

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
SEPTEMBER 5, 2018**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on September 5, 2018 at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: C. Greenway, K. Kane, D. Kiser, G. Laugelli, S. Manny, and C. Smith

BOARD MEMBERS ABSENT: Council Member Liaison, T. Chmelik.

STAFF PRESENT: J. Kelly, Director; S. McDuff, Associate Director; C. Hall, Associate Director; S. Lauchner, Coordinator/Library Collections; J. Vogel, Youth Services Coordinator; B. Hissong, Community Services Coordinator; J. El-Zeftawy, Development Officer; K. Martinez, Communications Manager; B. McDermott, Finance/Office Manager; J. Marshall, Systems Manager; B. Heltebridle, Acting Branch Administrator – C. Burr Artz Library; R. Frecker, Branch Administrator – Walkersville Library; T. Lebherz, Branch Administrator – Brunswick Library and Acting Branch Administrator – Thurmont/Emmitsburg Libraries; A. Whitney, Branch Administrator – Urbana Regional Library and Point of Rocks Library; B. Bradley, Branch Administrator – Middletown Library; D. Buker, Virtual Branch Administrator; B. Roberts, Library Associate – Brunswick Library; M. Newton, Library Associate – Urbana Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: C. Smith requested a correction to Page 8/Paragraph 4 of the Minutes from June 6, 2018 to change “a County nightmare” to “an accounting nightmare”. Thereafter, Ms. Smith made a motion to approve the Minutes from June 6, 2018 with the aforementioned change; seconded by G. Laugelli. No further discussion. VOTE: Unanimous.

CHAIR’S REPORT: Mr. Kane noted that this is his first meeting as Chair. He noted that it has been awhile since our last meeting in June and a lot of stuff happened over the summer – the end of the Summer Reading Challenge and Keys Game (thanks to Janet); the Myersville groundbreaking which happened recently and we will also be talking about a new board member later this evening as well. He pointed out that on Saturday there was an editorial in The Frederick News-Post that talked about all of the wonderful things that the library does (adult programming, events, speaker events, etc.) but the Board recognizes that the staff at the library is fantastic.

DIRECTOR’S REPORT:

a. FCPL – Update: Mr. Kelly provided some personnel updates since the last board meeting in June, 2018. Catie Hall has been selected as our new Associate Director/Support Services. For the past year, Catie has led the staff here at the C. Burr Artz Library and prior to that she managed the Ashburn, VA library, which is Loudoun County’s busiest branch. He noted that we

are very excited to have Catie on board in this new capacity. As a result, however, this leaves a vacancy at the C. Burr Artz Library so Beth Heltebridle, who is head of Adult Services at the C. Burr Artz Library, has agreed to serve as the Interim Administrator while a search is conducted.

Amy Whitney is currently the Branch Administrator at Urbana Regional Library but she will be transferring to Thurmont Regional Library as of September 15, 2018 as their new Branch Administrator. During that interim time period, Tara Lebherz who is the current Branch Administrator at the Brunswick Library will become the Interim Branch Administrator at Urbana Library while a search is conducted for Urbana.

Mr. Kelly also noted that he and Ms. McDuff are in the process of interviewing for a Human Resources Analyst. This will be a new position for Frederick County Public Libraries.

Thereafter, Mr. Kelly reviewed statistics. He noted that since the Board did not meet in July or August, the statistics for the final fiscal years numbers for June, 2018 were e-mailed to everyone. Mr. Kelly noted that staff has developed a new graphic format for the monthly statistics. Most other library systems are providing their statistics to their board members in a graphic format so we wanted to provide that option to FCPL Board of Trustee members moving forward. The numbers are the same numbers that everyone is used to seeing on the traditional report, however, the main differences are 1) focusing on system-wide trends rather than branch level break-outs, 2) a graphic format instead of a spreadsheet or tables and 3) the report is now a 2-page document versus an 8-page document. The current month statistics will be on one side and year-to-date statistics will be on the other side. He added that for internal purposes we will continue to watch the trends on the branch level using the traditional report that everyone has received in the past. Mr. Kelly noted that he will continue to highlight noteworthy branch trends as part of his monthly Director's Report as he has done in the past. Mr. Kelly added that we would like to try this new report but if any member of the FCPL Board of Trustees has any questions or concerns, please let him know.

