

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
SEPTEMBER 5, 2012**

The Frederick County Public Libraries Board Meeting convened at 7:00 p.m. on September 5, 2012, at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: C. Greenway, G. Laugelli, T. Kutz, B. Poteat, T. Prensky, and C. Smith.

BOARD MEMBERS ABSENT: M. Kurtianyk and Commissioner Liaison, D. Gray.

STAFF PRESENT: D. Batson, Director; B. Pelle, Associate Director; D. Maminski, Associate Director; K. Lewns, Financial Business Office Manager; E. Cromwell, Community Partnership Manager; S. McCoy, Branch Administrator – C. Burr Artz Library; S. Lauchner, Branch Administrator – Middletown/Walkersville Libraries; A. Whitney, Branch Administrator – Urbana Regional Library; E. Gamertsfelder, Library Associate – C. Burr Artz Library; B. Barnette, Library Associate – Middletown Library; M. Bordner, Library Associate – Thurmont Regional Library; J. Morris, Library Associate – Urbana Regional Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: T. Prensky made a motion to approve the minutes of the June 6, 2012 meeting as written; seconded by G. Laugelli. VOTE: Unanimous.

PRESIDENT'S REPORT: B. Poteat thanked all of the library staff for all their hard work during this very busy summer by keeping the activities going while dealing with some of the challenges that we have been facing.

DIRECTOR'S REPORT

a. **FCPL – Update:** Mr. Batson stated that a lot of things have happened in the last few months. FCPL participated with the MD Association of Counties annual conference in Ocean City, Maryland that was held in August. It was a struggle there because the conference was held immediately following the special session called by the Governor of Maryland so many of the Legislators that usually attend the conference did not attend or came late to the activity. Mr. Batson met with three members of the Frederick County Board of County Commissioners while

he was attending the conference as well as some other Representatives and Delegates.

Mr. Batson reviewed a document entitled Frederick County Public Libraries Dashboard which was distributed to members of the FCPL Board of Trustees. This document is a snap shot of how FCPL is doing. It includes information such as expenditures of money, value of services, patron visits, programs, databases, circulation by format, etc. This document will be updated every quarter and provided to members of the FCPL Board of Trustees. Mr. Batson thanked E. Gamertsfelder for a terrific job in preparing the Dashboard.

August, 2012 statistics were thereafter reviewed by Mr. Batson. Monthly and annual statistics were distributed to all members of the FCPL Board of Trustees. There is one area that reflects a problem and that is the Early Start Bookmobile Circulation. This is because FCPL is in the process of changing the bookmobile program. A report will be provided at the October board meeting regarding all of the recent changes to the Early Start Bookmobile program. A report regarding the Summer Reading Club will also be presented at the October board meeting. Mr. Batson noted that the virtual website visits reflect a 73% increase over the same period last year. He also noted that e-books and audio books are up 162% from the previous year.

Mr. Batson provided members of the FCPL Board of Trustees with an invitation to the Annual Library Trustees and Citizens for Maryland Libraries Conference. The conference will be held on November 3, 2012 at the Waldorf West Branch in Charles County. Mr. Batson will be part of a panel that will be making a presentation at this year's conference. If anyone would like to carpool to the conference, please let Linda Tibbs know. He added that Paula Singer will be making a presentation entitled Succession Planning for Library Boards and encouraged everyone to attend, if possible.

Invitations were distributed to members of the FCPL Board of Trustees for the upcoming First Annual Staff Social. The social will be held on Friday, September 21, 2012 at the Thurmont Regional Library from 5:30 p.m.- 7:30 p.m.

Mr. Batson advised that there is a traveling exhibit with the Smithsonian entitled Journey Stories in Brunswick, Maryland. E. Cromwell stated that this is a partnership between the Brunswick Railroad Museum and Frederick County Public Libraries – Brunswick Branch. The exhibit was made possible through the Maryland Humanities Council. The grand opening of the event took place last Friday, August 31st. There was a big turn-out not only from the local community but also from a lot of elected officials as well. Ms. Cromwell congratulated Robin Bowers of the Brunswick Library for doing most of the work for this event and for doing a fabulous job. The exhibit will be in Brunswick through October 12, 2012.

