

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
JUNE 7, 2017**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on June 7, 2017 at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: D. Kiser, G. Laugelli, B. Poteat, and C. Smith.

BOARD MEMBERS ABSENT: C. Greenway, K. Kane, S. Manny and Council Member Liaison, T. Chmelik.

STAFF PRESENT: D. Batson, Director; S. McDuff, Associate Director; S. Lauchner, Coordinator/Library Collections; J. Vogel, Youth Services Coordinator; J. El-Zeftawy, Development Officer; B. Hissong, Community Services Coordinator; A. Sherwood, Finance/Office Manager; Library; J. Marshall/Systems Manager; T. Leberz, Branch Administrator – Brunswick Library and Acting Branch Administrator – C. Burr Artz Library; R. Bowers, Branch Administrator – Middletown/Walkersville Libraries; A. Whitney, Branch Administrator – Urbana Regional Library; E. Dingle, Branch Administrator – Thurmont/Emmitsburg Libraries; D. Buker, Virtual Branch Administrator; M. Mannix – Manager/Maryland Room and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: C. Smith made a motion to approve the minutes of the April 5, 2017 FCPL Board of Trustees Meeting; seconded by B. Poteat. No discussion.
VOTE: Unanimous.

CHAIR'S REPORT: Mr. Laugelli advised that he went to the Discover Space event on Friday, June 2, 2017 and he was amazed at the turn out. The community participation was terrific. It was a very nice affair and a smashing success.

Thereafter, Mr. Laugelli read a letter dated June 7, 2017 that was provided to members of the FCPL Board of Trustees at a closed session just prior to tonight's meeting by Darrell Batson. The letter announced Mr. Batson's retirement effective Wednesday, January 31, 2018. Mr. Laugelli noted, on behalf of the FCPL Board of Trustees, that they wish to thank Mr. Batson for his many years at FCPL and his wonderful service. Mr. Laugelli added that he has worked with

many professionals who were some pretty sharp people during his career and Darrell ranks right up there with them. Mr. Laugelli further added that Mr. Batson continually talks about the importance of staff and that clearly starts at the top. Mr. Laugelli further stated that he wants to let FCPL staff know that members of the FCPL Board of Trustees are keenly cognizant of its responsibilities and they will do their level best to give FCPL a new director that will hopefully carry further the progress, explore new horizons, etc.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Batson noted that the Walkersville Library construction is proceeding. He further advised that staff has been speaking with folks at the Town of Myersville about finalizing the contract for the trolley that will be part of the new Myersville Library. Mr. Batson further noted that the architect for the Myersville Library has already been determined and the architectural plans will be moving forward. He noted that he is very pleased with the progress of the Walkersville Library and Myersville Library. Thereafter, Mr. Batson stated that he has had conversations with members of the FCPL Board of Trustees about some of the challenges that are being faced with the proposed property that was offered for the Point of Rocks Library. Staff has met with the County Executive and there may be a new direction that will be taken for Point of Rocks but as soon as we get more information, it will be passed along.

Thereafter, Mr. Batson reviewed library statistics through April, 2017. He noted that circulation statistics have decreased once again. He added that year to date FCPL has circulated 2,293,826 materials compared to 2,345,518 last year. The decrease is only 2.2%. Mr. Batson noted that all other categories (patron visits, registrations, wi-fi users, children's programming/attendance, and adult programming/attendance) have increased. He further stated that the number of volunteers has also increased. All-in-all, FCPL is doing well as an organization.

Mr. Batson advised that he and some of his staff recently met with staff from the Department of Parks and Recreation and Senior Services. We were approached about working with them and coordinating advertising and presenting programs at different venues so we can get more of the information out to the various special populations in our community. As of right now, staff is still in the talking stages with these departments but we do know that some of our programs may be listed in the Parks and Recreation brochure. FCPL knows that it is making headway because others want to climb on the bandwagon. Mr. Batson noted that FCPL has to be careful with this because one of the main policies that FCPL works under is that our services are free and open to everyone and the Department of Parks and Recreation and Senior Services don't necessarily work under that same criteria. These two departments sometimes charge for some of their classes and FCPL does not. It will be a challenge but it is something to work forward with.