Ms. Smith inquired whether the new report includes the percentage differences (increase/decrease) for the various categories. Mr. Kelly noted that the new report provides the year-to-date but it does not specifically indicate the percentage of increase/decrease. He added that if this is something you would like to have included on the new report, we can look at including that in the new report. Ms. Smith requested that this be worked into the new report.

Thereafter, Mr. Kelly reviewed some Fiscal Year 2018 highlights: Circulation was up almost 6% for the year (circulation of e-content was a large contributor to that growth), the door count was up almost 20%, children/youth programming attendance was up approximately 13%, adult programming attendance was up 36% and, as we have noted all year, Wifi use is trending upward while computer usage is trending downward.

Pivoting to Fiscal Year 2019 and the July, 2019 numbers, he noted that although we are only one month into the Fiscal Year, but following the trends from Fiscal Year 2018, circulation is up 8.8%. He noted that a number of FCPL branches are showing impressive increases in circulation

and visits. Walkersville numbers continue to trend up compared to their 3-year average. This rise is anticipated and follows trends seen with other new buildings in their first year, however, that should not detract from the hard work that the staff at Walkersville are doing to get people in the doors and provide good programs/services. Digital usage continues to climb. He noted that there was an error in Virtual Branch statistics for June, 2018. It was listed as 0, however, it should have been 33,796. There was also an increase in digital usage in July that was in part due to an increase in the use of Fold3, a database that genealogists use to access military records. Mr. Kelly added that whenever we have big spikes, we have the person in our collections department who deals with our vendors of digital products to make sure there is no error in reporting to make sure the spike is not a clerical error. We have confirmed that the usage of Fold3 is legitimate. Visits to FCPL's website are increasing. Some of this is because folks access our digital content through FCPL's website. We also note that some of the increase in traffic on our website is triggered by those folks that subscribe to our newsletter. As of now, FCPL currently has 13,783 customers that subscribe to our newsletter. He thereafter added that new patron registrations are up thanks, in part, to our strong outreach. Mr. Kelly noted that inter-library loans to other counties were down but this was because our titles were temporarily unavailable in Marina during the month in July. We had to take the ILL system down as we completed a long overdue project on our catalog. That project is now complete, the database is clear and customers should be able to find what they need more easily. We are confident that the inter-library loan numbers will bounce back.

Mr. Kelly thereafter reviewed the Student Success Card. He noted that this is a partnership between Frederick County Public Libraries and Frederick County Public Schools. Janet Vogel has been working on this partnership for over a year and a half. Our vision for the pilot was to put a card in the hand of every FCPS student giving them access to our wealth of digital resources. In addition, the card would enable students to borrow 3 print items without incurring any late fees. Again, after years of hard work, Janet – in collaboration with Mary Jo Richmond, who oversees all of FCPS' Media Specialists – reached an agreement that was amenable to both parties. This required FCPS sharing student data with FCPL to batch load 40,000 student records into our patron database. As you can imagine, with some of the issues FCPS has had on their end with data breaches, they were very gun-shy about sharing that information with us and Mr. Kelly noted that he tips his hat to Janet for her hard work in keeping this on track and getting this done. Mr. Kelly noted that once the pilot concludes, if we wish to continue the program and if there would be any implications to policies, it would be brought to members of the FCPL Board of Trustees before moving forward.

Mr. Kelly noted the Friends of the Library Presidents Council Meeting took place on August 28th at the Walkersville Library. He added that it was an opportunity for him to connect with Friends of the Library leadership at all of the branches to provide updates on our projects, our direction and provide a platform for these officers to network with each other, discuss potential partnerships between branch friends groups and hear about some of the events they have planned for the upcoming year. Mr. Kelly noted a special thanks to Jess El-Zeftawy who planned and coordinated the event.

