

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
SEPTEMBER 3, 2014**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on September 3, 2014 at the C. Burr Artz Library, Frederick, Maryland.

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

**BOARD MEMBERS ABSENT:** D. Kiser.

**STAFF PRESENT:** D. Batson, Director; D. Maminski, 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; M. Slaby, Grants Coordinator; J. Earp, Administrative Aide-Fiscal; and L. Tibbs, Recording Secretary.

**CITIZEN REMARKS:** Arnold Perper Satin, through an interpreter, J. Bowman, stated that 17,000 people live in Frederick County who cannot read and write. They can speak English but one out of three Americans cannot read and write. We are missing a better education. He further stated that he likes living in Frederick and it is one of the best towns/communities in the World. Ms. Smith stated that many of us share the same sentiment about Frederick County; it is one of the best places in the World to work and live.

**APPROVAL OF MINUTES:** G. Laugelli made a motion to approve the minutes of the June 11, 2014 board meeting; seconded by C. Greenway. No Discussion. VOTE: Unanimous

**CHAIR'S REPORT:** Ms. Smith noted that this is her first official meeting as the Chair of the FCPL Board of Trustees and she looks forward to serving in this capacity. For the first time in awhile, we do not have any vacancies on the Library Board. We welcome our newest Board Member, S. Manny.

Ms. Smith noted that there were a couple of folks that we had to say good-bye to over the summer and we'll hear more about that a little later. Beth Pelle retired and Elizabeth Cromwell moved on to another position and we wish both of them well.

**DIRECTOR'S REPORT:**

**a. FCPL – Update:** Mr. Batson noted that this summer was a little different. The weather was good and when the weather is good, people stay outside. This caused a bit of a challenge to get people into the library. Mr. Batson thereafter reviewed June and July statistics. June statistics were for the fiscal year-end. This past year was a good year. We had the highest circulation ever

at 2,774,000 so we were very pleased with that. This was an increase of 16% over the previous year. The patron visits did go down but he noted that, as he had mentioned a few months ago, we changed the method of calculating the numbers so it will take a little while for these numbers to work themselves out so that we are comparing apples to apples. Patron registrations also dropped a bit and we are keeping an eye on this. The public computer usage increased by almost 50% in the number of hours of computer usage. Wi-fi users were 73,500 for the year. There were 4,761 storytime sessions and the attendance was 126,884. In the latest analysis by the State, FCPL is either No. 1 or No. 2 throughout the State in the number of children's storytime sessions.

Mr. Batson thereafter reviewed the statistics for July. He noted that he is not happy with the numbers for July. Circulation dropped 3.4%, attendance dropped 2.6%, registrations dropped 7.6%, children's programs dropped 1.2% and attendance at children's programs dropped 7.8%. Mr. Laugelli asked if this is normal for the month of July. Mr. Batson replied that July is usually one of FCPL's busiest months. These figures have us concerned and we are starting to do an analysis to see if this continues as the weather changes and now that school is back in session. We want to know if weather was a factor or if we are actually seeing a decrease.

Ms. Greenway inquired as to which month typically has the most patron visits. Mr. Batson replied that usually from the end of May through July are usually the busiest months.

He further advised that there are a lot of activities planned for the library system in the upcoming month. The remodeling of the Middletown Library will be taking place and this will be discussed later in tonight's meeting. We will also be launching the library Visa debit card at Music on the Terrace this Friday. The dragon bags will also be launched soon and he introduced Robin Bowers who provided an overview of the dragon bags. Ms. Bowers stated that dragon bags will be launched this week. The Frederick News-Post will be taking some pictures on Thursday to include with an article that will be in Friday's newspaper. Dragon bags are a way to get books into the hands of families and child care centers who wouldn't ordinarily check out books because of the financial liability. A lot of families do not want to check out books because they are afraid that something will happen to them such as being lost or damaged or a fine will be created. This program is something that staff discovered in Indianapolis while attending PLA and we borrowed this concept. The Judy Center is very excited and has ordered a number of bags for their bookmobile stops. The books that are inside the dragon bags are either donated materials or materials that have been discarded from our collection. This will be a way to get books into the hands of children fine-free. Ms. Greenway asked if the children get to keep the bags. Ms. Bowers answered that there is a barcode on the back of each bag and they will check the bag out just like they would any other materials. Thereafter, they can take the bag home and enjoy the books. If anything happens to any of the books inside, that is OK and we'll just take the bag back.

