

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
NOVEMBER 4, 2015**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on November 4, 2015 at the C. Burr Artz Library, Frederick, Maryland.

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

**BOARD MEMBERS ABSENT:** C. Smith and 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; S. McCoy, Branch Administrator – C. Burr Artz Library; S. Lauchner, Coordinator of Library Collections; D. Bannwolf, Public Relations/Marketing Manager; Katilyn Miller, Interim Branch Administrator – Brunswick Library; J. Earp, Administrative Aide-Fiscal; R. Putman – Team Leader/Frederick County Finance Department; and L. Tibbs, Recording Secretary.

**CITIZEN REMARKS:** Marie May of Frederick, Maryland noted that she uses the library quite a bit and thanked staff for the wonderful service. She thereafter asked for clarification about computer usage at the library. Ms. McCoy stated that patrons are guaranteed at least one hour of usage on the computer. If there is not a waiting list for computers, the computer will automatically reset for another hour of usage. However, if there are patrons waiting to utilize the computers, a patron's time on the computer will be cut off after one hour so the next patron can have access for an hour. After one hour has passed, the patron that had to get off the computer may get back on the computer, if one is available. Ms. McCoy further noted that this is the procedure at the C. Burr Artz Library and this may be slightly different at some of the smaller library branches.

**APPROVAL OF MINUTES:** Candy Greenway made a motion to approve the Minutes of the October 7, 2015 FCPL Board of Trustees Meeting; seconded by Susan Manny. No discussion.  
VOTE: Unanimous.

**DIRECTOR'S REPORT:**

**a. FCPL – Update:** Mr. Batson noted that FCPL is starting to see a couple of trends. As the weather turns a little colder, traffic in the library becomes far more predictable as to who comes to the library and when they come to the library. When the time changes and it becomes dark very early, this limits a lot of the senior patrons from coming to the library. Many senior patrons have vision issues at night so they tend to come to the library earlier in the day or do not come at all in the evening. Other than that, there has been good usage of the facilities. Staff is pleased with the way things are going.

Thereafter, Mr. Batson reviewed statistics. The year-to-date statistics through September were up. He noted that there has been a trend over the last few years where statistics dip around

August/September and as months go along through the end of the year, the statistics recover and even increase.

Ms. Poteat inquired as to what was happening in Middletown to cause 102% increase over last year. Mr. Batson explained that the Middletown Library was closed for renovations during that time last year so that is the reason for the increase this year. Patrons were unable to check out books at that time last year because the library was closed.

Mr. Batson noted that although the monthly statistics for the C. Burr Artz Library are down, the purpose we have had ever since he came to FCPL, was to lower the circulation at the C. Burr Artz Library but raise the circulation at the outlying libraries where the population resides. We want libraries where the people are. Mr. Batson stated that we would prefer that the statistics for C. Burr Artz Library would increase or remain the same, but we understand that the outlying library branches are doing more with the newer and larger facilities. The decrease in statistics at the C. Burr Artz Library has nothing to do with the quality or quantity of what staff is doing. It has always been a long term effort to move library services out to where the people reside instead of forcing them to go to the C. Burr Artz Library.

As a further note, Mr. Batson stated that the C. Burr Artz Library will most likely see another dip in statistics in about 18 months when the Walkersville Library reopens at its new facility. A large portion of Walkersville statistics are from the zip code 21701. Many residents from the northern part of the city will go to the Walkersville Library once it is a larger facility.

Ms. Greenway inquired about the 3,657 “in-house” figure that was noted for the current month circulation statistics for the C. Burr Artz Library versus the 66,541 check-outs listed and asked if the “in-house” figure refers to electronics. Mr. Batson stated that “in-house” includes materials that are used by patrons while they are in the library but are not actually checked out. In house also includes Maryland Room materials that may not be checked out. Patrons are requested not to re-shelve items themselves. There are carts for people to put books on that they have looked at but not checked out. The in-house also encompasses books that are found on tables once patrons are finished with them. Ms. Kiser inquired whether in-house also includes magazines and newspapers. Ms. McCoy stated that it does include magazines and newspapers.

**b. Budget/CIP – Update:** Mr. Batson advised that he will be meeting with staff for an initial budget meeting next week with numerous other meetings to follow in December and January. Thereafter, the budget will be reviewed with the Finance Committee of the FCPL Board of Trustees initially and then the budget will be presented to the FCPL Board of Trustees in February for approval.

As far as construction is concerned, Mr. Batson noted that there has been some real progress made. An initial building meeting was held for the Walkersville Library. FCPL staff recently met with the architects, engineers, and staff from the Department of Public Works for Frederick County. Existing plans were reviewed and some modifications were made to the floor plan of the Brunswick Library that will be utilized for the Walkersville Library. The floor plan for the

Brunswick Library was a prototype that will be used for future libraries.

