

BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY
MINUTES OF THE MEETING
June 18, 2019

A meeting of the Board of Library Trustees was held in the Wilson Room of the Administrative Offices, Tuesday, June 18, 2019. The meeting was called to order at 8:30 am by Board President John Holman. Other Board members present were Jane Eickhoff, Mike Netzer, Paul Schwab, and Maureen Walsh David.

Others in attendance were: Paula Miller, Phyllis Bontrager, Julie Brophy, James Cooke, Natalie Edington, Jen Evans, Ann McElroy, Helen Rowe, and Anna White. Ms. Sundermann is listed on the agenda, but was unable to attend the meeting. Director Miller will present the Tech Ed Grant application. A list of those in attendance, but not presenting to the Board, will be kept on file for one year.

Before the start of business, County Executive Olszewski arrived to present Mr. Holman with an Executive Citation for his service on the Board. The County Executive praised Mr. Holman's commitment to the Board of Trustees and community. Nancy Hafford, Executive Director of the Towson Chamber of Commerce, followed with additional praise for his work for the library and Towson. Later in the meeting Mr. Holman was also the recipient of a citation from Councilman Marks, presented by Paula Houck, Senior Legislative Aide to Mr. Marks.

COMMUNICATIONS

Minutes

The minutes for the May 21, 2019 meeting were approved (**Eickhoff/Schwab**).

Correspondence

Letters from the County Executive's office verifying the reappointment of Jane Eickhoff and the appointment of Anne West and Yara Cheikh to the Board of Library Trustees for Baltimore County, were received. Their first term on the Board will be July 1, 2019 to June 30, 2024.

Public Comments

Presentation of Council Citation to Mr. Holman by Ms. Houck.

Upcoming Events

The American Library Association Annual Conference will take place in Washington D.C. later this week. Sessions for library trustees by United for Libraries are scheduled for Saturday.

SummAR Reading Augmented Reality Storywalk kickoff, will be July 19, 2019 at Benjamin Banneker Park.

REPORTS

Director's Report (Miller)

Director Miller shared highlights from the written Director's Report for May, 2019. In partnership with Baltimore County Public Schools, Battle of the Books and Family Expos were held around the County. Summer Reading Challenge began this month, with a kickoff event at Owings Mills. BCPL partnered with Franklin Middle School and made a video of students sharing their thoughts of Kwame Alexander's *The Playbook*, which was part of their required summer reading. The video won Brenda Kinzinger, Media Support Services, a Silver Telly Award of

Excellence. A bronze Telly Award was won by Andy Mulieri, also of Media Support Services, for "Read a Creepy Book". Naomi Keppler, Rosedale Branch staff member, will be MLA Conference chair this year. Kristine Kamt was awarded the Citizens for Maryland Libraries' Outstanding Employee Award for her outreach efforts. There were numerous partnership events around the County: Essex has been a very successful participant in the Baltimore County Harm Reduction Program; Entrepreneur Academy just graduated its first class; Cockeysville has been working with the Baltimore County Historical Society; Randallstown hosted their annual community service provider's luncheon.

Assistant Director (Cooke)

The planning for the Reisterstown renovation continues. The 95% drawings should be completed soon. The Catonsville renovation is currently undergoing redesign due to reduced funding, and preliminary drawings will be completed shortly. The Hereford parking lot will have a kickoff announcement in July and the project should begin shortly thereafter.

Assistant Director (Edington)

Ms. Edington introduced Laurie Carl, new manager of the Parkville Branch. Ms. Carl has been with BCPL for 25 years in various capacities in both circulation and librarian roles and is very excited to work with the Parkville community.

Staff Reports

Finance Report (Rowe)

Ms. Rowe reviewed the Financial Report, and the receipt of \$16,000 in gifts/donations through the Foundation.

Staff Association (McElroy)

Ms. McElroy shared the Staff Association Annual Report with the Board. The report summarized the charity, social, and community engagement opportunities provided to BCPL staff. The Board commended Ms. McElroy on the thorough and professional presentation of the report.

Media Mentors (White, Bontrager)

Anna White, Manager of Owings Mills, and Phyllis Bontrager, Youth and Family Engagement (Mobile Engagement Manager) updated the Board on the work of the Media Mentors Workgroup. For the past two years, this group has been providing training to staff and doing programs for parents that provide guidance around the use and selection of apps and other digital technologies, with information on how best to interact with young children using technology.

Conferences (Edington)

Assistant Director Edington shared her appreciation of the Leadership Baltimore County program. She was a participant this year and felt the program provided insight into Baltimore County communities and provided networking connections with a diverse group of leaders.

