpose of the

fund.

Section number 1 states that the name of the fund is Frederick County Public Libraries Fund. The IRS does not care about the name of the fund but The Community Foundation must have a working name for the fund.

Regarding Section 2, Ms. Day stated that it is her understanding that the version submitted to members of the FCPL Board of Trustees may have a typo in Section 2. Ms. Day noted that Section 2, in the copy provided to the FCPL Board of Trustees, mentions an initial contribution. She assured the FCPL Board of Trustees that there is no initial contribution. The Community Foundation is creating an empty bucket and Ms. Day stated that she cannot imagine that The Community Foundation Board will not waive the initial contribution for FCPL. Ms. Day stated that Section 2 should read: "As of the signing of the Agreement, the Foundation agrees to hold and accept Contributions to the Fund. The Fund is hereby created for the purposes and uses and on the terms and conditions set forth in this Agreement. The Foundation shall have the right to accept subsequent contributions to the Fund." Ms. Day apologized for the typo.

Ms. Day stated that Section 3 covers a lot of legal information that the lawyers state cannot be changed. Basically what it really says in summary is that the Articles of Incorporation and By-Laws of The Community Foundation are considered to be a part of the Agreement and copies have been given to FCPL. K. Lewns has the copies of these documents and the documents are also on The Community Foundation website.

Ms. Day stated that Section 4 states the purpose of the fund. This is the broadest purpose that could be put in the Agreement. It states that the fund shall be to provide support for operating costs and special projects of Frederick County Public Libraries, at the discretion of the FCPL Board of Trustees. Ms. Greenway stated that she thought the purpose of the fund was to be able to apply for grants offered to 501(c)(3) organizations. Ms. Day replied that this Agreement is the charitable purpose of the fund; it is not the vehicular purpose of the fund. Ms. Smith inquired further about the fund not accepting specifically designated contributions or restricted funds except those funds that are received as a result of a grant for a particular purpose. Ms. Day stated that The Community Foundation can put a restriction on the funds as long as FCPL agrees to accept it. An individual cannot put restrictions on donated funds. If FCPL is not agreeable to the restriction, The Community Foundation would not be able to accept the funds as restricted funds. Ms. Greenway inquired if FCPL gets a donation that is restricted, does FCPL have to put the funds in The Community Foundation. Mr. Batson stated that FCPL has a variety of sources where those funds could be deposited. Ms. Greenway reiterated that restricted funds do not have to go through The Community Foundation. Ms. Greenway further stated that it is her understanding that if she would write a check to FCPL, it is tax deductible. Mr. Batson stated that Ms. Greenway is correct.

Thereafter, Ms. Day read the verbiage in Section 5 of the Agreement. Ms. Greenway questioned who is referred to as "Organization" in Section 5. Ms. Day responded that on the first page of the Agreement, FCPL is referred to as "Organization". Ms. Greenway inquired how FCPL

would lose its public charity status and Ms. Day explained that this is just boiler-plate verbiage.

Section 6 was thereafter reviewed. Ms. Day stated that basically this means that contributions to the fund are irrevocable (IRS language). This means that the donors cannot take back the funds.

Ms. Day reviewed Section 7 by stating the distributions will be made according to the policies of The Community Foundation for pass-through funds. The policies are pretty simple. FCPL will appoint a person who will be able to request disbursements (in written form) to The Community Foundation. Mr. Laugelli inquired about the statement “the Foundation must approve any distribution and is not bound or obligated to approve any request that in its estimation does not meet the purposes and uses put forth in the Agreement.” Ms. Day stated that once again this is just legal language. Ms. Day stated that she has been with The Community Foundation for 20 years. The Community Foundation has turned down only two requests in 20 years. The Community Foundation must have total control (per the IRS) over the gift because The Community Foundation is the 501(c)(3) organization and FCPL’s agent. Ms. Poteat inquired if something like this would happen, would The Community Foundation inform FCPL’s representative. Ms. Day stated that The Community Foundation would absolutely inform FCPL’s representative of something like that. Ms. Day further noted that The Community Foundation has a very good track record with pass through funds. If The Community Foundation didn’t have a good record, everyone would be hearing about it. Ms. Day stated that she is very confident that The Community Foundation will be able to work with FCPL.