Mr. Batson added that FCPL has submitted construction recommendations to the County for the next five (plus) years. FCPL has submitted three different projects (Myersville, Middletown and Lake Linganore Regional (a/k/a/ East County Regional). FCPL staff met with Mayor Creadick of Myersville and FCPL has submitted to the County the list of incentives that Mayor Creadick offered, if Myersville would be accelerated and brought forward. FCPL staff has asked for an appointment to explain its recommendations. County staff will then review our requests and make a recommendation to the County Executive. The County Executive will make a decision and then her recommendations will be sent to the County Council.

Thereafter, Mr. Batson noted that Michael Carlson, the previous Administrator at Brunswick Library, moved on and is now out in Montana. Mr. Batson introduced Katilyn Miller who has taken on the responsibility of Interim Administrator for Brunswick Library. Staff will be advertising for an Administrator for the Brunswick Library in the near future.

Mr. Batson noted that a few months ago FCPL had approximately 23 vacancies but we are now down to about 15 vacancies at this time. There is a lot of interviewing going on right now for five different positions. FCPL has received good support from the Human Resources Department but, more importantly, we have received some good candidates. Mr. Batson added that the county's pay scale is low. It was competitive about ten years ago but it has not increased since then. FCPL, as well as every other department in the county, has lost very qualified applicants because the salary range is not there any longer.

### **NEW BUSINESS:**

**a. Audit Review:** Ronni Putman, Team Leader/County Finance Department, reviewed the audit for FCPL for the period ending June 30, 2015. Ms. Putman stated that she has good news to share with everyone. First of all, she reviewed revenues as compared to budget and noted that overall there was a positive variance (revenues exceeded the budgeted expectations) by \$20,884. On the expenditure side the budget was \$13,422,999 and expenditures came in less at \$12,562,010, which is a good thing. Primarily, the expenditure savings was due to savings on the personnel side as a result of staff vacancies. Ms. Putman thereafter reviewed assets versus liabilities. She noted that a comparison is shown on the document which compares June 30, 2015 to June 30, 2014 and June 30, 2013. This past fiscal year was comparable to years past.

Ms. Greenway inquired about the meaning of "Other purposes – board discretion" under Net Position on the Statement of Net Assets June 30, 2015. Ms. Putman stated those figures represent the endowments that have been established for specific purposes for the library.

Ms. Putman stated that the resulting fund balance for the library for fiscal year ending 2015 is \$880,000. This is money available for the library's use in the following year which is fiscal year 2017 which starts in July 1, 2016. This figure is an increase of approximately \$100,000 from last

year. Ms. Putman added that the documents presented have been audited and are complete.

Ms. Greenway inquired about “#REF” on the Conversion Worksheet Budgetary to GAAP to Government-Wide form and wanted to know what number that is supposed to be. Ms. Putman explained that it should be “0” and it is possibly an error as to how it was put into the system.

Mr. Batson explained that the reason FCPL has an additional \$100,000 is basically because FCPL has spent \$100,000 less. This gives FCPL more money so when the budget is presented to the FCPL Board of Trustees there will be more money to allocate. He also noted that the more staff FCPL has, there will be less savings in the future.

Mr. Kutz inquired about the meaning of “termination benefits” as listed on the Schedule of Revenues and Expenditures. Ms. Putman explained that this incorporates the benefits the county pays staff when an employee leaves employment such as payment for the staff members’ accumulated annual leave.

Mr. Kutz further noted that there was no amount allocated for overtime, however, there was \$12,505 expended for overtime. Ms. Lewns explained that FCPL has never budgeted for overtime hours, however, there are some staff (non-exempt) that work overtime and receive overtime pay. Mr. Kutz inquired whether all staff is eligible for overtime. Ms. Lewns stated that salaried staff (non –exempt) can be paid overtime.

Ms. Greenway inquired about the meaning of “rental income” on the Schedule of Revenues and Expenditures. Mr. Batson explained that rental income is derived from meeting room fees. Meeting room fees are currently charged to “for-profit” businesses that want to reserve the meeting rooms.

G. Laugelli stated that members of the Finance Committee of the FCPL Board of Trustees met earlier this evening to review the audit in full detail and asked for a motion to approve the audit, as prepared. B. Poteat made a motion to approve the audit; seconded by D. Kiser. No further discussion. VOTE: Unanimous.

