

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

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on September 2, 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; J. Kelly, Associate Director; S. McDuff, Associate Director; K. Lewns, Financial Business Office Manager; J. Vogel, Youth Services Coordinator; R. Bowers, Branch Administrator – Middletown/Walkersville Libraries; D. Buker, Virtual Branch Administrator; D. Payne, Assistant Branch Administrator – C. Burr Artz Library; S. Lauchner, Coordinator of Library Collections; D. Bannwolf, Public Relations/Marketing Manager; and J. Earp, Administrative Aide-Fiscal.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: C. Greenway made a motion to approve the Minutes of the June 3, 2015 FCPL Board of Trustees Meeting; seconded by G. Laugelli. No discussion.
VOTE: Unanimous.

CHAIR'S REPORT: Ms. Smith provided members of the FCPL Board of Trustees with a copy of the contact list that is maintained by J. Grossnickle and noted that if there are any changes that need to be made to the contact list to let her know. She further noted that she received an e-mail from J. Grossnickle with the official notification letter that the County Executive reappointed G. Laugelli to the Library Board for another term.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Batson welcomed everyone back from the summer break. It has been an interesting summer. Staff has moved on and new staff has arrived. At the present time, FCPL has 22 vacancies and this is the most vacancies that FCPL has had at one time. Several of the vacancies are from staff retirements and other staff has moved on. Staff does brilliant work but they are working at the maximum due to the number of vacancies.

Thereafter, Mr. Batson provided the names for the upcoming Frederick Speaker Series: Daniel Pink, Henry Winkler/Marlee Matlin, Bryan Stevenson, and George Takai. Preliminary sales started in August and over 400 tickets have already been sold for these events. If tickets are purchased for all of the events, a discount is provided. A copy of the Fall, 2015 Bookmarks publication was distributed to all members of the FCPL Board of Trustees.

Mr. Batson thereafter reviewed June, 2015 (end of the fiscal year) statistics. He noted that there

was an increase in circulation of 2% and noted that he remembers when FCPL grew by 10%. Considering the issues that libraries are having across the United States, we should be happy with a 2% growth at this time. The hours of computer usage increased last year by 74% and the wi-fi users increased by 36%. The numbers for these two categories are climbing again as can be seen in the July, 2015 statistics. Overall we are very pleased with the numbers and Mr. Batson noted that if there are any questions, he invited members of the FCPL Board of Trustees to contact him.

b. Budget/CIP – Update: Mr. Batson noted that staff has had their first meeting with the architects regarding the Walkersville Library. At the present time staff is also working with staff from the Department of Public Works and everything is moving forward accordingly. The county has indicated how much they are willing to pay so we are working with the architect on costs. Mr. Batson further added that staff may be coming back to the FCPL Board of Trustees with recommendations on how additional funds can be raised, if needed. Additional funds may be needed for furniture and equipment. Members of the FCPL Board of Trustees will be kept advised. The project will not go out to bid until July 1, 2016 because that is when the money will be available. Mr. Batson noted that the Brunswick Library was built in 9 months so it is hoped that we are looking at the Walkersville Library being built within 1 year of July 1, 2016. The Walkersville Library is dependent on impact fees and the grant from the State of Maryland. At this time we do not know how much FCPL will receive from the grant but we do know the number of grants that were submitted and the amount of money the State has to distribute. Mr. Batson stated that things look good due to the number of grant applications and FCPL is hoping for \$1,000,000. Without the \$1,000,000 grant, there are not enough funds to build the Walkersville Library. It is just a waiting game at this point. Staff should hear in January, 2016 on the status of the grant and any money received by FCPL as a result of the grant will not be released until July, 2016. T. Kutz inquired where the new Walkersville Library will be located. Mr. Batson stated that it will be built on South Glade across from Creamery Park.