Mr. Batson noted that there are some families that have built up a lot of money in fines so they are blocked by the system to take out any further material. These families have children so we needed to find a way to get materials into the children's hands.

Ms. Bowers further noted that FCPL partnered with Sandy Spring Bank on this project and they

purchased 125 bags for this program. Ms. Bowers thereafter distributed a flier explaining the program and a dragon bag to board members for their review.

Ms. Manny inquired how the families of these children will know that this program exists if they do not come into the library. Ms. Bowers responded that the families do come into the library but they do not check out books. We reached out to the child care centers we serve via the bookmobile and they are all very excited about this program.

Commissioner Gray inquired about the age group that will benefit from this program. Ms. Bowers stated that there are board books in the dragon bags that target ages 0 – 3 and picture books which reach children up to age 8.

**b. Budget/CIP – Update:** Mr. Batson noted that there is nothing to report on the Budget/CIP at this time. We are awaiting the results of the upcoming election to see how things will progress. He did note that the budget cycle will need to start a month earlier because with the new charter system of government, more hearings are required on the budget so everything has been moved up a month. The budget will be discussed at the February meeting and we have scheduled a snow date also in February since the budget must be approved before the March meeting.

He further noted that K. Lewns will be in charge of the upcoming budget. Members of the County Accounting Team will be present at the November meeting to review the audit report. A meeting will be scheduled with the FCPL Board of Trustees Finance Committee to meet with the County Accounting Team prior to the November 5<sup>th</sup> board meeting to review the audit prior to its formal presentation.

### **NEW BUSINESS:**

**a. Staff Recognition:** Ms. Smith recognized Marie Slaby who received her Master of Library Science degree on May 23, 2014 and has been certified as a professional librarian under Maryland State Law. Thereafter, Ms. Smith presented Ms. Slaby with a certificate and a photo was also taken of the certificate presentation. Ms. Smith added that M. Slaby was the first person she met at the Urbana Regional Library, when it first opened, as part of her book club.

**b. Financial Report:** Ms. Lewns reiterated that the budget will be due two weeks earlier than usual. Therefore, she noted that she will schedule two meeting dates in January with members of the FCPL Board of Trustees Finance Committee to review the budget. The two dates will include a snow day just in case of inclement weather.

Ms. Lewns added that the sponsor for the dragon bags, Sandy Spring Bank, donated \$500.00 to purchase 125 bags. We used less than \$50.00 of that money to buy tags, etc. but the remainder was used strictly on the bags.

Thereafter, Ms. Lewns reviewed the Financial Statement from July 1, 2014 through August 21, 2014. At the time the financial report was printed, no revenue had been posted after July 7<sup>th</sup> due to the end of the fiscal year. Ms. Lewns noted that she had to run the report early to include the report with this month's board meeting package. She added that next month the report will show

more detail. She noted that the capital equipment account has a high expenditure amount and that is because we just spent approximately \$93,000 of the \$100,000 for a new DVD system and shelving.

She also noted that FCPL pays Unique Management once a year and that amount is approximately \$24,000/year. Thereafter, she reviewed a hand-out of a summary regarding Unique Management Services and FCPL's yearly recovery statistics. Ms. Lewns advised that for the past three years, FCPL has recovered about 61% of its materials. The cost for these services is slowly going up. This year we budgeted a little bit more money for Unique Management just in case we need additional funds.