Thereafter, Mr. Kelly noted that he is very excited to provide specifics on Summer Challenge but he does not want to scoop Janet Vogel who will be providing a thorough overview of this year's program at next month's, televised board meeting. However, he added that it was a very successful program and staff worked very hard to line up programs and partnerships all across the county.

Mr. Kelly noted that Amnesty Weekend, the "Hello Again" campaign, took place August 24th through August 26th and was a big success. Additional details will be provided later in the meeting.

b. CIP/Budget – Update: Mr. Kelly noted that we recently had the Myersville groundbreaking on July 30th. A very large group of community members and staff showed up on a very rainy afternoon to celebrate that day. Mr. Kelly thanked George Laugelli and Debbie Kiser for being at the groundbreaking ceremony. Sheila M Duff will provide additional information later in the meeting.

Mr. Kelly added that he and Ms. McDuff met with staff from the Department of Public Works for the first planning meeting for the Fiscal Year 2020 budget. He noted that the Myersville Library, East County Regional Library, and Middletown Library are still part of the plan. He added that one thing he wanted to make everyone aware of was that in past years, the design was in one year and construction was in the year immediately following the design year, however, they are now putting a gap year between the design and construction which is more realistic. Mr. Kelly provided the following example: Middletown Library is currently listed as design in 2021 and construction in 2023. He noted that this can always change but we are excited to see these projects remain in the plan.

Thereafter, Mr. Kelly noted that he just learned that the Maryland State Library is making grant funds available to pay for master facilities planning. FCPL will be applying for that and feel confident that FCPL will be awarded the grant. This will provide FCPL the opportunity to work with a firm to do a proper long-range plan and this will help us advocate locally for funding for projects. In addition, with the capital grants that FCPL received from the State (\$1,000,000 for Walkersville construction and \$750,000 for Myersville construction), the State looks favorably on organizations that have master facility plans. He noted that FCPL should hear within a month or so as to whether FCPL was awarded those funds.

Ms. Manny inquired whether the design is different for each library or can you take one design and modify it for each library. Mr. Kelly noted that the design is generally unique for each location. We tried to use the design from Brunswick for Walkersville and the thought was that would save us time and money but that ended up not being the case. We learned from that process and what we need is to have a unique design for each system. Some of the design elements may carry forward from project-to-project but we are not going to be able to do what we thought and have a cookie cutter plan and have no changes from one project to the next. It was definitely an idea worth exploring but it just didn't work out.

NEW BUSINESS:

a. Financial Report: Ms. McDermott reviewed financial information through July, 2018. The revenue for July, 2018 was 0%. The expenditures were at 5%. She noted that \$759,622 was awarded in grants. FCPL submitted grants in the amount of \$6,100. Donations for the month were \$5,627. Other endowment account revenue amounted to \$662. This gives FCPL a total of \$765,911 for the month of July.

b. Myersville Update: Ms. McDuff thanked everyone for attending the groundbreaking for the new Myersville Library on July 30, 2018. Thereafter she displayed photos from the groundbreaking ceremony. She noted that 100 people attended the groundbreaking. The community is very excited to have their own branch of FCPL in their town. She thereafter displayed additional photos of the land being bulldozed. She thanked Town Council Member, Mark Hinkle, who lives across the street and takes all of these wonderful pictures and then sends them to the Friends of the Myersville Library. Thereafter, they are posted on the Internet so this provides access to pictures of the Myersville Library site. She added that there is a park adjacent to the library and they will be working on that area as well. It is anticipated that when the Myersville Library opens, the entire park area will also have been completed. They have recently been digging for footers. She thereafter displayed a photo of the trolley as well as the area where the trolley will be located. The trolley is currently being housed in a temporary building on-site next to where the library will be located. The trolley is currently being renovated and we currently have monthly up-date meetings to see how the renovations are going.

