

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF RETREAT
AUGUST 21, 2019**

The Frederick County Public Libraries Board of Trustees Retreat convened at 6:00 p.m. on August 21, 2019 at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: J. D'Agostino, C. Greenway, G. Laugelli, M. O'Leary, C. Smith, K. Spertzel and S. White.

STAFF PRESENT: J. Kelly, Director; S. McDuff, Associate Director; and C. Hall, Associate Director.

a. Onboarding: J. Kelly hosted onboarding training which included introductions and an overview of 1) recent history of the library and where we are; 2) FCPL's mission, vision and values; 3) the facilities master plan; 4) organizational charts, 4) responsibilities and duties of the Library Board and Director; 5) FCPL's Annual Report; 6) statistics and 7) budget.

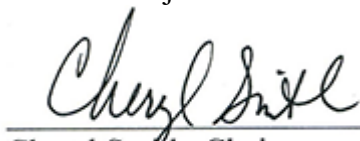
b. Proposed By-Laws and Procedures: C. Smith presented the existing By-Laws and procedures and outlined the need to review and revise them. M. O'Leary requested the creation of a calendar. The group agreed that this work should be completed this year and that a committee should be formed. C. Smith will find information on document retention requirements and will also gather documentation from the Director search conducted last year.

c. Director's Performance Evaluation: C. Smith discussed the need for a more formal process. Ms. McDuff sent examples from around the state that other library board's use regarding director evaluations. J. D'Agostino will head a small committee with George and Karyn to establish a new process and associated forms. Mr. Kelly will develop recommended performance goals for this year and submit them to C. Smith.

d. FCPL Policies: The policy manual was reviewed and draft changes were presented. Ms. McDuff will make recommended edits and send them out to members of the FCPL Board of Trustees for a final review prior to the September meeting when members of the Library Board will vote on the new manual.

e. West Frederick: Mr. O'Leary advised that he was recently asked about library services on the Golden Mile at a recent event. Mr. Kelly discussed and identified the need for a library in that area of the City. Mr. O'Leary suggested that a pop-up or other temporary service be considered until a permanent library branch can be located there.

The retreat adjourned at 9:17 p.m.



Cheryl Smith, Chair

Frederick County Public Libraries Board of Trustees