Mr. Batson added that for the upcoming CIP there are three library locations that are being considered: 1) Middletown Library - The proposed location for the Middletown Library would be located just off of Green Street (Rt. 17 and Alternate Rt. 40). Staff from the Frederick Co. Department of Public Works has been in contact with the developer and the developer is adamant about building a new Middletown Library. Bob Smart, Middletown Planning Commission, indicated that the developer really wants to get moving on this project. Ms. Greenway inquired whether the developer will be building the library. Mr. Smart stated that the developer is providing the land. Mr. Batson noted that at this time the Middletown Library is not currently in the CIP. C. Greenway inquired how far along the developer has gone with the Town of Middletown. Mr. Smart noted that the developer has been approved by the Town of Middletown and surveyors have been spotted along the roadway. It is hoped that breaking ground for stage 1 will be soon; 2) Myersville Library - Later this week Mr. Batson and two staff members from DPW will be meeting with Mayor Creadick in Myersville to talk about the Myersville library location. Myersville was originally supposed to be a 15,000 square foot facility. Mr. Batson noted that two large libraries cannot be built within four miles of each other, therefore, we need to renegotiate the Myersville Library to a smaller library. Ms. Greenway inquired whether FCPL has donated land from Myersville. Mr. Batson advised that FCPL has had the land in Myersville

forever. The land that was donated was the location of the old elementary school; 3) Lake Langanore - Mr. Batson noted that there is a third library that is planned but it is further down the road and that is along Rt. 144 and Eaglehead Drive. There will be a strip mall along with a library. This developer has already been working with the County Planning Department and there have been a few meetings with the developer but it is further down the road at this time. Ms. Manny inquired whether the land for the library planned for Eaglehead Drive has been donated. Mr. Batson stated that the developer approached him about a year and a half ago about donating land for a library and, in fact, the developer has been in contact with Frederick County Planning and Zoning and outlined their plans for a library.

Mr. Batson noted that the CIP is more positive than it has ever been. At this point we need to see how all of these projects can be rolled into the CIP.

Mr. Batson thereafter advised that FCPL's budget is due to the County on February 19, 2016.

Ms. Smith noted that members of the Finance Committee are scheduled to meet with County staff regarding the audit in November, 2015.

Ms. Smith thanked Bob Smart for his comments and for keeping the library informed about the progress in Middletown.

NEW BUSINESS:

a. Introduction – Sheila McDuff: Mr. Batson introduced Sheila McDuff. Ms. McDuff noted that she is very happy to be here with FCPL. She previously worked for Loudoun County Public Library in Virginia where she was a Branch Administrator for one of their larger branches. She added that she was employed with Loudoun County for five years and before that she managed a small branch for Prince William County in Virginia. She has lots of management experience and is very excited to be part of FCPL.

Ms. Greenway asked Ms. McDuff what her title is. Ms. McDuff responded that she is the Associate Director for Public Services and Staff Development.

Mr. Batson stated that when we checked on Ms. McDuff's references, she was highly praised by her supervisors. We have not been disappointed at all. Ms. Greenway asked if Ms. McDuff will report to Mr. Batson. Mr. Batson stated that Ms. McDuff and Mr. Kelly both report to him. Both of these individuals are Associate Directors.

Mr. Batson noted that the structure of FCPL has been the same for almost 20 years so one of the things we are looking into over the next few months is to examine the organization and its structure to see if it is the most efficient for what needs to be done now and in the future. Mr. Batson added that members of the FCPL Board of Trustees will be kept advised of any changes that are done internally in order to do what we need to do. The basic core of what these individuals will do will remain the same. Ms. Greenway inquired whether these individuals have

a Masters in Library Science because she thought that was going to be changed as a requirement. Mr. Batson said the positions were opened up that way but the end product was an MLS.

Ms. Smith inquired whether Ms. McDuff commutes from Virginia each day to Frederick. Ms. McDuff stated that she commutes from Leesburg, VA to Frederick, MD. Ms. Smith welcomed Ms. McDuff on behalf of the FCPL Board of Trustees.

b. Financial Report: Ms. Lewns stated that starting in July, 2015 we started a new fiscal year. Ms. Lewns added that some of the information is missing on the monthly report because the County is running about two months behind in posting. Ms. Lewns stated that this year's budget is \$140,565 higher than last year. A big portion of that is the \$100,000 the County gave FCPL to do adult programming/outreach and the remaining \$40,000 was for another position, Development Officer.

Ms. Lewns stated that staff from the County Finance Department will come over in November and review the audit at the November 4, 2015 meeting.

Ms. Lewns noted that there has been a change in the financial statement. She removed "contributions" from the bottom of the monthly financial statement since the same information is now on the new report that was created which includes grants, contributions and endowments.

