

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
JUNE 5, 2019**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on June 5, 2019 at the C. Burr Artz Library, Frederick, Maryland.

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

BOARD MEMBERS ABSENT: C. Greenway, M. O’Leary and Councilman, Jerry Donald.

STAFF PRESENT: J. Kelly, Director; S. McDuff, Associate Director; C. Hall, Associate Director; J. Vogel, Youth Services Coordinator; S. Lauchner, Coordinator – Library Collections; J. Marshall, Manager-Systems; K. Martinez, Communications Manager; B. Hissong, Community Services Coordinator; B. McDermott, Finance Manager; B. Heltebridle, Branch Administrator – C. Burr Artz Library; B. Bradley, Branch Administrator – Middletown Library; J. Diaz, Branch Administrator – Brunswick Library; R. Frecker, Branch Administrator – Walkersville Library; T. Lebherz, Branch Administrator – Urbana Regional Library; M. Currens, Branch Administrator, Myersville Library; A. Baldwin, Library Associate – Walkersville Library; L. Craven, Library Associate – C. Burr Artz Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None. Thereafter, Mr. Kane introduced Jenny D’Agostino who was a member of the audience and will be a new board member effective July 1, 2019.

APPROVAL OF MINUTES: D. Kiser made a motion to approve the Minutes from May 8, 2019; seconded by G. Laugelli. No further discussion. VOTE: Unanimous.

CHAIR’S REPORT: K. Kane took the opportunity to express how much he has loved being a member of the FCPL Board of Trustees for the past few years and how much he will miss it. He noted that it has been great watching the library over the last few years because between the two directors that have been here and the staff, it is always creative, high energy, and exciting. The library seems like a wonderful place to work. He noted that the library is a great place for the community and it has been a proud thing for him to be a part of. He thanked everyone for allowing him to be a part of it for the last few years.

S. Manny stated that she has been on the Library Board for five years and it has been an honor. She noted that she loves the library and thinks nothing but the best for everyone that works here. It is so exciting watching the changes.

D. Kiser stated that it has been her privilege to volunteer at the C. Burr Artz Library over the past ten years and to get to know many staff members. She noted that she will miss everyone. She further noted that it has been her honor and privilege to serve on the FCPL Board of Trustees for the last six years. She advised that she practically raised her two kids at the library and thought she knew about the library until she was a member of the FCPL Board of Trustees. She never realized how much work, preparation, and planning goes into everything.

Ms. Smith stated that all of you will be missed. Mr. Laugelli added that working with D. Kiser and S. Manny as part of the Nomination Committee was a great experience. He stated that he has been a member of the FCPL Board of Trustees for the past nine years and noted that during this Board's tenure there was some real work to be done and everyone put their shoulders to the wheel and got it done. You can take away that you were able to get some very important things done during your tenure. He wished everyone good luck in their future endeavors.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Kelly noted that on May 15, 2019, S. McDuff and he had an opportunity to attend the County's Annual Service Awards Ceremony. A number of FCPL team members were recognized for their years of service, including Janet Vogel who reached her 10 year milestone. In addition to the 10-15-20 year awards, a member of FCPL's team, Christie Bowman, was recognized for 25 years of service. Many of you know Christie. She works in our front office. She is the first point of contact for every new hire and she helps our team navigate library and county procedures. He noted that he is 100% confident that every single person at FCPL has said the words "I don't know. Ask Christie." She is an invaluable and committed member of our team. He added that he was happy to be there to support each of his colleagues who were recognized by County Executive Gardner at that ceremony.

Mr. Kelly thereafter reviewed statistics. He noted that visits were up 25% for the year. Circulation continued trending up in April and digital use accounts for nearly 30% for the year. Mr. Kelly stated that there are some highlights he would like to point out. FCPL reached over 250 community members at the recent Children' Festival in Baker Park and that is just one outreach event. Also, FCPL had a table under the Community Bridge on Carroll Creek at the Festival of the Arts last weekend. He noted that staff at every branch participate in outreach all year long, allowing us to meet more people, reach new customers and learn about the constantly evolving needs and interests of the communities that we serve. The increases in circulation of digital content and the increases in program attendance are, in part, the result of outreach efforts by staff taking time to tell our story and talking up all that FCPL has to offer to customers who may not have visited a library in a while.

b. CIP/Budget – Update: Mr. Kelly advised that since the last meeting of the FCPL Board of Trustees, the Fiscal Year 2020 Operating Budget and CIP were approved. This action in late May is the culmination of a budget process that stretches back to early last fiscal year, so June is generally the quietest month for budget updates. He noted that as many of you are aware, however, the budget season never really ends and we will be starting conversations about the Fiscal Year 2021 proposed budget very soon.