**c. Revision to Meeting Room and Display Policy:** A. Whitney reviewed proposed changes to the Display Policy and Meeting Room Policy. She noted that the Thurmont and Urbana Regional Libraries are both early voting locations and Urbana Regional Library is the location for regular elections as well. During early voting in June, staff for one of the gubernatorial candidates tried to book one of our meeting rooms during voting for the purpose of setting up a phone bank and the Meeting Room Coordinator in Urbana, N. Schrupf, alerted Ms. Whitney of this because she suspected that this wasn't kosher. We thereafter checked the Meeting Room Policy and actually there was nothing specifically stated to prevent the activity. Therefore, Ms. Whitney proposed that language be added to the Meeting Room Policy and Display Policy that states "During Primary or Regular Elections, individuals or groups may not book a meeting room in a library that is a voting location for the purpose of electioneering." This follows along with Maryland State Code, Election Law 16-206 which covers that sort of thing.

Mr. Laugelli questioned that since there is a State Law that covers this, wouldn't it protect the libraries as well. Mr. Batson responded that the State Law would cover this but you always get the statement "show me your rules". Mr. Laugelli stated that he thinks that if this question would arise, they should be referred to the Chief Judge of the polling location and not get the library involved. Mr. Batson added that many times the meeting rooms are booked months in advance and it is not known until the day of the meeting what is going on, so we would just like to nip it in the bud so it does not happen in the future. Ms. Smith requested that the language be clarified to state that this is actually for the election day and not the entire process. B. Poteat requested a grammatical change as follows: "During Primary or Regular Elections, individuals or groups may not book a meeting room for the purpose of electioneering in a library that is a voting location." Ms. Greenway also requested that "regular elections" be changed to "general elections" and also include early voting. After further discussion, A. Whitney read the following statement that incorporated the various changes and suggestions made by members of the FCPL Board of Trustees: "On any day the library is being used as a voting location, individual or groups may not book a meeting room for the purpose of electioneering." Ms. Greenway asked if they need to incorporate the State Law. Further discussion followed.

Bob Smart from Middletown, MD and an Elections Judge suggested that the language be reviewed by Stuart Harvey, Chief of Elections for Frederick County. Thereafter, Ms. Smith tabled this item until the next meeting so that the language can be reviewed by Stuart Harvey.

Ms. Greenway inquired about the statement "no material will be returned" that is currently in the

Display Policy. She gave a scenario that if she would place items in a display case, does that mean the items would not be returned to her? Ms. Whitney responded that materials that are given to the library to display on tables will not be returned unless the person wants to come back and pick them up. Ms. Smith inquired whether the Display Policy pertains to items in the actual display cases such as teacups, etc. Mr. Batson noted that the display cases are not covered under the Display Policy. The Display Policy applies to materials that are put out for the public on tables and on bulletin boards. Ms. Greenway further inquired whether she or anyone else can just put information out for the public. Mr. Batson replied that FCPL has a policy for accepting materials that are put on display to make sure it meets certain criteria. Ms. Greenway asked who is in charge of the display materials. Mr. Batson noted that the Branch Administrator at each location is responsible for the display materials. Ms. Smith summarized by stating that the Display Policy refers to public information and not private collections.

**d. Library Card Policy (language clarification):** Mr. Carlson requested a clarification to the current policy regarding library card eligibility. The current policy states that library cards are available to anyone who works or lives in Maryland. He noted that there are a lot of students at various institutions such as Hood College and Mount Saint Mary's that have a primary address in another state. Basically, we would like to clarify the language to read "Cards are free to anyone who lives, works or attends school in Maryland". The student library card would expire after two years. Ms. Smith stated that this is just a clarification of the current policy and not a change in policy. Ms. Greenway asked "If a person is a student at Johns Hopkins, could they get a library card?" Mr. Carlson affirmed that a student at Johns Hopkins in the State of Maryland could get a library card. Mr. Batson also noted that FCPL participates in the Reciprocal Borrowing Agreement. Mr. Batson stated that if the Library Board feels more comfortable voting on this, please do so but it is just a clarification of the current policy. Ms. Smith asked if FCPL has a reciprocal agreement with libraries in the Washington Metropolitan Area. Mr. Batson advised that FCPL is a member of Washington COG so that means that the northern Virginia counties and the District of Columbia have the same rights as those that reside in Maryland. Ms. Smith asked for any further discussion. There was no further discussion. Thereafter Ms. Smith affirmed that the members of the FCPL Board of Trustees agree with the language clarification.