Ms. Lewns stated that staff is in the middle of completing an application for another staff development grant. FCPL just received another \$15,000 for travel/training. FCPL is still waiting on the Walkersville grant and The Maryland Room grant. The Maryland Room grant is for shelving. Ms. Greenway inquired where the money comes from for the staff development grant. Mr. Batson responded that it is received from the State of Maryland. Ms. Smith inquired whether any money has been deposited with The Community Foundation account. Ms. Lewns stated that the Frederick Reads finances are being run through The Community Foundation account. Approximately \$18,000 has been deposited with The Community Foundation for Frederick Reads. Only one invoice has been paid so far. Ms. Smith inquired if all funds received are listed on the grant and contribution report. Ms. Lewns stated that any money that is managed by The Community Foundation is not listed on the report that is provided to members of the FCPL Board of Trustees on a monthly basis. All money that runs through the County is listed on the report. Ms. Lewns added that she can provide monthly statements outlining money that is run through The Community Foundation once it gets up and running, if that is the desire of the FCPL Board of Trustees. Ms. Greenway asked if the sponsor/contribution report represents all branches. Ms. Lewns stated that any money received is listed on this report. Ms. Greenway asked if Friends of the C. Burr Artz Library is the only Friends organization that provided money for the summer reading program. Ms. Lewns stated that the sums of money received from the various Friends organizations for the summer reading program were listed on last year's report. Ms. Vogel confirmed that money was received from various Friends organizations for the summer reading program but that the money received from them was in Fiscal Year 2015 which ended June 30, 2015. Ms. Vogel also added that the \$500.00 that is shown as being received from the C. Burr Artz Friends group on the new monthly report was requested by S. Long,

Children's Supervisor at the C. Burr Artz Library, for some supplies. The money that is listed on the current report was not money that was received or utilized for the summer reading program. Ms. Greenway recalled that she did provide some money for some stools and other supplies.

Mr. Batson advised that the County is switching over their entire financial system and it will be an interesting situation the next year or so. The County is changing over from PeopleSoft to a new financial system. The former director of the information and technology department retired and she is now being rehired as a contract employee to head the up this new project. Mr. Batson added that the new financial system will be a 2 – 3 year transition period. Ms. Greenway inquired about the cost of this transition. Mr. Batson stated that the cost for the new financial system is in the millions of dollars.

Ms. Lewns stated that she and J. Earp are the contact persons for FCPL with regard to the new financial system.

c. Passport Update: Ms. Lewns stated that the decision was made to move forward with passports and staff has done a lot of investigation. Staff has been to Washington, DC and Harford County. In the meantime, FCPL has applied as a passport acceptance facility. FCPL's plan is to bring passports on board the second week of January, 2016 at the C. Burr Artz Library. Documents have been provided to members of the FCPL Board of Trustees that contain information regarding passports. Post Offices are still providing passport services but they are having difficulty handling it because of staff cut-backs. The main passport office in Washington, DC has stated that they believe FCPL will be hit with passport applications from not only Maryland residents but also Virginia residents. The C. Burr Artz Library will offer weekend passport services as well as evenings until 7:00 p.m. Staff at the C. Burr Artz Library will be trained. Training will commence the first week of November. Staff will come from the Washington, DC Passport Office to do the training. All staff at FCPL will not be handling the actual passport information but all staff needs to be trained so they can provide accurate information to the public.

Staff at the Circulation Desk will review the paperwork to make sure individuals have the correct documents and make sure the documents are completed accurately. Once the circulation staff has determined that all documents are correct, patrons will move to one of the rooms upstairs and that will be where the money and pictures will be taken. FCPL will receive a fee of \$15.00 per picture and a fee of \$25.00 per application. Harford County has pulled in \$100,000 per year by processing passport applications. At this time, we don't know how much FCPL will receive. As more libraries start doing passports, it will cut into FCPL's revenue. Staff from the Washington, DC passport office will be present during the first week FCPL staff start processing passports to make sure everything is being handled correctly. Ms. Greenway stated that she assumes that volunteers will not be able to help with passports. Ms. Lewns stated that volunteers and shelving staff will not be trained. Another requirement is that anyone that processes the passport paperwork must be a U.S. Citizen. Ms. Lewns stated that furniture needs to be purchased for the office as well as a safe. All documentation must be secured and placed in a safe. Individuals who are applying for passports will receive a flashing mechanism (similar to those used by

restaurants) that will let them know that the staff member is ready for them and they can go to the passport processing office. While patrons are waiting for their turn, they can walk around the library and check-out books.