Thereafter, Mr. Batson stated that the Board of County Commissioners have been encouraging FCPL to hold a major fundraiser. In order to have a major fundraiser you need something other than milk and cookies – you need to have alcohol. There were a lot of gray areas regarding this matter but after meeting with staff from the County Attorney's Office it was verified that libraries are exempt from the County facility use requirements on alcohol. There are still questions regarding insurance coverage and alcohol permits. At some point, FCPL policies need to be revised that would update the statement that alcohol is prohibited in Frederick County Public

Libraries. An amendment should possibly include that the consumption of alcohol is prohibited except for library-sponsored events taking place when the library is not open to the public. Mr. Batson advised members of the FCPL Board of Trustees to let him know if they have any questions or concerns regarding this matter. Ms. Cromwell added that due to insurance coverage issues library staff, rather than staff from a third party such as the Friends Organization, would need to pour any alcoholic beverages at such event because a third party would be required to provide expensive, event insurance on their own. Staff who would be pouring beverages would need to be trained and take a TIPS course. Ms. Cromwell stated that it was also learned that providing alcohol at no charge does not require a permit at all. The permit issues only apply if FCPL plans to sell alcohol. Discussion followed.

b. Budget/CIP – Update: Mr. Batson advised that FCPL is just now receiving preliminary information regarding the budget for Fiscal Year 2014. Further information will be provided as it becomes available.

c. Date Change for October Board Meeting: Mr. Batson reminded members of the FCPL Board of Trustees that the meeting date for the October Board Meeting has been changed to October 10th from October 3rd due to a MAPLA conference that is being held on October 3rd.

NEW BUSINESS:

a. Employee Recognition: Ms. Poteat announced that Elizabeth Bowen was to be recognized and provided with a certificate from the FCPL Board of Trustees for recently obtaining her Master's of Library Science Degree, however, Ms. Bowen was unable to be with us this evening.

Mr. Batson informed members of the FCPL Board of Trustees that three staff members are in the audience this evening that are in the LATI program. As part of their LATI requirements, they need to attend a Library Board Meeting. The three staff members in attendance this evening are: Barbara Barnette, Janet Morris and Marlene Bordner.

b. Financial Report: Ms. Lewns reiterated that she hopes everyone can come to the First Annual Library Staff Social on September 21st. It should be a nice evening.

Ms. Lewns pointed out that the operating and revenue reports state Fiscal Year 2012 when, in fact, the reports should state Fiscal Year 2013. She added that there has not been a lot of activity in the first two months of the fiscal year. Also provided were copies of three year revenue and expenditure reports which give everyone an idea as to where several of the larger revenues have been going over the past three years. The information is not complete since the audit has not been completed yet and she noted that Fiscal Year 2012 information may change slightly. Discussion followed.

Ms. Lewns advised that FCPL just received the yearly statistics from Unique Management and FCPL is getting a return of 62.56% on the items that we send to them. Last year Unique Management services cost FCPL \$18,500 and FCPL recovered \$110,303. Their service includes three letters and two phone calls.

Ms. Lewns also advised that FCPL participates in the Federal E-rate Program. Last year FCPL received \$26,028 from the E-rate program.