**e. 2015 Holiday Closing Schedule:** Mr. Batson stated that the proposed holiday schedule basically is just a change in dates from the previous year. FCPL follows the County's holiday schedule. When the County reduced the holidays by two a few years ago, FCPL also followed with the reduction of two holidays. Mr. Kutz inquired about the statement that reads "All accrued/compensatory holiday leave must be used by December 31, 2015 as staffing and schedules permit". He asked "Does this mean that if a staff member earns a compensatory holiday at Thanksgiving, that they need to use it by the end of the year?" Mr. Batson stated all compensatory holidays must be used by December 31, 2015. Ms. Greenway asked if they can give that compensatory day to another person to use. Mr. Batson stated that a staff member cannot give their holiday to another individual.

C. Greenway made a motion to approve the proposed 2015 Holiday Closing Schedule; seconded by T. Kutz. No discussion. VOTE: Unanimous.

**f. Status of Current Vacancies:** Ms. Maminski stated that we had some big changes in

positions recently. Beth Pelle retired on August 12, 2015 and Elizabeth Cromwell resigned and went to the Chamber of Commerce. Both positions have been approved to fill by the County. The Associate Director position has been advertised and the close date is September 19, 2015. The Associate Director position will pick up a lot of the same responsibilities that Beth Pelle had and that person will also oversee our technology infrastructure, facility management (opening/remodeling of buildings), support operations, back-of-house.etc. This person will supervise our Systems Manager, Library Collections Manager and Virtual Branch Manager. This position will need to be in tune with innovations such as technology that we can use to advance the library. We need someone who is paying attention to the trends. This position was advertised not only in the library world but also in the corporate world. We expect that there will be a lot of interest in this position. Elizabeth's position has also been approved to fill. Ms. Maminski stated that she was hoping to have a post date but does not have an official date as yet and further noted that she hopes the position will post in the next few days. This position will incorporate much of what Elizabeth did but the new person in this position will come in with new visions. This position will manage/supervise the corporate and community partnerships department and continue to be the driving force behind community events and get the word out that the library is a destination that everyone can come to for their needs. The person that gets this position will establish a new vision for marketing FCPL and continue to work on sponsorships and underwriting to bring in money to support the things we can do without utilizing taxpayer dollars. In addition, that person will oversee publications and will be the spokesperson for the library.

In summary, Ms. Maminski stated that it will still take a little while to fill these positions. We hope to interview in October for these positions and have someone in place for these two positions by the end of the year.

Ms. Greenway inquired whether an MLS is required for either of these positions. Mr. Batson replied that for the position of Associate Director it is an option; either a Master in Library Science or a Master in Information Technology. For the public relations position, an MLS is not required. A librarian is not needed for that position. Other skills are needed such as marketing, sponsorships, corporate relations, etc.

Ms. Greenway further inquired whether Beth's position of Associate Director is being rewritten since she did most of the accounting for the library. Mr. Batson stated that Beth had a degree in accounting as well as library science. K. Lewns was hired as an Office Manager to handle the financial end and the new Associate Director position will be stronger in the technology department.

Ms. Smith stated that these are big shoes to fill but she is confident that we will find some excellent replacements for both of them.