Ms. Smith stated that if she remembers correctly, FCPL will not do renewals of passports. Ms. Lewns stated that FCPL staff will not be able to process renewals. Ms. Smith asked if FCPL is being provided secure storage for the passport paperwork that is not complete. Mr. Batson stated that if the paperwork is not complete or correct, staff returns all documents to the patron and lets them know what is needed. Staff at FCPL will not hold anything. Ms. Lewns stated that at the end of the day, all processed paperwork must be taken to the post office. Everything is tightly controlled. FCPL staff will not be looking for fraud. FCPL staff is looking to make sure all of the forms are correct, that the individual(s) swear(s) that everything is correct, and take care of receiving the necessary fees. If FCPL staff feels uncomfortable about anyone, there is a form that staff will complete that is forwarded along with the paperwork to the D.C. office. The D.C. Passport Office will take care of it from that point forward. Mr. Laugelli inquired about payment for passports. Ms. Lewns stated that a money order or check must be used for the actual passport application fee that goes with the paperwork to DC. A credit card may be used to pay FCPL for its fees of \$15.00 and \$25.00 per application. Thereafter, Ms. Lewns noted that each staff member must be re-trained annually. Ms. Greenway inquired whether an individual that needs to renew their passport would still need to go to the post office to handle the renewal. Mr. Batson stated that an individual may go online to renew their passport. Ms. Lewns advised that Harford, Howard, and Baltimore County are doing passports now and Carroll County will be starting to offer passport services in September. Ms. Kiser inquired whether there are any costs that will need to be incurred by FCPL for this service. FCPL will be utilizing a study room upstairs for passports. \$15,000 has been allocated to purchase furniture, a safe, equipment, etc. that is needed and \$5,000 has been allocated to redesign the alcove area. Ms. Kiser inquired if FCPL has to pay for the training. Ms. Lewns responded that the D.C. Passport Office provides the training for free. The training will last about 4 – 5 hours. After the training, a test is taken by staff members (and must be passed) in order for the staff member to be certified.

Ms. Poteat inquired how this will work with the 22 vacancies FCPL currently has. Mr. Batson stated that he has met with staff and spoke with them about this. Mr. Batson stated that he explained to staff that while he knows FCPL is short-staffed, we are caught between a rock and a hard place. The income FCPL receives from fines and fees is dropping and FCPL needs another revenue stream. Mr. Batson noted that FCPL will be replacing the 22 staff that created the vacancies but for right now we need to get this moving. Most of the 22 vacancies should be filled by the first of the year.

Mr. Kutz inquired about the meaning of the first sentence under paragraph 3 of the document that was provided entitled Passport Services at C. Burr Artz Public Library. The sentence reads “All costs associated with this service are paid for with state funds and future receipts from the passport services.” Ms. Lewns advised that it means that FCPL is not using any county funds; only State aid funds will be used.

Mr. Laugelli noted that there are a lot of changes coming forth October 1, 2015 with regard to credit cards. He inquired if FCPL will be affected by that. Ms. Lewns stated that FCPL will be affected by the new credit card changes.

Ms. Manny inquired how FCPL will get the word out to the public about passport services. The passport office will have our location on their website, it will be on FCPL's website and our Public Relations Department will do some advertising. K. Lewns advised that she has spoken to staff at the post office and they will refer people to FCPL because there is a 2 – 3 week waiting period to get an appointment for passports at this point.

