

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
SEPTEMBER 6, 2017**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on September 6, 2017 at the C. Burr Artz Library, Frederick, Maryland.

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

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

STAFF PRESENT: D. Batson, Director; J. Kelly, Associate Director; S. McDuff, Associate Director; S. Lauchner, Coordinator/Library Collections; J. Vogel, Youth Services Coordinator; J. El-Zeftawy, Development Officer; A. Sherwood, Finance/Office Manager; J. Marshall, Systems Manager; C. Hall, Branch Administrator – C. Burr Artz Library; R. Bowers, Branch Administrator – Middletown/Walkersville Libraries; A. Whitney, Branch Administrator – Urbana Regional Library; E. Dingle, Branch Administrator – Thurmont/Emmitsburg Libraries; D. Buker, Virtual Branch Administrator; G. Bender, On-Call Library Associate; R. Clapp, Library Associate – Thurmont Regional Library; M. Dixon, Library Associate – Middletown Library; A. Gray, Library Associate – Walkersville Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: K. Kane made a motion to approve the minutes of the June, 7, 2017 FCPL Board of Trustees Meeting; seconded by D. Kiser. No discussion.
VOTE: Unanimous.

CHAIR'S REPORT: Mr. Laugelli stated that typically the summer is an idle time for members of the FCPL Board of Trustees but this past summer was not a particularly idle summer. There have been a couple of big things on our plate and the board has met and done some solid work. Some of that work will be seen in a presentation tonight on the Policy Handbook. He noted that he has been very busy with struggles in trying to sell his house but then he said he looks at what is going on in Houston and what is going to go on in Florida and added that he is in a “count my blessings” mode and happy that he lives in an area where there is only an occasional tornado or earthquake. He added that it is good to keep a perspective on things.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Batson stated that it has been a good summer for FCPL. He noted that when October comes, members of the FCPL Board of Trustees will hear a report about Summer Challenge that will knock your socks off. The Summer Challenge was very, very successful. There will be a full presentation at the October meeting which will be a televised meeting so that

the community can see what went on.

Thereafter, Mr. Batson introduced Catie Hall as the new Administrator for the C. Burr Artz Library. Catie came to FCPL from Loudoun County. Catie thereafter provided some background information on herself. Mr. Batson also noted that Beth Heltebridle, who is not here this evening, is our new Assistant Administrator for the C. Burr Artz Library. Beth came to FCPL from Carroll County.

Mr. Batson noted that Bryan Hissong, FCPL's Community Outreach Manager, was loading the space exhibit onto a truck and one of the crates dropped on his foot. He has a broken toe and additional soft tissue damage. Mr. Hissong is home at the direction of doctor's orders to try and get it to heal. The earliest he will be returning will be on Monday, September 11, 2017 but that is still unsure at this point.

Mr. Batson reviewed the statistics for July, 2017. Circulation increased by 7%, patron visits increased by 14%, registrations dropped slightly, and wi-fi usage increased by 24%. He noted that July is the beginning of the fiscal year so staff will watch the statistics closely for the rest of the year. In addition, Mr. Batson stated that these figures also reflect the results of Summer Challenge.

Thereafter, Mr. Batson noted that members of the FCPL Board of Trustees need to be aware of something that will have ramifications. There is a very popular product FCPL has called Hoopla, however, it is bankrupting FCPL. At this time, staff is in negotiations with Hoopla and the company has offered us some very nice alternatives. Staff will continue discussions with the company so as not to do away with the entire software package. Mr. Batson noted that FCPL just learned that several other library systems have recently dropped Hoopla as well due to the cost. Mr. Batson stated that FCPL hopes to maintain Hoopla but members of the FCPL Board of Trustees needs to know that Hoopla is not financially supportable. Ms. Smith inquired whether Hoopla is so popular because there is no wait-list. Ms. Lauchner stated that there is never a wait-list and their range of content is unbelievable. Mr. Batson noted that Baltimore County never picked up Hoopla. Hoopla is making changes because it is just not sustainable. Ms. Greenway inquired whether Hoopla is mostly movies and/or music. Ms. Lauchner responded that e-audio is the most popular. Ms. Manny noted that when Hoopla first began, a patron was allowed to check-out 7 items, however, now a patron is allowed to check-out 10 items. Ms. Lauchner stated that the number of items is not a determining factor because the majority of patrons only check-out 1 or 2 items per month. Ms. Lauchner added that Hoopla is a wonderful service because of the variety of content and it is always available. FCPL staff has learned a lot from Hoopla in that we see that digital is what people are wanting so what we are doing now is exploring other options that are more budget-friendly. Hoopla will need to be examined as FCPL's budget is prepared.

Mr. Batson advised that FCPL will be starting a new product called Kanopy. Kanopy streams videos including Criterion films and also provides The Great Courses. Ms. Poteat inquired what software were other systems substituting for Hoopla. Ms. Lauchner stated that Kanopy is not a

substitute for Hoopla. Kanopy does not offer the same content as Hoopla. Kanopy is something FCPL was interested in regardless of Hoopla especially because of The Great Courses. Ms. Lauchner also noted that Kanopy is offered in a lot of colleges so a lot of students are familiar with Kanopy.