**b. Financial Report:** Ms. Lewns stated, as noted previously, the county is usually a little over a month behind in posting revenues. As a result, revenues should be about 33%, however, some are reflecting 21% or 25% and this is because of the posting issues. Ms. Lewns also noted two items that occurred after the grant form was prepared. FCPL just received \$15,000 for the staff development grant. This was shown as “grants submitted and in process” on the form that was earlier distributed, however, it has been received and will be moved to the “grants awarded” category in next month’s report. Also, Ms. Lewns noted that FCPL applied for a Community Foundation grant in the amount of \$10,305, however, FCPL did not receive that grant so that will be removed from next month’s report.

Ms. Greenway inquired about the \$500.00 from the Friends of C. Burr Artz Library (under the Sponsors/Contributors category) and noted that she wrote two Friends checks on

September 2, 2015 and one check on October 7, 2015 totaling \$1,000.00. Those checks are not listed on the report under Friends contributions. She also noted that she does not see the Maryland Humanities Grant listed under the grants awarded section and added that this was the reason she wrote the checks. Ms. Greenway added that she believes FCPL received the Maryland Humanities Grant but just has not received the money yet. The Friends were trying to cover the expenses until the money was received. However, the Friends decided later to gift those funds to FCPL. Ms. Lewns further noted that she believes the Friends gave some money to One Maryland One Book also and she will add that to the next report as well.

Ms. Lewns advised that most of the equipment and supplies for the passport program have been purchased. The furniture will be delivered around the first week of December. Ms. Manny inquired whether the passport training has taken place. Mr. Batson replied that the passport training was held earlier this week. The training started out here at C. Burr Artz but had to be moved to a training room at the post office because the State Department invited employees of the Post Office to attend the training as well and the training room at the C. Burr Artz Library was not large enough. Ms. Lewns stated that the formal training concluded today (11/4/15). Once the room is set up, informal training by FCPL staff will begin two or three weeks prior to the official opening of processing passports. There will also be a State Department employee assisting staff during the first week of passport processing. Passport processing will begin January 5, 2016.

**c. Meeting Room Policy:** James Kelly noted that the main goal for the proposed, revised meeting room policy is to increase meeting room use and be more business friendly. Some feedback received from FCPL Meeting Room Coordinators is that there are some small businesses that found the 4-hour time block and fee to be cost prohibitive. The small businesses would prefer to be able to reserve the meetings rooms on an hourly basis. The proposed policy change would incorporate that request. Another request that staff received from many of those utilizing the meeting rooms was to be able to use the projector. This has also been incorporated into the new, proposed meeting room policy. Lastly, the proposed meeting room policy broadens the way FCPL's meeting rooms are used.

Sheila McDuff noted that the fees for meeting rooms are not currently in the meeting room policy. The fees were approved by the board but they are listed on the website separately. Ms. McDuff stated that in order to simplify everything, the fee structure will be listed on the actual meeting room policy. Thereafter, Ms. McDuff reviewed proposed changes to the meeting room policy. The first revision pertains to admission fees, selling products and closing meetings to the public. The revision now states that if a meeting room fee has been charged, the group reserving the room may charge an admission fee, sell products within the confines of the meeting and close the meeting. Basically, what is being conveyed, is that if a group reserves and pays for the meeting room, it is their room to use however it needs to be used (as long as it is within FCPL's rules of conduct).

The second change reviewed was involving non-profit organizations and community groups. If a non-profit organization or community groups wants to charge an admission fee or sell products

within the confines of the meeting room, they will also be charged a fee for the meeting room. At the present time meeting room fees are only charged to “for-profit” businesses. The proposed revision includes a statement that non-profit organizations and community groups will be charged a fee, if they want to charge an admission or sell products. The proposed change will allow any group (profit or non-profit) to pay a fee and be able to charge an admission fee, sell products and close their meeting to the public.

Ms. Greenway inquired whether she, as an individual, can pay a fee and rent a room. Ms. McDuff stated that individuals are not permitted to reserve a meeting room. Meeting rooms must be reserved by non-profit or for-profit organizations. Ms. Greenway further inquired about governmental use of the meeting rooms. Mr. Batson stated that due to the fact that FCPL buildings are owned by the government, libraries/government fall into another category. If a room is reserved by a governmental entity, it is their choice whether or not they want to open the room to the public.

Ms. Greenway noted that the proposed revision to the meeting room policy states that there is a limit on the number of times a meeting room may be reserved. She advised that the local Great Decisions group uses a meeting room every Monday for six weeks and she inquired whether this is going to be an issue. Mr. Batson stated that there are organizations that are looking for a weekly, Sunday worship place and will tie up a meeting room in a building for a year and that is not the purpose of the building. FCPL does limit the number of times a meeting room can be reserved because the meeting rooms are meant for everyone. Ms. McCoy advised that during the daytime hours the meeting rooms are generally booked; especially the Community Room. The Community Room is used for story times. Ms. McDuff stated that the limit on the number of times that one may reserve a meeting room has always been in the policy/procedures. Ms. McCoy advised that a group is limited to 18 uses of a meeting room per year.