d. Video Games: Ms. Lauchner stated that FCPL budgeted \$20,000 in this fiscal year for video games as a trial. On August 1, 2015, FCPL purchased 300 games and \$8,000 was spent for the games. The platforms purchased were PS3 and Xbox 360. Ms. Lauchner advised that half of the libraries in the State of Maryland already offer video games. FCPL had been thinking about offering video games for several years. Most of the library systems that don't offer video games wish that they did offer them. The only reason those library systems don't offer video games is because of budget limitations. In one month's time, FCPL already has had close to 900 check-outs of video games. They are very, very popular. Mr. Batson noted that FCPL has not promoted the fact that FCPL has video games. The video games were put on the shelf and the items were checked-out. Patrons have been asking for video games for years. The video games just don't stay on the shelves; there is constant turn-over. Due to the fact that FCPL has a small collection of video games at this time, patrons are limited to two video games per card with a one-week check-out. FCPL has not received any complaints whatsoever about the video games. The feedback that FCPL has received is that patrons want more video games and they want Wii, PS4 and Xbox One games. FCPL started out with two platforms and wanted to see what type of reaction FCPL received. Since the reaction has been so positive and overwhelming, it is FCPL's plan at this point to go forward with the purchase of Wii games because of the numerous requests that have been received. FCPL will go ahead and spend the next portion of the budgeted money for Wii games and staff will continue to monitor check-outs. Ms. Lauchner stated that most of the games are "E - Everyone" and "T - Teen" ratings. There are a limited number of games with the "M - Mature" rating. Staff is very careful in the selection process. The selectors are reading the reviews and checking the ratings prior to purchasing the video games. She further noted that anything that has a mature rating must be checked out on an adult library card. It has been shown that video games promote logical thinking and problem-solving. FCPL's patrons asked for the games and seem very happy that FCPL is now offering video games.

Ms. Kiser asked if video games are on the same buying schedule as the books. Ms. Lauchner stated that they are on the same buying schedule. Ms. Greenway asked where the video games are located. Ms. Lauchner stated that at the C. Burr Artz Library, the video games are located in the same area as the new DVDs. The video games fit in the Bibliotheca system since they are the same size as the DVDS and that provides our security system. Ms. Lauchner noted that the video games are offered system-wide. Some of the library branches do not have the Bibliotheca system so in that case, the video games at those library locations are kept behind the circulation desk to be sure everything is secured.

Ms. Greenway inquired how staff knows what computer games to purchase. Ms. Lauchner stated that 60% - 80% of households have some form of video game consoles. Staff has done a lot of research and is very knowledgeable when it comes to video games. There are also review sources available to staff that are very reliable and credible to assist staff in purchasing video games. Ms. Greenway further inquired if there is any sort of educational component to the video games or is strictly entertainment. Ms. Lauchner stated many video games do have learning components to them. FCPL offers Lego games, sport games, Minecraft, etc. and those video games provide strategic thinking and problem solving. Ms. Lauchner stated that this is a new format for FCPL so we wanted to make sure the selections are ones that our patrons would appreciate. The games are ordered through one of FCPL's major vendors, Ingram, and they are definitely a reputable vendor. Mr. Batson added that there has been a huge request coming out of the community for FCPL to offer video games. He further noted that with 900 circulations, 300 available video games, and without any marketing whatsoever, indicates that this is going to be a successful venture. Ms. Greenway inquired about those individuals that think libraries are just for promoting reading or is that a limited point of view. Mr. Batson stated that was a very valid point of view in the 1950s. Nowadays, libraries teach everything from computer literacy, job applications, music, travel, etc. Books are no longer the sum total of what libraries do. Libraries have evolved and video games are simply a part of the evolution. There will always be people that have pain with that evolution. Ms. Poteat stated that video games have to do with storytelling in their activity and creativity and inquired how that is different from the core mission of libraries. She noted that she does not think it is. Ms. Poteat stated that by offering video games it is a creative way of perhaps reaching non-readers and they don't know it is storytelling because of the format. Mr. Batson added that by offering video games to those individuals who usually do not come to the library, it may turn someone on to other aspects of the library.

Mr. Laugelli stated that he was under the impression that FCPL was offering the consoles in addition to the video games. Mr. Batson stated that FCPL does not offer the consoles; just the video games. Mr. Batson did note that there is a Wii console at the Urbana Library that is used for teen programs.

Ms. Smith advised that her neighbor works at the Urbana Regional Library and her neighbor told her that when she was putting out the video games on August 1st, a young child immediately asked about checking out video games. There was an immediate interest in video games; they were barely on the shelf before items were being checked out.

