

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
OCTOBER 8, 2014**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on October 8, 2014 at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: B. Poteat, D. Kiser, T. Kutz, G. Laugelli, S. Manny, and C. Smith.

BOARD MEMBERS ABSENT: C. Greenway and Commissioner Liaison, D. Gray.

STAFF PRESENT: D. Batson, Director; D. Maminski, Associate Director; K. Lewns, Financial Business Office Manager; S. Lauchner, Coordinator of Library Collections; J. Vogel, Youth Services Coordinator; S. McCoy, Branch Administrator – C. Burr Artz Library; R. Bowers, Branch Administrator – Walkersville and Middletown Libraries; A. Whitney, Branch Administrator – Urbana Regional Library; D. Buker, Virtual Branch Administrator; D. Payne, Assistant Branch Administrator – C. Burr Artz Library; S. Long, Acting Children’s Supervisor – C. Burr Artz Library; M. Slaby, Grants Coordinator; J. Earp, Administrative Aide-Fiscal; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: T. Kutz made a motion to approve the minutes of the September 3, 2014 board meeting; seconded by G. Laugelli. No Discussion.

VOTE: Unanimous

D. Kiser inquired whether the minutes of the board meetings are available to the public. She was advised that the board meeting minutes are posted on FCPL’s website.

CHAIR’S REPORT: Ms. Smith stated that she participated with Dr. Alban and others from Frederick County Public Schools on Tuesday, October 7, 2014, in renewing the Memorandum of Understanding that the library has with the school system. She further added that she is delighted that we were able to renew this partnership. It brings a lot of value to both of our organizations and she stated she was honored to be able to participate.

Ms. Smith noted that she is delighted and pleased to see our Director, Darrell Batson, here with us tonight and we wish him much rest and recuperation.

DIRECTOR’S REPORT: Mr. Batson noted that on November 8, 2014, the Citizens for Maryland Libraries will be holding their annual conference in Hagerstown, Maryland. This is a one day activity and he encouraged all members of the FCPL Board of Trustees to attend, if possible. Everyone usually meets at the library and we use the library van to carpool to the conference. There is no cost for the conference. He added that Citizens for Maryland Libraries is a state-wide citizens group that lobbies for libraries throughout the state. They are very effective when it comes to the legislature. The conference is also an opportunity to meet

colleagues throughout the state. He again encouraged board members to attend and requested that board members coordinate their attendance through C. Smith. It is estimated that we will leave the C. Burr Artz Library around 9:00 a.m. and return around 3:00 p.m.

NEW BUSINESS:

a. Financial Report: K. Lewns advised that at next month's meeting, the audit will be reviewed. Members of the Finance Committee will meet at 6:00 p.m. to review the audit prior to the board meeting and a vote will be taken at the 7:00 p.m. meeting. She noted that we will find out what our ending fund balance is so we will know how much money we will have to spend next year. Ms. Lewns thereafter reviewed a document regarding book sales over the past few years. The document reflects book sales by each library branch as well as a breakdown of the funds FCPL has received from Better World Books. Ms. Lewns also stated that there is a slight decrease in the t-shirt revenue since not as many shirts were sold this past year. Next year we will not be ordering as many t-shirts. She further noted that we recently purchased 49 new computers for the approximate amount of \$30,000. In addition, Ms. Lewns noted that staff is currently working on the next Bookmarks publication and that amounts to \$5,200 each quarter. The next Bookmarks publication will include the annual statistics. She also noted that the Maryland Room recently did a large archival supply order which amounted to a little over \$2,000. This is a once a year expenditure.

Mr. Kutz inquired whether there is any reason why the book sale money has gone down. Ms. McCoy responded that her theory is that e-books have something to do with the sales going down.

Mr. Kutz further inquired whether the library gets large quantities of donated books from people. Mr. Batson stated that sometimes we get large quantities of great books and other times we get large quantities of academic books that are not of much use. Towards the end of the year, we tend to get large donations of materials due to tax time. Also, when people move from one house to another, we sometimes get large donations of materials.

Mr. Kutz asked if library staff ever go to someone's home to look at materials that can possibly be donated. Mr. Batson stated that although we have done that in the past, it is not encouraged. As a general rule "no" but there are always exceptions to the rule. Ms. Lewns added that about 3% - 5% of FCPL's collection comes from donations.