Ms. Smith inquired whether the renovation of the trolley is part of the building budget or is that separate. Ms. McDuff stated that the trolley renovations are being funded by the Town of Myersville. There was a Memorandum of Understanding between the County, the Library and the Town of Myersville that clarifies what the Town of Myersville is responsible for. The Town of Myersville is responsible for 1) renovating the trolley; 2) moving the trolley into the library, 3) installing a skirt that will go around the bottom of the trolley to prevent children from going underneath the trolley and 4) providing a handicap ramp to make the trolley accessible.

Thereafter, Ms. McDuff displayed a photo of the lay-out of the Myersville Library for everyone's review.

Ms. Greenway inquired as to what the square footage is for the Myersville Library. Ms. McDuff noted that it is close to 7,000 square feet but that includes the trolley space. The actual library space is approximately 6,000 square feet.

Ms. McDuff noted that it is a ten-month construction project. We are anticipating that construction should be concluded by June 1st but that is barring any unforeseen weather delays or any other unexpected delays. Move-in is planned for July/August at this time. The actual opening of the library is anticipated to take place in late summer of 2019 but we are not comfortable with any firm date at this time. The project is moving along as planned at this time.

Ms. Manny inquired whether the trolley will be accessible or is it just going to be decorative. Ms. McDuff stated that the trolley will be accessible. We are anticipating having tours through the trolley, having school groups come through and possibly conduct some smaller scale programs in the trolley but we will have to see how the renovation turns out and how comfortable we are with having people in there for an extended period of time. Electricity and sprinklers are being installed to conform to code but we will just have to wait and see. They are also reinforcing underneath of the trolley so that it can hold a substantial weight in case we decide to do some programming in the trolley.

c. Holiday Schedule: Mr. Kelly noted that everyone has a copy of the proposed 2019 holiday schedule. He added that there are no changes from the current 2018 calendar. He noted that in September, 2018, members of the FCPL Board of Trustees approved the 2018 Holiday schedule and at the October, 2018 meeting, the Board approved to add the day after Thanksgiving to the holiday schedule. The day after Thanksgiving has been built into the 2019 holiday schedule as well.

G. Laugelli made a motion to approve the 2019 holiday schedule as written. D. Kiser seconded the motion. No further discussion. VOTE: Unanimous.

d. Amnesty Weekend Update: Mr. Kelly noted that the Amnesty Weekend took place August 24th through August 26th and it was branded “Hello Again”. He noted that the primary outcomes for this event were to provide goodwill and relationships with customers who we had not seen in a while, to bring student accounts into good standing before the school year started, to welcome back customers who may not be familiar with FCPL’s collection and services and how they have evolved since their last visit, to obtain materials that had been out for a while and to increase circulation and door count. As a result, we have felt that we have met all of those outcomes with this successful campaign. K. Martinez led the community effort by briefing staff, handling the press releases/social media posts and fielding media requests. There was an article in The Frederick News-Post about the amnesty weekend and we were interviewed by the Hagerstown news outlet as well. We also handed out a card to every customer we interacted with and it highlights many of the great resources/collections that FCPL has as well as a listing of all of the branches and hours. Any excess of these cards will be kept to hand out to new/returning customers in the coming months. Mr. Kelly also thanked Jason Marshall and his team in our systems department who worked out the logistics with Sirsi for the amnesty weekend. He also thanked every member of FCPL’s public service team who worked hard to insure that the public experience went as seamlessly as possible. Mr. Kelly noted that he visited several branches during that weekend and he didn’t see any branch over-run by the amnesty weekend. He noted that FCPL did see a 20% increase in door count statistics for that weekend over the weekend previous.