One last thing noted by Ms. Lewns was that Smart Pay, a program that has been loaded into the system to enable patrons to pay their fines online, has been in effect for almost six months and FCPL has received almost \$10,000 in fines via Smart Pay. Discussion followed.

c. Music on the Terrace: Ms. Cromwell stated that this is FCPL's 11th Annual Music on the Terrace concert series. This series came about from a brilliant idea by Darrell Batson and has been a great hit over the years. She added that Music on the Terrace is FCPL's most requested event. This year the event will be held at the Carroll Creek Amphitheater. Due to the fact that the terrace was getting so crowded, FCPL was forced to move the event to the Carroll Creek Amphitheater. The C. Burr Artz Trust underwrites the costs for the Music on the Terrace concert series. The Frederick News-Post and WFMD are also sponsors. Brewer's Alley will be selling food and drink during these events. This year's line-up includes:

September 7 th	Darren Beachley Band
September 14 th	Pearl & The Beard
September 21 st	Seth Kibel & Bay Jazz Project, Featuring Mary Alouette
September 28 th	The Karla Chisholm Band

The music series will be held rain or shine. In the event of inclement weather, everything will be moved to the Community Room at the C. Burr Artz Library. There is more information about the Music on the Terrace series on FCPL's website.

Ms. Cromwell distributed copies of BookMarks to all members of the FCPL Board of Trustees. It has a lot of information about the Music on the Terrace Series as well as information on One Maryland One Book. One Maryland One Book is a program that has been going on for about five years. It is similar to Frederick Reads but this is a State program. The State selects a book in the Fall and invites everyone to read that book and then they bring the author to the State of Maryland. The author only makes three appearances and once again, for the second year in a row, they have selected Frederick to be one of the locations. The book this year is called The Cellist of Sarajevo by Steven Galloway. Mr. Galloway will be at The Weinberg Center on October 3, 2012 at 7:30 p.m. This is a free event. There will be a lot of companion programs that will be happening at the library as well as other places. Again, there is more information on FCPL's website.

Ms. Cromwell also mentioned that there is a new speaker series that will be taking place at The Weinberg Center. This speaker series started with an idea from Marvin and Lisa Ausherman who are the people behind the Ausherman Family Foundation. They liked the model of Frederick Reads and wanted to expand that idea to bring other people to Frederick who might not necessarily be authors. Elizabeth Cromwell, Darrell Batson, staff from The Weinberg Center, and the Aushermans have been working together for the last 6 months to put together this speaker series. These are ticketed events and the ticket prices range from \$25.00 - \$50.00 per ticket at The Weinberg Center. FCPL was able to negotiate that each one of the speakers that comes to Frederick will attend a special VIP reception afterwards which will be a fundraiser for

the library. It has been confirmed that for the first series we will have General Colin Powell, Terry Gross from NPR's Fresh Air and Dr. Andrew Weil. There have been a number of sponsors who have stepped in: Hood College, the C. Burr Artz Trust, Frederick Memorial Hospital, the Ausherman Foundation as well as several other sponsors that are in the works. The first event will be in the Spring, 2013. Discussion followed.

d. Committee Appointments: B. Poteat inquired whether any members would want to change their committee assignments. She noted that she will now be listed as ex-officio for all committees along with Mr. Batson. As a result of her being moved to ex-officio, there are openings on the Finance Committee and Policy/Long Range Planning Committee. It was decided that Michael Kurtianyk would serve on the Finance Committee and Policy/Long Range Planning Committee.

C. Smith made a motion to approve the committee assignments as presented; seconded by T. Kutz. VOTE: Unanimous.

e. Holiday Schedule: The proposed FCPL holiday schedule for 2013 was reviewed.

T. Kutz made a motion to approve the holiday schedule as written; seconded by C. Greenway. VOTE: Unanimous.

BOARD QUESTIONS AND COMMENTS: Ms. Greenway inquired whether there was going to be a retreat this year. Mr. Batson stated that usually the Director and the President discuss whether a retreat is needed but it is usually on an "as needed" basis.

T. Kutz inquired whether any of the library branches are utilized as polling places. A. Whitney advised that The Urbana Regional Library is used as a polling place.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, October 10, 2012 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

T. Prenskey made a motion to adjourn the meeting and go into a Closed Session – Personnel Matter – pursuant to State Government §§10-508(a)(1); seconded by G. Laugelli. VOTE: Unanimous.

The public meeting adjourned at 7:55 p.m.

Blanca Poteat

Blanca Poteat, President
Frederick County Public Libraries Board of Trustees