Thereafter, Ms. Day reviewed Section 8. This paragraph basically states that everything is according to the policies and procedures for the administration of pass through agency funds.

Ms. Day stated that the gist of Section 9 is that The Community Foundation cannot be sued if the investments go down. The Community Foundation will not be investing FCPL funds because this will be money in/money out.

Section 10 states that the fund is owned by The Community Foundation.

Section 11 states that The Community Foundation can charge their management fee which is 1.25% .

Section 12 states The Community Foundation reserves the right to vary the purpose of the fund, which is IRS language. Ms. Day stated that in order for it to be considered a complete gift, The Community Foundation has to be able to be in complete control of the gift and The Community Foundation needs to be able to reserve the right to vary the purpose. The Community Foundation exercises its right of variance of powers every now and then and it is because something becomes impractical to administer. Again, she stated that this is basically required boiler plate information required by the IRS.

Ms. Day thereafter reviewed Section 13. She stated that The Community Foundation manages the investment of the funds; completes appropriate distributions from the fund; publicizes the

activity of the fund; evaluates whether goals originally established are accomplished or if changes are needed and issues a summary of the fund's activity at the end of each fiscal year.

Thereafter, Ms. Day reviewed Section 14. Basically, this paragraph states that the FCPL Board of Trustees met on April 1, 2015 and decided to establish the fund.

Section 15 notes that the Agreement constitutes the full and complete agreement between The Community Foundation and Frederick County Public Libraries.

Section 16 notes that the Agreement shall be interpreted under the laws of the State of Maryland of the United States of America.

Thereafter, Ms. Day noted that below Section 16 are the signatories. She further noted that on behalf of FCPL, the signatures of Cheryl Smith and Darrell Batson would be required and on behalf of The Community Foundation, signatures would be needed by Cynthia S. Palmer, Board Chairperson, and Betsy Day, as President and CEO.

Ms. Day stated that she zipped through the Agreement quite quickly but invited questions from members of the FCPL Board of Trustees. Ms. Greenway stated that Ms. Day mentioned the 1.25% management fee and she thereafter inquired whether that percentage is based on the balance in the account. Ms. Day stated that usually the management fee is charged quarterly in advance but because this money will be going in and out quickly and most likely in the same quarter, the management fee will probably be charged when the money hits the account up to the minimum of \$375.00 per year. Ms. Greenway stated that sometimes it takes awhile to receive grant funds and inquired whether FCPL will be charged the minimum management fee of \$375.00 if there are no funds in the account. Ms. Day stated that The Community Foundation will only charge the management fee when money is received; a management fee cannot be charged on money that is not in the account. Ms. Greenway then confirmed that if the account has a zero balance, FCPL will not be charged. Ms. Day stated that this is the plan. Ms. Day further stated that the first year will be like dating and testing everything out. Reviews will be made as to the length of time after the money comes in and the money is disbursed but Ms. Day stated that some time will be needed to see how everything is working. Ms. Greenway requested clarification on the fact that although The Community Foundation is not planning on co-mingling FCPL's funds with the rest of the Foundation's funds, is it still necessary that this language be in the Agreement. Ms. Day stated that although FCPL funds will be co-mingled with the rest of the Foundation's funds, the funds will not be invested. Ms. Greenway inquired whether the language still needs to be in the Agreement, even if the money is not being invested. Ms. Day stated that the language is required. Ms. Day also said that if FCPL would perhaps receive a multi-year grant, FCPL may want The Community Foundation to invest the out-year funds. Ms. Greenway questioned whether this is a possible option for FCPL. Ms. Day stated it is part of the dialog. This is a partnership; not a unilateral decision. The Community Foundation wants to do what is best on behalf of the community and on behalf of the library.