Mr. Kelly thereafter reviewed fines and items returned. He provided some clarification on language. Fines are assessed once the item is brought back. Anything that was waived from that \$30,000 was for items that we already had in-hand. Those were materials that were brought back months and months ago but fines were placed on a customer’s account. The total amount that

was waived was \$30,000. He further noted that 272 items were returned with a value of \$5,576. Mr. Kelly noted that he had hoped that the numbers would be much higher than they were but we did meet the outcome that we set for ourselves. Thereafter, Mr. Kelly displayed comments from customers regarding the amnesty weekend. He noted that, in addition to the comments displayed on the screen, he, Sheila and Catie received an e-mail from a customer that read as follows:

"I wanted to take a moment just to say thank you to the FCPL for waiving all late fees this past weekend. This was truly a blessing for my family. I am a single mother who also homeschools, so we get countless amount of books from the library. I try to limit the amount of books my daughters can get, but they always walk out of the library with about 40 books each time. So often the busyness of life gets the best of me and I am late to return the books. I knew I had a \$30 fine on my account, but didn't have the funds to pay for it at the moment. When I heard about what FCPL was doing last weekend I immediately headed to the library. I walked up to the circulation desk, handed the lady my card and told her why I was there. Suddenly my emotions got the best of me and I started to cry. All I was able to say to her was "thank you." This was an answered prayer for me, and a fresh start for us as we prepare to start another year of homeschooling. You can only imagine the joy that filled my heart when I told my daughters they could check out some books again. I cannot thank you all enough and I am going to do everything in my power to have my books returned on time from here on out."

Mr. Kelly noted that there was overwhelming support from customers on this initiative and they were very thankful. He also read a portion of an e-mail from a staff member that he received immediately following the amnesty weekend.

"It was a great experience for me to be such a part of an amazing and generous act of goodwill on the part of the library. When I started at the library 11 years ago, the mindset was very different than what it is today. The library has made strides to be the change that the community needs. I remember my first day here at CBA and walking into the circ workroom and there on the wall hanging above the door was a sign that read "To err is human, to forgive is not library policy." That sign no longer hangs there and I am happy to say that we no longer embrace that at FCPL."

Again, the feedback from customers and staff on this initiative was very positive. He thereafter displayed a photo of a heart colored by a child. He received this from staff at the Brunswick Library. This photo reflects what effect the amnesty weekend had on a child. She and her family had been there over the weekend and had been blocked from enjoying the library as a result of fines/fees. This child made this heart as a gift of appreciation and brought it to the desk to thank us for what we did for her.

Mr. Kelly noted that FCPL was successful on every outcome that we envisioned. We built new relationships with the community, we got materials back, we saw an increase in door count and while he noted that he might have wished some of the numbers to be higher, the community gratefully received the gesture and it definitely had a positive impact on many people. The staff felt proud to be a part of the positive work in community building. Mr. Kelly added that none of this would have been possible without members of the FCPL Board of Trustees taking the risk

and allowing us to do this and supporting us in this effort. Mr. Kelly thanked members of the FCPL Board of Trustees.