**g. Middletown Library Renovations:** Ms. Bowers displayed photos of the new roof at Middletown Library. She noted that the roof replacement included the removal of the skylights which had leaked for years. She further advised that at the present time staff is packing up everything at the Middletown Library for the upcoming renovation that will begin on September 5<sup>th</sup>. News of Middletown Library's closure for renovations has been listed in [The Frederick](#)

News-Post, on FCPL's website and in social media. She noted that she even heard about the temporary closure on the radio. There has also been lots of signage in the library branch letting our patrons know what is happening. We are working to minimize the disruption to our patrons by allowing them to choose whichever library branch they would like to have their materials sent to while the Middletown Library is closed for renovations. Any holds that are remaining at the time of the temporary closure are being sent to the Brunswick Library for patron pick-up. The Middletown Library will be closing for renovations on September 5<sup>th</sup> and staff will begin clearing out the building on September 5<sup>th</sup>. County maintenance will also be assisting our library team. They are taking on a big part of the renovation process. Once the building is cleared out, maintenance will begin painting, installing new lighting and ceiling fans, re-tinting the windows and installing a new countertop in the children's area for iPads and another countertop in the adult area so the adults have a place to utilize their own devices. The shelving vendor will begin work on September 22<sup>nd</sup> with the installation of new shelving, end panels, flat walls, and a new circulation desk. The library team will be finishing up the project by shifting material around and installing other equipment, including iPads. Middletown will also have a mobile reference station for staff usage. Ms. Bowers noted that while the Middletown Library is closed, Middletown Library staff will be working at other library locations. She noted that she also manages the Walkersville Library so a lot of the staff will be moved over to the Walkersville Library temporarily. The reopening preparations are also underway. There will be a sneak preview at 6:00 p.m. on September 26, 2014 and the ribbon cutting will take place at 1:00 p.m. on September 27, 2014 as part of the Heritage Festival. Invitations will be mailed out soon. Staff from the Middletown Library will be riding on a float in the parade during the Heritage Festival on the morning of September 27, 2014.

Ms. Greenway inquired whether Middletown Library will have the modular furniture discussed at an earlier board meeting. Ms. Bowers responded that the picture book shelving will be in two modular units that can be broken apart and pushed out of the way in the event of a large event such as a puppet show.

Mr. Batson noted that this is the first time any renovations have been done to Middletown Library since it opened in the 1980s.

Ms. Greenway asked about the square footage of Middletown Library. Mr. Batson stated that the Middletown Library is 2,500 square feet.

**h. Back-of-House Changes:** Ms. Lauchner advised that staffing and office needs are changing. FCPL's systems department is growing as technology expands. The library collections department has decreased. The library collections department is now a combination of materials management staff and technical services staff. Both of those departments were under one umbrella but the two departments were separate. During the summer, staff revisited everything and played musical chairs to make the best use of office space. As a result, the systems department moved to the location where materials management staff used to be and the materials management staff merged into one location with technical services staff. The finance department, K. Lewns and J. Earp, moved to the location where the systems office used to be. Basically, it was a lot of cubicles being moved. She displayed "before and after" photos of the technical services area. This area is now known as the library collections department. The two

departments have distinct responsibilities but work very closely together. This move has really improved our efficiency by being together in one space. This move gave us an opportunity to clean out files and look at our procedures to see how we could improve. Ms. Lauchner thereafter displayed a photo of the shipping room. This room is where all new materials are stored. A desk and computer were installed in the shipping room so when the materials are being unpacked, it saves a lot of steps. Once materials are received, the materials are turned around in 2 – 3 days and sent out to the various library branches. Ms. Lauchner noted that this move has strengthened the teams and provided better communications/efficiencies. The library now has a couple of extra office spaces which will give us some room to grow as staff needs evolve.

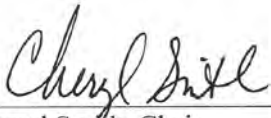
**BOARD QUESTIONS AND COMMENTS:** None.

**OTHER CITIZEN REMARKS:** Library patron, Pat Carson, stated that she is a regular patron of the Walkersville Library and that she was very pleased and surprised with the renovations that happened at the Walkersville Library so she is sure the Middletown Library patrons will be very pleased.

The next meeting will be held on Wednesday, October 8, 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 S. Manny. No Discussion.  
VOTE: Unanimous.

The meeting adjourned at 8:05 p.m.



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Cheryl Smith, Chair

Frederick County Public Libraries Board of Trustees