Board Reports

Nominating Committee Report

The Board's Nominating Committee was Mr. Holman, Mr. Schwab, and Mr. Slater. The slate of officers for FY 2019 are: Mr. Slater – President; Mr. Schwab – Vice President; Ms. Eickhoff – Secretary; Ms. Walsh David – Treasurer. The Board then voted in the slate of officers (**Netzer/Schwab**).

OLD BUSINESS

FY 2020 Budget (Miller, Rowe)

The County Council approved the \$42,755,000 budget for FY 2020. The County General Fund represents 82% of the budget, State Aide for Libraries represent 12%, and fees, donations, and grants represent 6% of the total budget. Funding for materials remains 17.5%. Costs for security and health insurance have risen. Mr. Holman called for a vote to accept the final budget. All approved (**Schwab/Walsh David**).

Grant Update: Vehicle for Mobile Legal Services (Brophy)

Fundraising continues for the Mobile Legal Services vehicle. The project is estimated to need \$110,000 and current fundraising has reached \$90,000. BCPL continues to look for sources to provide the final dollars. Planning for vehicle specifications, customization, and service delivery is underway.

NEW BUSINESS

Election of Officers

The Election occurred earlier in the meeting, after the Nominating Committee report.

Policies

Meeting Room Policy and Fees (Edington)

During FY 20 Budget preparation, the Budget Advisory Team discussed and supported several changes to the meeting room policy and fees. Ms. Edington presented the Board with a new meeting room fee structure, including a new fee for an optional technology package, and changes specifying that elected officials may reserve the meeting rooms for free only when acting in the capacity of their elected positions, as well as updated procedures to align with the new online reservation system and BCPL's best practices. Implementation would begin July 1, 2019 for room reservations made for October 1, 2019 forward. The Board approved the changes to the Meeting Room Policy and fees (**Walsh David/Eickhoff**).

Notary Fees (Edington)

With the success of the Notary Service pilot, BCPL plans to expand the service to additional branch locations. The Board approved the expansion of Notary Service and the fees associated with it. An implementation plan will be presented at a later date (**Walsh David/Eickhoff**).

Teacher Loan Card and Teacher Collections (Edington)

Teacher Loan Card: The Board was asked to make changes to the Teacher Loan Card Policy. The changes are to increase the single loan period from six weeks to nine weeks with no renewals. Exceptions are: Items borrowed through Inter-Library Loan are subject to more restricted loan policies, and e-books and other e-content are subject to

the vendor's borrowing limits. Materials eligible for loan would be expanded to include all material except Video Games, technology for loan, and some special collections. Extended loan fees would be charged for overdue or lost DVDs. The changes would be implemented August 1, 2019, to coincide with the annual renewal of Teacher Loan Cards. The Board approved the changes to the Teacher Loan Card Policy (**Walsh David/Eickhoff**).

Teacher Collections: BCPL offers Baltimore County teachers and educators access to a collection of materials selected by library staff that support their work and benefit students. These collections must be borrowed on a valid Teacher Loan Card and follow the rules of that card. The Board was asked to approve changes to the policy around these collections. The changes removed the limit on the number of Teacher Collections that may be borrowed, and instead applied the standard 100 item borrowing limit, and removed the limits on multiple copies, specific title request, and seasonal or holiday items. Implementation would begin August 1, 2019. There should be little impact on the general availability of materials. The Board approved the changes to the Teacher Collections Policy (**Walsh David/Eickhoff**).

Grants

Tech Ed Grant (Miller)

The Maryland State Library Technology in Education Grant of \$100,000 for FY 20 would give Marylanders the opportunity to explore current and emerging technologies that impact their lives, education, and business endeavors. Through this grant, BCPL facilitates this service to all Maryland public libraries. The Board approved the grant application (**Netzer/Schwab**).

Recognitions

Mr. Holman expressed his appreciation for the Board, Director and staff of BCPL. In turn, Mr. Schwab thanked Mr. Holman for his service on the Board, and expressed appreciation for his wisdom, calm, and advocacy for the library. Director Miller shared a list of the major accomplishments of BCPL during Mr. Holman's years on the Board and commended his genuine appreciation for BCPL staff and his advocacy for library issues.

Ms. Eickhoff read a letter of Board commendation that will be sent to Ms. Beth McGraw-Wagner, who reached 50 years of service at BCPL this month (1969-2019).

ADJOURNMENT

The meeting adjourned at 9:38 am (**Schwab/Walsh-David**).

Submitted by

Secretary of the Board of Library Trustees