Mr. Kutz inquired whether FCPL will get games like Grand Theft Auto. Mr. Batson replied "No" and advised that there is a standard of what video games are picked. Mr. Kutz further inquired how the Bibliotheca system is working. Ms. Lauchner stated that the Bibliotheca system is much easier for patrons and staff to use. Mr. Kutz asked if Bibliotheca is a reliable system. Ms. Lauchner stated that the Bibliotheca system is much more reliable than the old system.

e. One Maryland One Book: Ms. Bannwolf stated that Frederick Reads is being expanded this year. We will be reaching out to the under-served population in Frederick County and broadening the number of events that will be held in April, which is also National Poetry Month. A nationally recognized author and poet will be featured and in addition to that local and regional authors will be featured at smaller venues. Frederick Reads is reaching out to the downtown merchants as possible venues for some smaller events. The nationally recognized Author event will be held at The Weinberg Center.

Mr. Payne stated that one of the hats that he wears is that of Program Coordinator of One Maryland One Book. FCPL plays a very prominent role in this year's state-wide reading program. The book this year is The Boys in the Boat. Up to now it was a largely unheard story of a group of University of Washington students who, in 1936, went to Berlin against the backdrop of the Great Depression in this country and walked away with the Gold Medal in the 1936 Olympics, often referred to as the Nazi Olympics. FCPL is playing a leading role in supporting a number of One Maryland One Book programs. One program will take place later this month and another program will take place in October, 2015. Mr. Payne noted that Frederick County is one of five locations in Maryland that was chosen to host the author, Daniel James Brown. FCPL has partnered with FCC to host the author on Monday, September 28, 2015 at 11:00 a.m. He further advised that the Middletown, Urbana and Brunswick branches of FCPL will be hosting a number of book discussion groups about The Boys in the Boat.

Mr. Payne also advised that in conjunction with the One Maryland One Book Event, FCPL will be hosting the Through the Lens Project. There will be a project orientation on September 5, 2015 at 10:30 a.m. at the C. Burr Artz Library. Participation is open to all adults and children and all participants will receive a free disposable camera during the orientation. The gallery event will take place on October 29, 2015 from 6:00 – 7:30 p.m. and photographs will be on display in the Community Room at the C. Burr Artz Library.

Mr. Kutz inquired whether FCPL or some other organization is handing out copies of the subject book. The Maryland Humanities Council has provided FCPL with a number of copies of the book.

Mr. Laugelli inquired how many years has One Maryland One Book been going on. Mr. Payne stated that he believes it has been going on for somewhere between 6 and 8 years. Ms. Greenway stated that this is not the same type of program as Frederick Reads. It is a program that is at the State level where everyone in the State of Maryland reads the same book.

Ms. Greenway inquired as to when the author and poet will be announced for Frederick Reads. Ms. Bannwolf stated that hopefully everything will be able to be released in about a week from now.

f. 2016 Holiday Schedule: Mr. Batson noted that every year in September members of the FCPL Board of Trustees are provided with the proposed holiday schedule for the upcoming year. FCPL closely copies what Frederick County does. The 2016 holiday schedule is being submitted

to the FCPL Board of Trustees for approval.

Ms. Greenway inquired about FCPL being closed four days for the Christmas holidays. Mr. Batson confirmed that Friday and Monday, December 23rd and December 26th are holidays because Christmas Eve and Christmas Day fall on the weekend. Employees will be paid for the holidays on December 23rd and December 26th. FCPL will also be closed on Saturday and Sunday, December 24th and December 25th but staff is not paid for those two days. Ms. Greenway stated that she was just questioning the closure and thinks it is wonderful that staff will get four days off for the holiday.

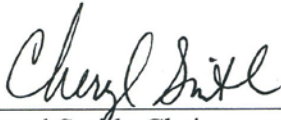
Ms. Greenway made a motion to accept the 2016 holiday schedule as proposed; seconded by S. Manny. No discussion. VOTE: Unanimous.

BOARD QUESTIONS AND COMMENTS: Mr. Batson reminded everyone that the October meeting will be a televised meeting.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, October 7, 2015 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 B. Poteat. VOTE: Unanimous. The meeting adjourned at 8:25 p.m.



Cheryl Smith, Chair
Frederick County Public Libraries Board of Trustees