Thereafter, Mr. Batson advised that Sheila McDuff will be providing a presentation on some of the new buildings/construction, however, he noted that there are two community input meetings coming up. There will be a meeting on September 14, 2017 at 7:00 p.m. at Point of Rocks Community Center to discuss the Point of Rocks Library. Another meeting is scheduled for September 26, 2017 at 7:00 p.m. at the Town Hall in Myersville to discuss the Myersville Library. County Executive Gardner will be attending both meetings. Councilman, Jerry Donald will also be at the Point of Rocks meeting.

b. CIP/Budget – Update: Mr. Batson stated that September is the beginning of the cycle for the CIP and budget. Election season is also starting. While the election is next year, Mr. Batson noted that this is the beginning of budgets, people filing to run for offices and the political rhetoric ramping up. There will not only be mid-term elections for Congress, but we also have City elections this year. Next year will be County elections. Everything will be very, very interesting and FCPL will keep a very close eye on the elections because it affects FCPL. This year's budget cycle should be an interesting budget cycle. Mr. Batson stated that he, along with other County Directors, have met with the County Executive regarding the upcoming budget. He noted that it appears that anticipated revenues are not coming into the County. The State has already declared their shortfall. The County Executive is taking steps to address these issues now rather than at the latter part of the year. Mr. Batson noted that FCPL is not being hurt too badly by it but November is the major distribution of income taxes and that will let the County know where it stands. He added that the reason he is mentioning all of this now is that this may affect next year's estimate of revenue.

NEW BUSINESS:

a. Staff Recognition: Mr. Laugelli noted that four staff members have recently completed the Library Associate Training Institute. Mr. Batson introduced the four recent graduates: Glenn Bender, Rebecca Clapp, Mary Dixon and Ammie Gray. Mr. Laugelli thereafter presented certificates to each of the graduates. Ms. El-Zeftawy took a photo of the certificate presentation.

Ms. Poteat inquired as to what is LATI. Mr. Kelly advised that all librarians and library associates in the State of Maryland have to go through formal training and certification. The first step for certification is for individuals to attend the Library Associate Training Institute. The training is basically like a one-year boot camp to get them ready to serve on the desk. Mr. Batson added that this training is required by State law. Mr. Batson further noted that even the professionals have to have 90 hours (CEUs) every five years for recertification. Trina Panagos is FCPL's Training Coordinator. FCPL constantly offers programs and training opportunities for staff. FCPL is a better organization because of the staff training.

b. Financial Report: Ms. Sherwood noted that the new fiscal year just started as of July 1, 2017. Information provided to members of the FCPL Board of Trustees is for the first month of Fiscal Year 2018. She added that she did not prepare a financial report for Fiscal Year 2017 because a lot of the information has not been entered yet because the County is still working on getting financial information transferred from the old system to the new system. The County will be providing members of the FCPL Board of Trustees with final numbers in November. Mr. Batson clarified that the County switched financial systems as of July 1, 2017. Ms. Greenway inquired whether the new system is a new software package. Ms. Sherwood advised that the County's old system was PeopleSoft and the new system is INFOR. Mr. Batson added that the County is going through a transition period right now. Ms. Sherwood advised that although the final numbers are not available, she noted that FCPL did not go over budget.

Ms. Sherwood thereafter reviewed Grants and Contributions for 2017. FCPL received over \$1.1 million in grants in 2017 which includes the \$1,000,000 grant for the Walkersville Library. If you exclude the \$1,000,000 Walkersville Capital Grant, FCPL is still \$45,000 over the previous year. She noted that FCPL received almost \$50,000 in individual gifts which is about \$19,000 more than in Fiscal Year 2016. FCPL received approximately \$103,000 from the C. Burr Artz Trust as well as over \$21,000 from other revenue sources. In total for Fiscal Year 2017, our grants and contributions revenue was \$85,000 over the previous year excluding the Walkersville Grant. Fiscal Year 2017 was a great year.

Ms. Greenway inquired as to who the Treasurer is for the C. Burr Artz Trust. Mr. Batson advised that Bill Rhoads, a member of the C. Burr Artz Trust, just passed away so right now the C. Burr Artz Trust only has two members. Ted Gregory acts as the ad hoc President and Treasurer at the same time. At this time we are waiting for the Church to recommend another name to the City so that they can approve the Trustee that will serve on the C. Burr Artz Trust. The C. Burr Artz Trustees serve for life.

Ms. Sherwood thereafter reviewed revenue/expenditures for July, 2017. She noted that although the document shows zero dollars in revenue, it does not mean that FCPL received zero dollars. It just means that the County is still working on the data for 2017. A lot of FCPL's revenue is reported quarterly so this figure will be updated shortly. The expenditures are much more accurate because a lot of the expenditures hit our books automatically. At this time FCPL is at about 4%, which is where we would expect to be one month into the fiscal year.