Ms. Greenway noted that according to the June minutes, she thought Mr. Kelly would be sending the Board a lot of information over the summer that the Board had requested at the last meeting because we weren't given any financial data at the last meeting. She noted that Mr. Kelly took a stab at how much bad debt FCPL had outstanding at the time and, according to the minutes, FCPL had approximately \$1,000,000 in bad debt. Ms. Greenway added that of that \$1,000,000, FCPL took in \$5,576 over the amnesty weekend and inquired if that is correct. Mr. Kelly stated that the \$5,576 is the value of the materials that were returned to FCPL. Ms. Greenway inquired of Mr. Kelly whether he thinks that the amnesty weekend was a successful program. Mr. Kelly stated that it was a successful program because otherwise we probably would not have received any of that money back. He noted that he provided all the information that was requested over the summer via an e-mail and tried to explain that a lot of that debt is because the prior administration had never cleared accounts that had been inactive for over 3 years and, as a result, the debt was allowed to accrue. He noted that any amount of money that we received and the relationships that we are allowed to build, is a success. He added that \$5,000 compared to a \$1,000,000 seems like nothing but it was \$5,000 that we would not have received beforehand. Mr. Kelly also noted that he thinks we will be getting some of the customers back as well. Ms. Greenway asked if the remaining portion of the \$1,000,000 will be written off as bad debt. Mr. Kelly stated that FCPL uses Unique Management, a collection agency. They try to get materials back for us. Mr. Kelly noted that most of that money is gone. He added that fines have been trending downward and the \$30,000 that was waived was probably not going to be money that we would have received this year. Mr. Kelly added that it is valuable to get customers back and he appreciated the opportunity to get their debts back to zero. Ms. Greenway noted that in private practice you write off bad debt and it comes off the taxes. She inquired how that works in a governmental agency or non-profit and whether it sits on the books forever. Ms. Greenway further inquired whether the policy is going to be changed by deleting accounts that are inactive. Mr. Kelly responded that he is not changing a policy but that is the procedure that we would like to follow per Maryland State Library best practices and delete accounts, whether they have any fines or overdue materials, if they have been inactive for 3 years. Ms. Greenway stated that this won't change the balance of the bad debt just because you delete the account. Mr. Kelly stated that the bad debt would not exist any further in our records. Ms. Greenway stated that this is fascinating to her. Mr. Kelly stated that since we have never done this for 20+ years, some of the individuals have died, moved or are not coming back anyway. This will provide a more proper accounting of who are users are and that we are not presenting a \$1,000,000 debt. Ms. Greenway added that she just does not understand how that can be done. She understands that an account can be deleted but she does not understand how you can delete the fact that someone would owe FCPL \$50.00 for example. Ms. McDuff stated that it is not part of the County's budget or FCPL's budget. It is not a real debt; they are fines that we have assessed. When items are lost and are not circulating any longer, FCPL replaces those items so it does not impact our budget. Ms. McDuff stated that we would like to get the items back and get funds back but sometimes it is just not going to happen. Ms. Greenway stated that if every other person walked into FCPL and stole a book, you are saying that FCPL would replace the book and it wouldn't have an

impact. Ms. McDuff stated that if every other person would steal a book, it would be a huge impact. Ms. Greenway stated that she would think the County would want a record of all of this since FCPL uses county resources. Mr. Laugelli stated that there is a difference between having a record and carrying bad debts. Mr. Laugelli noted that he thinks this would be a good time to come up with a coherent baseline so if we are going to wipe out an account, we wipe it out and be consistent going forward. He noted that he does not see an issue with the concept of wiping out bad debts from years ago. Ms. Greenway stated that she is just talking from an accounting perspective and noted that she does not understand how one can go in and delete those records. She noted that she has never heard of that in her life. Mr. Kelly stated that our previous administration would agree with you and that is why they didn't delete anything and that is why that number was allowed to grow. Ms. Greenway noted that she would think the County would provide guidance on how to manage those kind of things and tell you how to handle it because you are dealing with County assets. Mr. Kelly noted that we also are funded by State funds and that is why we are taking our guidance from the State Librarian. He noted that it is always a conversation. He added that FCPL is audited every year and it would seem to him that if the County was concerned about that, it would have come up in the audit previously and he does not recall that being a topic of conversation regarding the audit. Ms. Greenway inquired whether the County knows about this and Mr. Kelly explained that FCPL has a liaison in Finance and they see all the numbers.

Ms. Smith noted that she recently received a notice from the District of Columbia Public Library system that her account was about to expire and she needed to go to the library to renew her card. Ms. Smith inquired whether FCPL will send out notices at the end of the three year period to patrons to let them know what is going on. Mr. Kelly advised that staff is figuring out the logistics of that right now.