Mr. Batson noted that FCPL's next big event is Starlight Family Film Fest in Urbana. The first movie will be The LEGO Batman Movie on June 22nd. Zootopia will follow on July 13th. Mr. Batson complimented Jess El-Zeftawy for raising the funds for the Starlight Family Film Fest. FCPL exceeded its goal in support, both in-kind and in cash, so this should be a very positive thing that will not adversely affect our budget.

Mr. Batson thereafter advised that this will be the last formal meeting of the FCPL Board of Trustees until September 6, 2017. He added that it has been a good year.

C. Smith stated that she was surprised and pleased to see Bookmarks in The Frederick News-Post. Mr. Batson stated that FCPL tried doing that last year and we received a positive response so we decided to go ahead and do it again this year.

Ms. Smith also noted that with the rainy spring weather we have had, she loves, loves, loves her FCPL rain jacket. She added that her neighbor who walks with her and wears a New York Public Library t-shirt, has t-shirt envy. She wants to get a FCPL t-shirt and Ms. Smith wondered if there has been any discussion about putting those out for the public to purchase in the future. Mr. Batson stated that everything is an option and he will have staff look into that.

b. CIP/Budget – Update: Mr. Batson advised that the County Council and County Executive passed the operational budget and CIP.

NEW BUSINESS:

a. Financial Report: Amanda Sherwood reviewed financial statements with tentative data through the end of April, 2017. FCPL's revenue is at about 67% of budget and our expenditures are at about 72%. This may seem like our expenditures are higher than our revenue, however, she noted that everyone should keep in mind that a lot of FCPL's revenue does not get reported until the end of the year. She noted that at this point our numbers are right where we would expect them to be. Thereafter, Ms. Sherwood reviewed FCPL's Grants and Contributions. FCPL received two additional grants totaling approximately \$27,000. FCPL has also applied for two additional grants for the early literacy spaces totaling almost \$115,000. Ms. Sherwood noted that gifts received from individual sponsors and contributors are at about \$26,000. This includes the generous quarterly gift that we receive from Mrs. Fry for the Point of Rocks Library as well as a number of gifts for Summer Challenge. She added that FCPL continues to earn interest on trusts and CDs and over the past two months FCPL has received approximately \$1,400 from the trusts and CDs. In summary, Ms. Sherwood stated that FCPL's total grants/contributions is sitting at over \$1.3 million, which is great for the year. Mr. Batson clarified that \$1.0 million of the \$1.3 million mentioned earlier is for building the Walkersville Library. FCPL received a grant in the amount of \$1.0 million for building the Walkersville Library. He noted that FCPL will be putting in for another grant to build the Myersville Library.

Thereafter, Ms. Sherwood reviewed passport revenue. At the end of May, passport revenue was at approximately \$75,000 which is \$24,000 more than we anticipated.

Ms. Kiser inquired whether the profits FCPL received from passports is a gross figure or is that after expenses. Ms. Sherwood stated that the \$75,000 is free and clear money received from the passports. Mr. Batson stated that FCPL receives \$25.00 for processing the passport application and \$15.00, if a picture is taken. In summary, FCPL may receive up to \$40.00 for every

application. Mr. Batson added that FCPL started processing passports in the prior year and the amount of money made in that year paid for all of the start-up costs. He noted that the only thing FCPL would have to pay for out of the \$75,000 would be for supplies. Ms. Sherwood stated that the supply cost is very minimal. Ms. Kiser stated that the \$75,000 does not include funds that go to the government and only includes the \$40.00 that FCPL receives from every application. She was advised that FCPL only gets up to \$40.00 per application and the \$75,000 makes up just the amount FCPL receives. Mr. Batson advised that passport applications have taken off and, in fact, staff had to put in a second station upstairs to handle passport applications on the weekends.