Ms. Poteat inquired whether under Section 5 there should be something included about

revocation of the Agreement, if one or both parties determine that the fund doesn't serve the purpose hoped to be served. Ms. Poteat stated that because of a change in status, revocation may be the only way to go. Ms. Day stated that FCPL may decide for one reason or another not to continue with the fund. If that would be the case, then grant money would not be put into the bucket and FCPL would use another vehicle.

G. Laugelli thanked B. Day for her patience in walking members of the FCPL Board of Trustees through this Agreement. Ms. Day stated that this is not unusual. Mr. Laugelli stated that over the next few months money possibly will come showering in and everyone will get a sense of how things will work. Ms. Lewns stated that as soon as FCPL gets everything going, an update will be provided to members of the FCPL Board of Trustees. Ms. Day stated The Community Foundation is there to be FCPL's partner and The Community Foundation has done this with other non-profit and other quasi-governmental organizations with great success. Mr. Laugelli inquired whether advertisements will be made about the fund. Ms. Day stated that she thinks it should be advertised.

Ms. Kiser inquired whether the \$25,000 entry fee has been waived. Ms. Day stated that the Executive Committee of The Community Foundation meets next Thursday and at that time it will be proposed to them to waive the \$25,000. Ms. Day stated that she cannot imagine that the \$25,000 fee would not be waived. Ms. Greenway inquired whether FCPL has any recourse if the \$25,000 is not waived by The Community Foundation or if they would request \$10,000 instead of the \$25,000. Ms. Day stated that it will be all or nothing. Ms. Greenway again inquired what recourse FCPL has if The Community Foundation does not waive the \$25,000. Ms. Day stated that the Agreement is only valid if all signatures are completed. Mr. Batson stated that if FCPL signs the Agreement pending the \$25,000 waiver and if The Community Foundation, for some reason, would not waive the \$25,000 fee, then the Agreement would not be signed on behalf of The Community Foundation and the Agreement would not be valid. Ms. Kiser stated that the \$25,000 is not mentioned in the Agreement. Ms. Day added that normally in the Agreement there is mention about the initial contribution but it does not apply to this Agreement. Ms. Day further stated that her recommendation is for the Library Board to make a motion to approve the fund pending The Community Foundation approves it as presented and waives the minimum fee. This way it covers the FCPL Board of Trustees and the concerns everyone has.

Ms. Poteat stated that the list that K. Lewns provided with all of the grant information is a first glance at all of the activity that is involved with library staff going out constantly looking for those funds. She added that this Agreement is an avenue for encouraging that activity and having even more evidence of how it is going to benefit FCPL. Ms. Day stated that the fund between FCPL and The Community Foundation will not be used for all funds received by FCPL. Mr. Batson stated that the fund will be used strictly for 501(c)(3) grants.

Ms. Smith requested that in the signature block on the Agreement include "Chair, FCPL Board of Trustees" under her name so that it is clear that she is signing on behalf of the Library Board. Ms. Day inquired whether anything else needs to be added to Darrell Batson's signature line. He indicated the signature line is fine; he is the Director. Ms. Greenway inquired whether Mr.

Batson is Executive Director and Mr. Batson replied that his title is Director.

Ms. Manny asked for confirmation that the Agreement would be entered into without any time specification. Ms. Day stated that there is no minimum. Mr. Batson stated that without any funds, it is inactive.

Mr. Laugelli inquired if everyone was ready for a motion. Ms. Greenway stated that the Board already voted on this and the Agreement just needs to be signed. Mr. Laugelli made a motion that the FCPL Board of Trustees approves The Community Foundation Agreement as presented, subject to the approval by the Board of The Community Foundation and the waiver of the \$25,000 initial fee; seconded by D. Kiser. No further discussion. VOTE: Unanimous.