Another change to the proposed meeting room policy includes the statement that reservations for meeting room usage may be made up to two months in advance. The only entities that will be able to book rooms more than two months in advance will be FCPL, FCPL partners and government entities. This will provide equal access to the rooms by all profit and non-profit groups.

In the sixth paragraph there was an additional sentence added that states “The Library may revoke permission for any entity to use any of its meeting rooms at the discretion of the Branch Administrator...” Mr. Batson stated that there are always “what if” situations and they need to be dealt with on a case-by-case situation.

Ms. McDuff stated that the meeting room fees have been added to the bottom of the policy. The change incorporates an hourly fee instead of a block of time rate. The larger rooms will cost \$50.00/hour and the smaller rooms will cost \$35.00/hour. Projector use has also been added at a rate of \$10/hour. Ms. Greenway inquired whether microphones will be available for use. Ms. McDuff stated that FCPL does not have the staff to set up meeting rooms with microphones. Only projectors will be made available at this time to meeting room users. Ms. Greenway further

inquired about the previous 4 hour time block for meeting rooms and wanted to make sure FCPL was not going to be losing money with the new proposed fee structure. Mr. Kelly stated that the 4-hour time block was cost prohibitive to many organizations and by providing an hourly rate, this will increase usage of the meeting rooms. Ms. Greenway inquired whether staff will blow the whistle to let the group know that their one hour meeting time is up. Ms. McDuff stated that the next group that has reserved the meeting room will show up and that should take care of it.

The last change concerns refunds for meeting rooms. Currently there is a refund policy in effect and it is very cumbersome so the policy has been changed to reflect that no refunds will be given once payment for the room has been processed. Ms. McDuff stated that if there are extenuating circumstances, staff will deal with that at the time. Mr. Batson added that if libraries are closed due to snow, this is something that is beyond the control of the organization so their money would be refunded, if the organization does not want to reschedule.

Ms. Greenway asked if it shouldn't be a priority that money payers would get the meeting rooms before the library programs. Mr. Batson stated that FCPL needs the facilities for its various programs that are offered to the public.

C. Greenway made a motion to accept the Meeting Room Policy as written; seconded by S. Manny. No Discussion. VOTE: Unanimous.

Mr. Kutz requested that proposed changes to policies be highlighted so that it is easily determined what changes are being recommended. Mr. Batson stated that this will be done in the future.

**d. Display Policy:** Mr. Kelly stated that the rationale of changing the display policy is to make it more customer-friendly, to advertise community events and to allow flexibility at branch levels. Ms. McDuff stated that the following addition “at the discretion of the Branch Administrator” was added to the first paragraph due to the fact that there are different resources and capabilities at the various branches as to how much can be displayed and for how long. The second revision involves political parties. There was a whole section about meeting room usage on election days and that has been removed. The last change that was made was under the bulleted list whereby the section about materials involving fees, payments, gifts and/or reimbursements was removed. Basically, what is displayed will be at the discretion of the Branch Administrator.

Mr. Kutz inquired whether the sentence “Display policy does not apply to programming offered by FCPL partners” was in the previous policy. Ms. McDuff stated that it was included in the previous display policy. Mr. Kutz asked for clarification about that sentence. Ms. McDuff stated that FCPL partners with a lot of different groups (The Weinberg Center, Frederick County Public Schools, the National Park Service, etc.) and this statement provides more flexibility on displays by FCPL partners.

Ms. Greenway inquired whether she has to go through the approval process again since the display policy is changing or can she put her documents out since she already has approval. Ms.

McCoy stated that Ms. Greenway would still need to give the documents to staff in order for them to be displayed but she would not have to go through the approval process again.

D. Kiser made a motion to accept the Display Policy; seconded by S. Manny. No further discussion. VOTE: Unanimous.

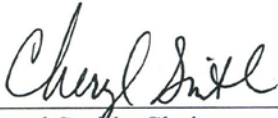
**BOARD QUESTIONS:** Mr. Laugelli stated that the items brought before the board are a result of solid management. Mr. Batson stated that a number of these concerns were brought to our attention by members of the FCPL Board of Trustees and staff appreciates that. Board members are out in the community and they hear concerns/comments and we appreciate it when we are told that something may not be working for the community.

**OTHER CITIZEN REMARKS:** None.

The next meeting will be held on Wednesday, January 6, 2016 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

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

The meeting adjourned at 7:55 p.m.



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Cheryl Smith, Chair  
Frederick County Public Libraries Board of Trustees