Mr. Laugelli inquired whether there are ups and downs in the amount of passport applications. Mr. Batson stated that right after the first of the year, you get a surge of people requesting passports for upcoming vacations but the \$75,000 noted earlier is for the entire year. He added that probably by the end of the fiscal year, FCPL will receive approximately \$80,000 from passport processing.

Ms. Smith inquired whether there are any plans to add a passport station at the Urbana Regional Library. Mr. Batson stated that currently FCPL has about 1-1/2 years under its belt with the program and one of the problems FCPL has, unlike many of the big systems like Harford, Howard and Baltimore Counties, is staffing. Those systems can designate certain staff to just handle passports. FCPL's staff is doing other things in addition to passport processing. It has really been a strain on FCPL at its biggest branch. If we would add a station at Urbana Regional Library, we would have to take a tight look at that to see how that would affect staffing at Urbana. As much as FCPL has enjoyed the increase in money to offset losses in other areas, it is very staff intensive. At this time, we are looking at ways to make it a more efficient operation. FCPL loves the money but we don't like the stress on staff.

b. Library Board Vacancy Appointment: Mr. Laugelli stated that in Candy Greenway's absence this evening, Blanca Poteat will represent the Nominating Committee of the FCPL Board of Trustees. Ms. Poteat stated that as a member of the Nominating Committee we received an application from Cheryl Smith to extend her position on the FCPL Board of Trustees for another term and the Nominating Committee respectfully submits a motion to the full FCPL Board of Trustees to nominate Cheryl Smith for a second term; seconded by D. Kiser. No Discussion. VOTE: Unanimous.

c. Election of Officers: Mr. Laugelli requested that the Election of Officers be deferred to the September 6, 2017 meeting due to the absence of so many board members this evening.

d. Library Board Retreat: Ms. McDuff stated that she just wanted to follow-up to an earlier e-mail she sent out in case anyone had any questions about the upcoming FCPL Board of Trustees Retreat that will be held on August 26th from 8:30 – Noon. Mr. Batson stated that as a result of the closed session meeting this evening, members of the FCPL Board of Trustees may need some additional time in the afternoon. Ms. McDuff stated that she will make sure the room is reserved for the entire day. Ms. McDuff noted that currently when members of the FCPL Board of Trustees receive their binder when they first become a trustee, it contains a history of

policies that are in place but the policies are not written in an actual formal format. There are a lot of procedures included but we want to give trustees a more clear cut manual that contains just the policy parts as to when the policies were adopted and every time it is edited/approved. We want to give members of the FCPL Board of Trustees something that is more formal and something that we can post on FCPL's website so that the public can see what FCPL's actual policies are. What is on the website now is sort of an interpretation that is easy for the public to understand but we want to have something that is very clear cut and will make everything easy from this point forward that will include just the policies and not all of the background. Staff will keep all of the background information for members of the FCPL Board of Trustees to refer to whenever it is needed but as far as the manual that we want to create, we want it to include a Table of Contents and each policy will be numbered and only include the policy and not background information. Ms. McDuff stated that staff will create a manual with the policies that we have now and she will also be creating suggested changes for a couple of things. She noted that she will send everything to members of the FCPL Board of Trustee a month or so in advance of the retreat for everyone's review. All of the policies will be reviewed at the retreat and we will answer any questions that may arise. She added that the hope is that a new policy manual with changes will be accepted at the September 6, 2017 meeting.

Ms. Poteat stated that she thinks that is a very quick turn-around from August 26th to September 6th. Ms. McDuff stated that the intent is that members of the FCPL Board of Trustees will have a month or so to review the policies before the retreat and bring any questions to the retreat so that everyone can review the policies and decide if anything needs to be changed. Staff will then incorporate everything that comes out of the retreat and send it back out to members of the FCPL Board of Trustees for the September meeting.