Ms. Greenway inquired whether at the end of the three year period, if a patron has an outstanding amount on their account, would that patron be banned. Mr. Kelly advised that the patron would not be banned from the library but their account would be deleted from SIRSI. If a patron would come back into the library and want to check something out, they would have to open a new library account at that time. Ms. Greenway inquired whether anyone can be permanently banned from the library for not paying fines. Mr. Kelly stated that no one will be banned from the library for not paying fines. Our buildings are public buildings and they can come to the library anytime they want. Mr. Kelly stated that we don't want any of our policies to be punitive. It is all about relationship building. Many people that need FCPL the most, are the same ones that can pay the fines the least. We want to do what we can to retain them as our customers. Ms. Greenway wanted to know if the collection agency would provide the manpower to do this sort of thing or do staff members call up patrons. Mr. Kelly explained that after a certain amount of time, patrons with overdue accounts are forwarded to the collection agency to try and collect the debt. Mr. Kelly noted that it is his hope that FCPL can resolve the issue before it goes to the collection agency. SIRSI automatically sends notices to patrons when items are becoming due or are overdue. Ms. Smith inquired how long the collection agency pursues an overdue account. Mr. Kelly stated that he is not sure at this time.

K. Kane inquired about the amount of money that was recovered and if there is anything that would reflect the number of accounts that the money came from. Mr. Kelly stated that he can try to obtain that information, if that is something you would be interested in. Mr. Kane stated that there are two other things that he is interested in obtaining: 1) how many people came into the library and had accounts cleared and 2) how long those fines had been outstanding. In addition, Mr. Kane noted that he would also like to know how many new registrations were obtained that weekend compared to other weekends.

e. Board Member Recommendation: Susan Manny, on behalf of the Nominating Committee (George Laugelli, Debbie Kiser and herself) advised that they met with two candidates for the vacancy on the FCPL Board of Trustees. At this time, she noted that members of the Nominating Committee would like to recommend Mick O’Leary to fill the vacant position on the FCPL Board of Trustees. Mr. O’Leary came to the interview with 17 years of experience as a Director at Frederick Community College so members of the committee thought that he would bring a balance to the FCPL Board of Trustees since members of the Board have varied backgrounds. Ms. Greenway inquired whether only 2 people applied for the vacancy. Ms. Manny stated that two individuals applied for the vacant position. Mr. Laugelli added that both candidates were very interesting and we had long discussions with both of them. Ms. Manny noted that it was unanimous as to the choice of Mr. O’Leary.

S. Manny made a motion to recommend that Mick O’Leary fill the vacancy on the FCPL Board of Trustees; seconded by G. Laugelli. No further discussion. VOTE: Unanimous.

f. Review/Affirm Library Policies: Mr. Kelly noted that members of the FCPL Board of Trustees met last year and Sheila McDuff walked everyone through the policy updates. Thereafter at the following board meeting, members of the FCPL Board of Trustees approved those re-written policies. At that same time, it was agreed that members of the FCPL Board of Trustees would vote to re-affirm the policies in place annually. Mr. Kelly added that there have been no changes since the last time the policies were voted upon but we would appreciate a reaffirmation of the policies by members of the FCPL Board of Trustees. Ms. Smith reiterated that there has been nothing new added to the policies. Mr. Kelly stated that there have been no updates since the policies were voted upon last fall. Ms. Greenway inquired as to whether there were any policies developed as a result of the amnesty talks or whether that was just procedures that were discussed. Mr. Kelly stated that no policies were developed as a result of the amnesty issue. Mr. Laugelli noted that if the amnesty weekend would become a recurring thing, then a policy would need to be developed.

Ms. Smith made a motion to reaffirm the existing library policy manual as written; seconded by C. Greenway. No further discussion. VOTE: Unanimous.

BOARD QUESTIONS AND COMMENTS: None.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, October 3, 2018 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD. Ms. Smith inquired whether the October meeting will be a televised meeting. It was noted that the October meeting will be a televised meeting.

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

The meeting adjourned at 7:50 p.m.



George Laugelli on behalf of Kyle Kane, Chair
Frederick County Public Libraries Board of Trustees