Ms. Smith inquired whether Better World Books buys the books from FCPL. Mr. Batson stated that Better World Books provides a service. They provide the boxes to us and staff box up the books that are being sent to Better World Books. Better World Books then sells the books through Amazon, eBay, etc. If the books sell, FCPL gets a percentage and the Literacy Council also gets a percentage. If the books don't sell, FCPL and Literacy Council do not get anything except for the fact that the books have been removed from our storage.

b. Through the Lens Presentation: D. Payne reviewed the One Maryland One Book project, Through the Lens: Framing a Sense of Home. It is being held in conjunction with this year's One Maryland One Book, The Distance Between Us by author, Reyna Grande. This book is a

very poignant memoir of the author's upbringing in Mexico until the age of 12. At the age of 4 her parent's left her to cross the border into this country. At the age of 12 they returned to take her over the border into America. It is a story of her view of home and community as a child in two countries, Mexico and the United States. Mr. Payne thereafter explained that the world is a very magical place when you look at it in different ways. He thereafter displayed an old fashioned film camera and explained that the world is a very, very magical place if you look at it in a different way. As a photographer, he stated he has learned to do that through photography. With this and the book in mind, we have asked participants to go out and see their home and community in a new way of life with fresh eyes. Mr. Payne stated that a grant was received from Maryland Humanities Council which allowed us to purchase 25 disposable cameras. As mentioned earlier, participants of all ages have been asked to see the hidden, unusual and beautiful spots in their community. There will also be a written component as well in addition to the visual element. Participants have also been asked to keep a journal. There will be a culmination of the project on October 22, 2014 at 6:00 p.m. in the Community Room at the C. Burr Artz Library with not only the photographs being on display but also the journals. There are 20 participants with the youngest participant being 9 years old. There have also been several families that have gone out together to take pictures of their community. He stated that everyone is looking forward to October 22nd.

C. Smith inquired whether this event is open to the public. Mr. Payne advised that this event is open to the public and will be held on October 22, 2014 at 6:00 p.m. in the Community Room. He further stated that after the event, we hope to have the photos on display in one of the alcoves.

c. Summer Reading Program: M. Minsker, Children's Supervisor at Urbana Regional Library stated that a video presentation was developed that reflects some of the highlights of this year's Summer Reading Program. Thereafter, a video was played which showed various statistics as well as numerous photos of the various programs held during this year's program. The video also thanked the various sponsors of this year's Summer Reading Program. Ms. Vogel stated that FCPL had a very successful Summer Reading Program. Although we didn't hit the 10,000 mark for registrations this year, we were very close. Ms. Vogel advised that next year we will have a new and exciting program. It will still be all about learning and reading but we hope that we will have something that will involve the whole family/community and not just the children.

Ms. Smith inquired whether the video can be placed on FCPL's website. Ms. Minsker stated that it certainly can be placed on the website.

Mr. E. Liles of Frederick, MD stated that the video displaying statistics was done in a way that would otherwise be boring.

d. Update Early Childhood Literacy Program/STEM Lab: Ms. Vogel provided an overview of Farm City: Crossroads of Knowledge and Discovery, the new early childhood education installation at the C. Burr Artz Library. The ribbon cutting was held on June 20, 2014. She thereafter displayed photos of the completed installation. Ms. Vogel stated that physical book check-outs had been holding steady or declining slightly but since Farm City was installed, there has definitely been an increase in the check-out of picture books which includes board books and beginning to read books. She thereafter displayed a chart which showed a definite increase in

picture book check-outs since 2013. In June, 2014, there was an increase of 19% (as compared to June, 2013) even though we didn't have the ribbon cutting until June 20, 2014. She further noted that there was a 52% increase in September, 2014. It is very exciting to see that Farm City is not only bringing children into our library, but the parents are taking books home with them when they leave. Ms. Vogel further noted that the statistics she displayed are only for the C. Burr Artz Library. In addition, she stated that FCPL has received very positive feedback about Farm City:

- 94% of the parents felt that Farm City helped their children practice math skills
- 96% of the parents felt that Farm City helped their children practice science skills
- 92% of the parents felt that Farm City helped their children practice language skills
- 85% of the parents said it would make them more likely to visit the C. Burr Artz Library

Ms. Vogel advised that we have lots of new groups visiting the C. Burr Artz Library. Family Partnership had two fieldtrips during the first two months that Farm City was open. Usually they come to the library once a year. A Head Start group came to the library and she stated that this was the first time in at least 3 years that they have had a field trip to the C. Burr Artz Library. The Judy Center also brought groups to the C. Burr Artz Library.

Ms. Vogel stated that technology always remains popular. She stated that she was recently at an Innovation Expo in Harford County and the staff from Harford County were very excited to announce that they were going to be putting in an early literacy area at one of their branches and they were going to include technology in that area. It is exciting to see that other libraries are doing what we are doing.

C. Smith stated that she brought her grandson to the library this past summer and she added that she and her husband had lots of fun playing the animal sounds game. It is not just for kids.