Mr. Batson advised that if members of the FCPL Board of Trustees think they need longer for the discussion, it could be bumped to the October or November meetings. He noted that we would like to have the updated policies done by the end of the year. Mr. Batson stated that staff gets questions from the public because sometimes things are not as clear as they should be when history and procedures are included. He noted that staff would like to, as reasonable and appropriate as possible, have this action taken so FCPL knows where it is going because FCPL is guided by the policies that are set by the FCPL Board of Trustees.

Mr. Laugelli reiterated that basically members of the FCPL Board of Trustees will get everything to look at prior to the retreat and during the retreat we will go down one-by-one looking at what is there and examine what changes need to be made and then basically say "yes" or "no" to each policy. Thereafter, at the next public meeting, the policies would be an agenda item and the FCPL Board of Trustees would then need to vote. Mr. Batson advised everyone that the retreat will be an open meeting so, if the public wishes to attend, they can attend.

e. World War I Grant: Mary Mannix provided an overview of the World War I and America Grant. She noted that 2017 is the 100th anniversary of the United States getting involved in World War I. To help FCPL commemorate the entry of the United States' into World War I, FCPL received a grant from Gilder Lehrman Institute as well as a variety other sponsors. The

grant provides a travelling exhibit which will arrive at the C. Burr Artz Library in December, 2017. Ms. Mannix noted that FCPL received two other grants several years ago (Abraham Lincoln and The Civil War) from Gilder Lehrman. Ms. Mannix further noted that in addition to the travelling exhibit, FCPL received cold, hard cash that will allow FCPL to do a wide variety of programming relating to World War I. FCPL's programming will follow a 3-front approach which will include: 1) Anything relating to the time period, the conflict, to the cultures, to the men, to the women and anything else relating to World War I; 2) Broadening the approach as well to include any aspect of American military history and military genealogy and 3) Connecting to our veteran community. As part of this we will not only be providing programming relating to the needs of our veterans but also some of our presenters are veterans including combat veterans.

Ms. Mannix added that there will be several programs relating to genealogy and World War I specific. The "star" of the genealogy programs will be the 18th and 19th Century Veteran Ancestors Program presented by Rebecca Whitman Koford.

Ms. Mannix advised that FCPL is partnering with Curious Iguana once again and FCPL will be having two author talks. The first talk will include the book Maryland – World War I by William Armstrong and the second will be the Ballad of the Green Beret by Marc Leepson.

In addition, Ms. Mannix stated that there will also be multiple history programs presented as part of the grant. It is also hoped that FCPL will be receiving an exhibit from AARCH that will include images of African-Americans from Frederick County that served in World War I. She further noted that FCPL will be partnering with the Visitors Center for some programming as well.

Thereafter, Ms. Mannix noted that folks can leave the library for a geo-caching experience. Geo-caching will be throughout the County and will be directing people to the monuments relating to 20th Century conflicts. She displayed a photo of the geo-cache boxes that will be used.

As part of the grant, Ms. Mannix noted that FCPL has to have academic scholars. We will have Marcus Edgington, who is a public historian here in Frederick County and a combat veteran that served in Iraq, and Trevor Dodman who has written a book about World War I. Together they will be putting together a program on post-traumatic stress disorder. We will also hopefully be working with a historian from the Museum of Civil War Medicine.

Another part of the grant is that FCPL has to have its own veteran liaison. Our veteran liaison is Danny Farrar. He is also a combat veteran. Danny served in Iraq and was in the first group of people to go into the Pentagon after 9-11. Danny will be providing two programs. Ms. Mannix stated that she went to FCC to hear him speak and he really draws people in. Besides presenting programs for FCPL, Danny will be one of our in-roads to veterans in Frederick County. We will also be working with a number of other veterans that staff worked with in FCPL's Viet Nam programs several years back. Ms. Mannix added that we will be pushing information out about all of the upcoming programs through social media. She further noted that as part of the partnering with Danny Farrar, FCPL will have a vendor's table at Rally in the Valley which will

be held at the Frederick Fairgrounds on October 21, 2017.