Mr. Kelly thereafter provided an update on the Facilities Master Plan. Staff have been diligently working with the architects. The project will wrap up soon and the draft looks great. HBM will not only provide feedback to us that will inform future renovations and new building projects but Mr. Kelly noted that he has been impressed by some of the data analysis that has been seen.

Mr. Kelly thereafter advised that working in collaboration with FCPL's Project Coordinator and statistics guru, Courtney Brohawn, HBM's report highlights everything from circulation trends by format and branch, library use by zip code, age demographics by service area, self-checkout rates, comparisons of space allocation by branch, and computer vs. wifi use. Mr. Kelly stated that he is excited to share the Facilities Master Plan with members of the FCPL Board of Trustees and thinks that everyone will agree that it will make a great tool for advocacy, long range planning and decision making. Mr. Kelly recognized Catie Hall, Associate Director for Support Services, who has been the lead on this project and our liaison with HBM. Ms. Smith inquired as to the window of the plan and whether it is for 10 years. Mr. Kelly stated that it goes for about 20 years. He added that it is a snapshot and things will change over the years. The report will reflect building projects through the mid-2030s.

Mr. Kelly noted that although the Library Board does not meet in July or August he wanted to share a few key dates during that window. June 20th – 25th is the American Library Association's Annual Conference in DC. July 28, 2019 is "Summer Challenge Day" with the Frederick Keys at Harry Grove Stadium. Program sponsors and Board Members are invited to attend. There will be a field ceremony before the 1:00 p.m. game. He noted that if members of the FCPL Board of Trustees have not yet heard from Jess, she will be reaching out with full details soon.

And, he reminded everyone that August 24, 2019 is the opening day for the Myersville Branch Library.

Thereafter, Mr. Kelly noted that tonight is the final meeting for three of our Board Members (S. Manny, D. Kiser and K. Kane) and he wanted to thank them on behalf of the entire FCPL team. He added that when these members of the FCPL Board of Trustees volunteered to serve on our Board, they were not only giving their valuable time but, through their commitment and advocacy, they were standing up for the idea of the public library in Frederick County. Each were demonstrating their support for the library's capacity to foster an informed, empowered and vibrant community. During their tenure on the Board, each have seen FCPL deal with tremendous challenges and were there to support FCPL and help navigate through that change.

Mr. Kelly noted that at the most recent Frederick Speaker Series a lecture was given by author, Neil Gaiman. Gaiman once said that "A library is a place that is a repository of information and gives every citizen equal access to it. That includes health information. And mental health information. It's a community space. It's a place of safety, a haven from the world. What the libraries of the future will be like is something we should be imagining now."

Mr. Kelly thanked Suzy, Debbie and Kyle for their support and for helping us imagine what the future of libraries in Frederick County can be.

Thereafter, certificates were presented by K. Martinez from County Executive, Jan Gardner, thanking Kyle, Suzy and Debbie for their service to the community. In addition, Mr. Kelly noted

that Kyle, Suzy and Debbie will each be receiving a certificate from FCPL acknowledging a brick that will be engraved and placed at the Myersville Library Branch in appreciation of their legacies to Frederick County Public Libraries.

NEW BUSINESS:

a. LATI Graduate Certificate Presentation: Mr. Kelly noted that we invite recent LATI graduates to a Board Meeting to acknowledge their hard work and to thank them and provide them with the opportunity to meet members of the FCPL Board of Trustees. Thereafter, Mr. Kelly introduced Laura Craven and Angela Baldwin and presented them with completion certificates.

b. Financial Report: Ms. McDermott reviewed the June financial statement which includes data tentative through April 30, 2019. The financials are moving in the right direction through the fourth quarter. Revenue is at 77% and expenditures are at 75%. Grants awarded are at \$877,000 and grants submitted are at \$308,000. She noted that staff have already started submitting grants for Fiscal Year 2020. Donations are at \$232,000 and other endowment revenue is at \$135,000. This gives a grand total of \$1.2 million.

c. Construction Update: Ms. McDuff noted that the grand opening date for the Myersville Library will be August 24, 2019. She added that staff are in full planning mode to be sure it is a memorable event. Thereafter, Ms. McDuff displayed some construction photos and noted that construction is going well. She added that the sidewalks and curbing have been installed. The final details are starting to be worked on at this time. She further noted that there is a wood plank ceiling that is being installed in the interior of the building and it will be gorgeous.