S. Long provided an overview of the STEM Lab. She noted that STEM stands for science, technology, engineering and mathematics. The STEM Lab is located in the old Technology Center. We do lots of programs in the STEM Lab and have open hours for drop-in play. The ribbon cutting was on June 20, 2014. She thereafter displayed some photos from the grand opening of the STEM Lab. Some of the items that are in the STEM Lab are: iPads, a 3D printer, 5 credit card sized computers, snap circuits, Lego Mindstorms, Goldieblox, and much more. She thereafter displayed a few items that were printed by the 3D printer. Ms. Long noted that since the STEM Lab opened in June, 2014, 934 patrons have visited the STEM Lab. We are still in the process of adjusting the hours of the STEM Lab and so far the response has been very positive. During drop-in play, we set out a lot of the stuff and the kids just have fun and play. Since the beginning of October, we have already had 105 visitors at the STEM Lab. We also have STEM Clubs that range from pre-school age up to age 12. We have Minecraft Clubs and have Minecraft Monday where the kids can just drop in and play Minecraft. We will be adding more to the roster as time goes on. She thereafter displayed photos of the children enjoying the STEM Club. Ms. Long noted that there is a white board in the STEM Lab and staff wrote on the white board "What do you think of the Lab? We have received nothing but positive comments from the children and their parents. She noted that we will be adding more STEM Clubs and we will be changing our open hours. We will be adding hours on Saturday. More Minecraft will also be

offered. Minecraft is one of the most popular items right now.

Ms. Manny inquired whether there is a limit as to the number of children that can be in the STEM Lab at one time. Ms. Long noted that there is a 30 minute time limit during busy times so we have the children sign-in so as many children as possible can use the STEM Lab. There is a limit on the number of children who can participate in the various programs and once the program is full we provide a wait list as well. Due to fire code regulations, we must limit the number of children in the STEM Lab.

Mr. Laugelli asked if staff is always in the STEM Lab when it is open. Ms. Long stated that the STEM Lab is always staffed and we also have volunteers that come in to help with the programs as well. Ms. Vogel stated that it is very interesting to watch the children because the children teach each other also.

Ms. Smith inquired whether any of the local businesses or members of the science community have been approached about doing some special programming with guest speakers. Ms. Long stated that we have been having some scientists come for various programs and they teach a lesson and then do a hands-on activity with the children. We will be reaching out to some of the high schools and other organizations to get them to bring their programming to us as well.

e. Middletown Library Update: Ms. Bowers, Branch Administrator of the Middletown and Walkersville Libraries, provided an update on the recent renovations at the Middletown Library. She displayed a photo of the outside of the Middletown Library. She advised that Middletown Library got a new roof this past summer. All of the outside woodwork was painted and the library received new window tinting as well. Parks and Recreation re-mulched all of the flower beds and a volunteer family planted flowers in front of the library. She noted that construction of the Middletown Library started on September 5, 2014. It only took a few hours to clear the building so that the work could begin. Ms. Bowers advised that a “time capsule” was found in one of the windows. In the “time capsule” there was a newspaper from 1991, which is the year when the Middletown Library first opened. The ribbon cutting took place on Saturday, September 27, 2014 and there were many dignitaries present at the ribbon cutting. Thereafter, she displayed numerous photos of areas within the newly, renovated Middletown Library.

C. Smith apologized for not being able to attend the ribbon cutting ceremony but stated that she looks forward to visiting the Middletown Library.

B. Poteat thanked everyone for their hard work.

f. Display Policy: Ms. Whitney clarified that this revision is not only for the Display Policy but will also apply to the Meeting Room Policy. She further noted that the suggested changes from the last meeting have been made to the policy and the language was approved by Stuart Harvey, Election Coordinator for Frederick County. The new language also incorporates Maryland Election Law 16-206(a)(1).

G. Laugelli made a motion to approve the revised wording; seconded by D. Kiser. No discussion. VOTE: Unanimous.

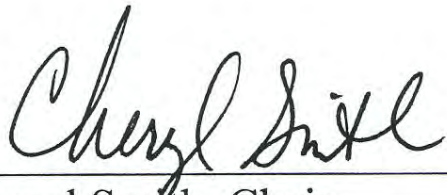
BOARD QUESTIONS AND COMMENTS: None.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, November 5, 2014 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD. C. Smith reminded everyone that members of the Finance Committee will meet at 6:00 p.m. that same evening to review the audit prior to the formal presentation that evening.

B. Poteat made a motion to adjourn the meeting; seconded by S. Manny. No Discussion.
VOTE: Unanimous.

The meeting adjourned at 7:55 p.m.

A handwritten signature in cursive script that reads "Cheryl Smith". The signature is written in black ink and is positioned above a horizontal line.

Cheryl Smith, Chair

Frederick County Public Libraries Board of Trustees