FCPL will also be working with Judy Buchanan. She is a career-Army veteran. Her husband was a career-Army combat veteran. Judy is now a Reiki Practitioner. She will be giving a session on Reiki and other holistic aspects relating to post-traumatic stress and combating pain.

Ms. Mannix reviewed the following other programs that will be held throughout FCPL as part of the grant:

Swing Dancing (Urbana Regional Library)
World War I Film Series (Thurmont Regional Library)
Women in World War I Propaganda Posters and
Propaganda Poetry (C. Burr Artz Library)
FCC Course on the Impact of World War II on
Popular Culture (Urbana Regional Library)
World War I Exhibit (Thurmont Regional Library and the
C. Burr Artz Library)
World War I Kids Book Group (C. Burr Artz Library)

Ms. Mannix encouraged everyone to take part in some of the programs.

Mr. Laugelli stated that for those of us that like World War I, this will be a wonderful occasion to look forward to.

B. Poteat stated that she thinks it is very helpful that M. Mannix incorporated some of the other military history to show people the connections. Ms. Mannix stated that was part of what the grant was pushing out. World War I certainly led to World War II and beyond.

f. Discover Space Update: B. Hissong noted that on Friday, June 2, 2017 Discover Space arrived. The exhibit was delivered in plenty of time and we did some really great marketing. There was a fantastic article about Discover Space in 72 Hours. We had some postcards printed and they were handed out to all of the schools in the area and, of course, we can't forget word of mouth. The keynote speaker was Dr. Adam Steltzner. Dr. Steltzner led the team that helped to land the Rover on Mars. The evening started off with a wonderful donor reception and Mr. Hissong gave a "hats off" to Jess El-Zeftawy for organizing the donor and VIP reception. The donor reception was followed by the keynote speaker. Dr. Steltzner was only supposed to speak for about 45 minutes but he spent a good amount of time answering a lot of questions talking about leadership, curiosity and innovation. Mr. Hissong stated that there were 440 people in attendance on Friday evening at the Discover Space event. Mr. Hissong thereafter displayed photos of many children enjoying the various space exhibits. He thanked all the folks that helped make this exhibit happen. It was really a team effort.

g. Hot Spot Pilot Program: S. McDuff stated that staff has been using mobile hotspots since mid-2015. It has been successful and now we would like to provide mobile hot spots to the public. A Mobile Hotspot Lending Guidelines document was prepared that was shared with

members of the FCPL Board of Trustees via e-mail. These guidelines are what the public will see on FCPL's website. Ms. McDuff stated that she is seeking the approval by the FCPL Board of Trustees of the part pertaining to the fines and liabilities section listed at the bottom of the Guidelines. This lists all of the fines/replacement costs that FCPL would charge the patron during the pilot program. Ms. McDuff advised that FCPL did its homework and staff looked around at other library systems that are offering the same service. Staff is pretty excited about being able to offer mobile hot spots to our patrons. There is no library system that offers mobile hot spots where they are just sitting somewhere; they all have lengthy hold lists for them. They are very popular with the public. We want to start the program as a pilot program with a small amount of mobile hot spots and see how they are received.

Ms. Poteat inquired as to what the term of the pilot program would be. Ms. McDuff stated that we would like to give the pilot program a year to see how it goes. It might end up being shorter than that if it totally explodes and we find out that it is obviously a huge need and we want to expand it. However, if it gets off to a slow start, we would like to give it at least a year to decide whether or not it is a successful program. Ms. Poteat inquired whether staff would be keeping members of the FCPL Board of Trustees updated on the data/observations. Ms. McDuff stated that they would definitely keep members of the FCPL Board of Trustees updated on this pilot program.

Mr. Laugelli asked if the hotspots would only be able to be used by T-Mobile customers. Mr. Marshall stated that the hotspots that we have are from T-Mobile but they are compatible with all devices.

Ms. Smith stated that since there is usually a user I.D. that is needed to access hotspots, she was wondering how it would work or does the patron just turn it on. Mr. Marshall stated that once the patron turns on the mobile hotspot device, the patron just needs to follow the very minimal directions that are provided and enter the wireless network I.D. and the passcode. Ms. Smith asked if it is a visible connection to others. Mr. Marshall stated that it is not. It is only for the person that checked it out.