Thereafter, Ms. McDuff noted that there has been a renovation plan in the works for the Point of Rocks Library. The renovations on the building started on Monday, June 3, 2019, however, it won't affect the library until mid-July. At that time, the library will move into the small meeting room that is in the current facility and it will operate temporarily out of that location until approximately mid-September. She added that it will be a nice renovation at the Point of Rocks location. There will be a modest amount of space added to the library but all of the windows will be fixed, the bathrooms will be updated and new floors will be installed. It will be a much nicer facility once the renovations are completed.

d. Nominating Committee – Recommendation of Officers: Mr. Kane noted that the next item on the Agenda is nominating officers for the next year. S. Manny, on behalf of the Nominating Committee, made a motion to recommend Cheryl Smith as Interim-Chair and Mick O'Leary for Interim Vice-Chair; seconded by G. Laugelli. No further discussion. VOTE: Unanimous.

Thereafter, Ms. Manny noted that Candy Greenway had advised her that she would step up to whatever position was needed. Ms. Manny thereafter made a motion to recommend Candy Greenway as Secretary/Treasurer; seconded by K. Kane. No further discussion. VOTE: Unanimous.

Mr. Laugelli inquired about the various committees as to when members of the FCPL Board of Trustees are appointed to those committees. He was advised that the committee assignments occur at the September meeting.

e. Board Onboarding and Retreat: Mr. Kane noted that he, M. O'Leary and J. Kelly exchanged some e-mails following the last meeting about the proposal for a more formalized onboarding process for new board members as well as members of the FCPL Board of Trustees having a retreat this summer. Mr. Kelly will present Mr. O'Leary's viewpoint and add any comments that he may have.

Mr. Kelly noted that M. O'Leary is the most recent board member and, having gone through the process, he was able to reflect what was covered on his onboarding and what he thought could be more formal. Mr. O'Leary shared a document with Mr. Kelly and Mr. Kane about various suggestions in terms of governance, the role of the Trustees, the role of the library, as well as less formal things such as tours. The Director's staff reviewed the documents and we think Mr. O'Leary's suggestions are great. He noted that if the Board or a sub-committee of the Board would like to formalize this, we can certainly work with members of the Board on that. Mr. O'Leary laid everything out pretty clearly as to who would be responsible for what and everything sounds great. Mr. Kelly stated that staff is good with moving forward on the proposal that Mr. O'Leary outlined and he will be glad to work with any member of the FCPL Board of Trustees in putting everything together.

Mr. Kelly added that the other portion of the discussion was the retreat. He recommended that members of the FCPL Board of Trustees have a retreat in August. At the last retreat, staff used it to share policy recommendations and, if we would have a retreat in August, it would allow us to talk through some of the changes and then members of the FCPL Board of Trustees would be able to vote on those changes at the September Board Meeting. In addition, a portion of that retreat could be used for onboarding/refresher for Board Members with regard to some of the content that Mr. O'Leary outlined in his proposal.

Mr. Kelly mentioned that the State Library puts out the Trustees Manual for the State and that is currently going through a revision and it is hoped that we will have that in time for an August retreat. If members of the FCPL Board of Trustees are comfortable with an August timeline, he will have L. Tibbs contact everyone to work out a date that will work for everyone and host it here at the C. Burr Artz Library.

Ms. Smith requested that members of the FCPL Board of Trustees receive a copy of the documentation from M. O'Leary. Mr. Kane stated that he will forward everyone a copy of the documents from Mr. O'Leary. Mr. Kane further noted that his concern is that the documents include a lot of information, etc. and it is great if you are retired but for people who work and have kids, this might be difficult to make everything listed in the documents mandatory. It is a great aspirational plan. Ms. Smith likes the idea of a guided tour for new members of the FCPL Board of Trustees. She further noted that Jerry Donald inquired about the guided tours as well so

we may want to include him as well. Ms. Smith inquired whether Jerry Donald will serve as our liaison for his entire term on the County Council. Mr. Kelly noted that he believes that is correct.

f. Myersville Room Naming Rights: Mr. Kane read the background information provided by staff.