Thereafter, Ms. Sherwood reviewed grants and contributions for Fiscal Year 2018 as of July 31, 2017. FCPL has already received two grants and staff has applied for three more grants. Individual sponsors/contributions are at approximately \$12,000. FCPL has also received approximately \$25,000 from other sources which includes the C. Burr Artz Trust. Ms. Greenway inquired why the expenditures show an In-Kind County Appropriation and further inquired if that is an in-kind contribution. Mr. Batson stated that the In-Kind County Appropriation expense is something that FCPL does not have any control over. When the County puts its budget together, they contact IIT, Building Maintenance, Construction, etc. and they put together the budget expenses per department and FCPL has no control over that number.

Ms. Kiser inquired how the tip jar is doing. Ms. Sherwood stated that FCPL is only a few months away from completely covering the cost of the tip jars. Ms. El-Zeftawy advised that FCPL has two tip jars (one at the C. Burr Artz Library and one at Urbana Regional Library).

c. New Construction Updates: Ms. McDuff provided construction updates on Walkersville and Myersville Libraries. She noted that both projects are in full swing. This year is the construction year for Walkersville Library and the design year for the Myersville Library.

The Walkersville Library is on track with the construction schedule. The roof is mostly finished and will be completed this month (September, 2017). Once the roof is finished, the hanging of the drywall will begin. Exterior work (asphalt and landscaping) will begin in October, 2017. All of the final details will be finished up in November/December. The current plan is for the building to be turned over to the County in early January, 2018. FCPL requires 3 to 4 weeks once we get into the building to get all of the furnishings into the building and the shelving up and materials on the shelves, etc. The County will be taking care of a lot of punch list items. The opening of the library is still scheduled for mid-February to early-March, 2018. Thereafter, Ms. McDuff displayed some photos of the construction progress of the Walkersville Library. Ms. Greenway inquired as to the square footage of the Walkersville Library. Ms. McDuff noted that the facility will be 15,000 square feet.

Ms. McDuff stated that there will be a community input meeting for the Myersville Library in late-September. It is hoped that FCPL will hear about the capital grant award in October, 2017. At this time construction is scheduled to begin July, 2018. A tentative opening date for the Myersville Library is May, 2019. She thereafter displayed preliminary drawings from the architect of the Myersville Library. The Myersville Library will be a 6,800 square foot facility. Ms. Greenway inquired whether the library will be all on one floor. Ms. McDuff stated that the Myersville Library will be a one floor facility.

d. Election of Officers: Ms. Greenway, on behalf of the Nominating Committee stated that the following individuals have been contacted and have agreed to serve as follows:

George Laugelli will continue to serve as Chair through June, 2018

Kyle Kane will serve as Vice-Chair (Elect)

Susan Manny will serve as Secretary/Treasurer

The following correction was requested by C. Greenway at the October 11, 2017 FCPL Board of Trustees Meeting: The committees will remain the same except that Cheryl Smith will serve as the Chair of the Evaluation/Nomination Committee and Candy Greenway will serve as Chair for the Finance Committee.

Mr. Laugelli inquired whether anyone had any questions or comments. There was no further discussion. VOTE: Unanimous.

Mr. Laugelli advised that word was just received from the County that Cheryl Smith has been

officially reappointed to serve her last five year term

Mr. Batson noted that last year James Kelly went to Leadership Frederick with the Chamber of Commerce and this year Sheila McDuff was accepted for Leadership Frederick.

e. Holiday Schedule: Mr. Batson stated that the proposed holiday schedule follows the County holiday schedule. Mr. Laugelli noted that Columbus Day will be Staff Day. D. Kiser made a motion to accept the holiday schedule as proposed; seconded by C. Smith. No further discussion. VOTE: Unanimous.

f. Policy Handbook: Mr. Laugelli noted that members of the FCPL Board of Trustees had a retreat in August and reviewed a revised Policy Handbook that Sheila McDuff put together. He noted this was a great idea because over the years the policies have accumulated and were never put together or organized. Sheila put together an entire package of existing policies and suggested re-writes/changes of some of the policies which members of the FCPL Board of Trustees reviewed in detail. A final copy of the Policy Handbook was delivered to all members of the FCPL Board of Trustees. The new Policy Handbook will benefit not only current members of the FCPL Board of Trustees but future members as well.

B. Poteat made a motion to accept the Policy Handbook as submitted; seconded by C. Greenway. No further discussion. VOTE: Unanimous

BOARD QUESTIONS AND COMMENTS: Mr. Batson noted that the October FCPL Board of Trustees meeting will be held on the second Wednesday in October – October 11, 2017. This meeting will also be televised.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, October 11, 2017 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

K. Kane made a motion to adjourn the meeting; seconded by S. Manny. No further discussion. VOTE: Unanimous.

The meeting adjourned at 7:35 p.m.



George Laugelli, Chair
Frederick County Public Libraries Board of Trustees