Ms. Smith thanked Betsy Day for her time this evening. Ms. Day stated that The Community Foundation looks forward to working with FCPL.

c. Public Relations Update: As noted earlier, Ms. Smith advised that this presentation was scrapped for this evening and will be presented at a later time.

d. Nominating Committee Report: Ms. Smith noted that at last month's meeting, G. Laugelli was reappointed to another term on the FCPL Board of Trustees. Ms. Smith stated, on behalf of the FCPL Board of Trustees, that the Library Board is happy to have George on the Board for another term.

C. Greenway noted that C. Smith has another year as Chair serving a two-year term. G. Laugelli has been asked and he has accepted to serve as the Vice-Chair and D. Kiser has stepped up and put her name on the ballot for Secretary/Treasurer. Ms. Smith noted that Vice-Chair is automatically Vice-Chair Elect for the following year. Ms. Greenway made a motion to accept the slate of officers as presented; seconded by B. Poteat. No further discussion. VOTE: Unanimous.

e. Committee Assignments: Ms. Greenway stated that she communicated with everyone on the Library Board and they agreed to maintain their current positions on the committees. Ms. Greenway recommended that the committee assignments stand for two years since the FCPL Board of Trustees only meet about 7 times during a year and there is hardly any time for anyone to get acclimated since there aren't that many meetings. Ms. Greenway summarized by stating that there won't be any changes to the committee assignments; everything will remain the same. Ms. Greenway thanked everyone on the FCPL Board of Trustees for accepting this recommendation. Ms. Smith stated that she thinks this is a good suggestion because it takes a year to learn what is going on with some of these responsibilities.

BOARD QUESTIONS AND COMMENTS: Ms. Kiser inquired whether Hoopla went on-line. Ms. Lauchner stated that Hoopla went live on June 1, 2015. Ms. Kiser inquired about the \$20,000 that was set aside for Hoopla, as discussed at an earlier meeting, and wanted to know how that would work. Ms. Lewns stated that as of right now FCPL has \$10,000 set aside for

Hoopla and next year FCPL has \$40,000 set aside for Hoopla. This would allow patrons 8 uses per month for Hoopla per library card. Ms. Kiser inquired how much it costs when a patron uses Hoopla. Ms. Lauchner stated that it is based on the popularity of the item. Some of the children's materials do not cost much but if it would be a hot bestseller, the cost would be more. Mr. Batson stated that the cost depends on the item and the demand. This is one of the reasons FCPL has a limit of 8 uses per month per library card.

B. Poteat stated that as she was walking into the library this evening, she saw the exhibit in the hallway about Viet Nam and saw a familiar name – Thomas Kutz. Ms. Poteat thanked Mr. Kutz for participating in the exhibit. She added that it is a very informative exhibit. Mr. Batson noted that Mary Mannix did a very good job with the exhibit.

Mr. Kutz stated that in the newspaper there was an article about increased benefits for employees and the County Human Resources Director stated a figure of \$10,000 of what it would cost the county to provide these benefits to employees. Mr. Kutz stated that he was curious about the amount of \$10,000. Mr. Batson stated that is an accurate quote and Mitch Hose has been doing this job for a long time and Mr. Batson added that he would pretty much bet on that figure. Ms. Greenway stated that the article stated that most employees don't take their sick days and a lot of employees don't take all of the days off that they would typically take off so by the time it averages out, even though employees were given more, most employees don't take it.

OTHER CITIZEN REMARKS: None.

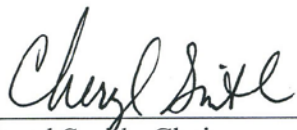
The next meeting will be held on Wednesday, September 2, 2015 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

C. Smith asked for a motion to adjourn the regular meeting to go into a closed session pursuant to State of Maryland – General Provisions Article §3-305(b)(1); seconded by G. Laugelli. No Discussion. VOTE: Unanimous.

The public meeting adjourned at 7:55 p.m.

The closed session began at 8:01 p.m. The FCPL Board of Trustees discussed performance goals for Director, Darrell Batson, for 2015-2016.

The closed session adjourned at 8:24 p.m.



Cheryl Smith, Chair

Frederick County Public Libraries Board of Trustees