Mayor Wayne S. Creadick, Jr. has been an instrumental force to make the vision for a public library in the Town of Myersville a reality. He worked closely with former Library Director Batson to get the project in the County's CIP more than 12 years ago. He also worked with his Town Council to contribute to the project and move it up in the CIP by donating the land and demolition costs associated with it to the County. His staff sought out a grant to help bring in fiber lines from the elementary school site. Finally, he ensured that the Town's acquisition of historic Trolley 151 resulted in its placement in the new library. It is likely that without his hard work and influence, we would not be opening the newest branch of FCPL in Myersville at the end of August. Naming the Community Room would be an appropriate and meaningful way to recognize his tireless efforts to make this library dream come to fruition. Recognition will include raised lettering on the bulkhead outside the entrance to the meeting room and a small dedication plaque.

The library staff recommends approval by the Frederick County Library Board of Trustees to name the Community Room in the new Myersville Branch Library the "Creadick Community Room".

Mr. Kane inquired whether there are any community comments on this proposal. Mr. Laugelli noted that he attended a meeting with Mr. Creadick and he is definitely an earnest advocate for the community and this is a great idea. This has been in the works for well over a decade.

Mr. Laugelli made a motion to approve the recommendation by staff; seconded by D. Kiser. No further discussion. VOTE: Unanimous.

BOARD QUESTIONS AND COMMENTS: Mr. Laugelli noted that with regard to onboarding you have to be cognizant of the time people have. He inquired whether it is the intent for all three board members to do the onboarding at one time. Mr. Kelly stated that there are some things such as the tours that may not work logistically but to the extent that we can have them go through it together, it might save time. Mr. Kelly advised that he would be willing to meet with each individual, if that is best. Mr. Kelly noted that per the document provided by Mr. O'Leary, he has his tasks and the Board Chair has his/her tasks as well. If the Board Chair would want to meet individually rather than in a group, that would be up to him/her. Mr. Laugelli stated that everything needs to be done before September. Mr. Kelly noted that the goal is to complete the onboarding before the meeting in September. Mr. Laugelli added that he sees the retreat as a combination of doing some work and getting to know everyone. Mr. Kelly stated that it was just a suggestion as to using part of the retreat time to do some onboarding/refresher for Board Members but that is up to members of the FCPL Board of Trustees.

Ms. Smith inquired whether there is a need to get together before the August retreat. Mr. Kelly stated a meeting can be scheduled in the coming weeks. Since the tenure for the new board members starts July 1, 2019, the onboarding process can start as close to that date as we can.

Mr. Laugelli inquired whether Mr. Kelly had a chance to review the State guidelines. Mr. Kelly read the existing documents and noted that it is ten years old. The guidelines are in need of updating and that is the reason the State Librarian asked S. McDuff to convene a team to do that for the State. The changes probably won't be very broad and everything will be brought up-to-date. Ms. McDuff stated that the current manual is 105 pages so that makes it a barrier for a lot of trustee members to read so we are trying to condense the manual. The current manual contains a lot of repetitive information. Ms. McDuff stated that she anticipates the new manual will be a lot less pages. There are some updates that will be made to the content as well.

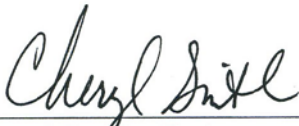
Mr. Kelly noted that prior to M. O'Leary putting together his recommendations, Mr. O'Leary and he had an opportunity to review the State guidelines. Much of what was recommended by Mr. O'Leary are the foundational documents that are referred to in the Trustees Manual. The recommendation to review some of these items is a good recommendation.

OTHER CITIZEN REMARKS: None

The next meeting will be held on Wednesday, September 4, 2019 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 K. Kane. No further discussion.
VOTE: Unanimous.

The meeting adjourned at 7:35 p.m.



Cheryl Smith, Chair
Frederick County Public Libraries Board of Trustees