Mr. Laugelli inquired if there are any usage fees. Ms. McDuff stated the usage fees are part of the contract FCPL has with T-Mobile. Mr. Laugelli asked if there were any gig limits. Mr. Marshall stated that there are no limits. Mr. Laugelli stated that if someone downloads five gigabytes, then FCPL is paying for it. Mr. Batson replied that FCPL pays a flat fee to T-Mobile. T-Mobile approached FCPL because they have plans for libraries and they are basically "unlimited" plans.

Ms. Smith inquired how many mobile hotspots will be utilized in the pilot program. Ms. McDuff stated that there will be 8 mobile hotspots for the pilot program. Ms. Smith further inquired whether staff will take credit card information from the patron who wants to check-out the mobile hotspot. Ms. McDuff replied that the patron only needs to supply their library card. She added that the patron's library account must be in good standing and they do have to show an I.D., when they want to check-out the mobile hotspot.

Ms. Kiser inquired if there is any fee to the patron to check-out the mobile hotspot. Ms. McDuff said there is no fee to check out a mobile hotspot.

Ms. Poteat inquired whether connecting the T-Mobile hotspot is dependent upon T-Mobile's LTE coverage. She noted that if someone lives in an area that is not in the coverage area, you would most likely not be able to use it. Ms. McDuff stated that Frederick County has very good coverage from T-Mobile so we anticipate that most of the users within the County are not going to have an issue. Mr. Marshall added that T-Mobile has a pretty good map on their website so a patron could check out the map to see the coverage area. Mr. Marshall further stated that staff did an evaluation against a Verizon device and didn't find any difference in the coverage. T-Mobile was cheaper for FCPL. It is FCPL's goal to deliver the best technology to its patrons. Mr. Batson inquired whether Sugarloaf Mountain has good reception. Ms. Poteat replied that it does not. Ms. Poteat stated that she is not trying to be difficult but she just wanted to note that there are hills and valleys and 3G is all you get.

Ms. Smith inquired what the lending period would be for the mobile hotspots. Ms. McDuff advised that the lending period is 1 week. Mr. Laugelli stated that one day after it is due, the device is deactivated.

Ms. McDuff added that these resources are available in the library but for people who can't always get to the library, it is another way to provide the patron with the Internet resource at home. We anticipate that these devices will be very popular in the northern part of the County. Many individuals up north go to our library to use FCPL's wi-fi and Internet and the library is not open 24 hours so this will be beneficial to those in rural areas.

Ms. Smith stated that she uses a mobile hotspot when she is travelling in the car. You can be travelling for a long way and you are never disconnected.

Mr. Laugelli stated that the idea is that FCPL will be offering mobile hotspots as a pilot program. Ms. McDuff advised that she is anticipating a year-long pilot program unless it explodes in popularity. She added that if we feel like we have our answer in a shorter period of time, we would come back to the FCPL Board of Trustees. Mr. Laugelli stated that he would like to be kept up-to-date on the progress of the pilot program. Mr. Batson stated that FCPL staff will provide a preliminary report to the FCPL Board of Trustees in November, 2017 and thereafter provide updates every three months or so.

Ms. Poteat made a motion to approve the recommended fines in connection with the mobile hotspot lending pilot program; seconded by C. Smith. No discussion. VOTE: Unanimous.

BOARD QUESTIONS AND COMMENTS: B. Poteat complimented staff on the great article in Sass Magazine about libraries. It reads really well and is very attractive. She also thanked Mary Mannix and all the others who were involved in the display about barnstorming.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, September 6, 2017 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

D. Kiser made a motion to adjourn the meeting; seconded by C. Smith. No discussion.
VOTE: Unanimous.

The meeting adjourned at 7:55 p.m.



George Langelli, Chair
Frederick County Public Libraries Board of Trustees