

BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY
MINUTES OF THE MEETING
March 19, 2019

A meeting of the Board of Library Trustees was held in the Wilson Room of the Towson Library, Tuesday, March 19, 2019. The meeting was called to order at 8:30 am by Board President John Holman. Other Board members present were Jane Eickhoff, Michael Netzer, Paul Schwab, Aaron Slater, and Maureen Walsh David.

Others in attendance were: Paula Miller, Julie Brophy, James Cooke, Natalie Edington, Jen Evans, Emily Gamertsfelder, Ann McElroy, Helen Rowe, Liz Sundermann, and Jamie Watson. A list of those in attendance, but not presenting to the Board, will be kept on file for one year.

COMMUNICATIONS

Minutes

The minutes from the February 19, 2019 meeting were approved. **(Eickhoff/Walsh David)**

Correspondence

A letter requesting Ms. Eickhoff's reappointment to a second term on the Board has been sent to the County Executive. Director Miller and President Holman sent a letter of testimony to the Maryland House of Delegates in support of State Capital Funds for libraries.

Public Comments

None.

Upcoming Events

April 7-13, 2019 is National Library Week. Director Miller is trying to set times for "Meet and Greet". Taste of the Town will be held at the Cockeysville Branch on April 27.

REPORTS

Director's Report (Miller)

Director Miller shared highlights from the written Director's Report for February, 2019. The pilot project offering Passport services on Sundays at White Marsh has been well received. Rosedale and Woodlawn are using the Excite grant for a series of programs for teens. BCPL will receive \$50,000 from the American Bar Endowment towards the purchase of a multipurpose vehicle to take Lawyers in the Library on the road. Branches around the system are leveraging their position as instruments of democracy to offer programs and services to new citizens. This includes Citizenship Information Sessions at Essex, Rosedale partnership with CCBC to offer Citizenship classes, and citizenship corners in most branches.

Response to the Entrepreneur Academy (in partnership with Enoch Pratt Free Library) has been overwhelming. There was enough interest for two large cohorts, with a waiting list. Julie Brophy and Lori Hensch of Adult and Community Engagement were instrumental in the project's success.

Numerous programs highlighting the arts and humanities were held around the system and included the first ever BCPL Staff Art Show. The NBCAF has agreed to sponsor The Hive for FY 19, and Maryland 529 has agreed to a sponsorship for Summer Reading 2019. The next few

months will be very busy with BC Reads, National Library Week, Taste of the Town, and Summer Reading.

Weekly "B Informed" podcasts on various topics, featuring a broad cross-section of staff have been popular and keep staff up-to-date on programs and services. February's statistics dashboard's lower numbers reflect a shorter month and interruptions to regular service caused by the weather.

Assistant Director's Report: Facilities (Cooke)

BCPL is currently working with Baltimore County Property Management to leverage the expected \$1.95 million dollars of Capital budget funding expected in FY 2020.

The Reisterstown renovation is expected to cost \$3.724 million dollars. Projected costs are over the current amount budgeted for the project, and the architects are currently looking for design savings to keep to the \$3.7 million budget. A September 2019 start date looks likely with a 10 to 12 month closure of the branch anticipated. The Hereford parking lot project is still in the design phase and will most likely have a summer start date, taking a projected three months to complete. The bathroom/meeting room renovations for Rosedale, White Marsh, and Woodlawn are projected to be over budget and will be reassessed to meet the budget target. The FY 2020/2021 renovation of the Catonsville branch is projected to receive a State Capital Fund Grant of \$1.1 million dollars. The originally anticipated funds from the County are not available. The project will be reduced from approximately \$5 million dollars to approximately \$3 million dollars. BCPL and Foundation staff will be looking to find additional funding sources for this project to offset the cost. There have been a number of HVAC issues in the last several months with a repair at Reisterstown for \$40,000 and one at Cockeysville for \$17,000.

Staff Reports

Finance Report (Rowe)

Ms. Rowe reviewed the Financial Report. She noted that extended loan fees are under budget but grant revenue and sponsorships are higher than expected. Usage of Sick and Safe leave is below what was anticipated and the budget line for this has been reduced in FY 20. Part-time hours usage will be closely scrutinized in the coming year.

Staff Association Report (McElroy)

Ms. McElroy reported that Mr. Joey Schenning will officially serve as Staff Association Treasurer until the next election. At the next Staff Association meeting, charities, fundraising, and events for next year will be discussed. She shared upcoming social events planned by the Association and reminded Board members that tickets were available on the Staff Association website.

Board Reports

Finance Committee and Board President

Mr. Holman reminded the Board of the upcoming meeting with the County Council. The submission date for Financial Disclosure forms to the Ethics Commission is April 30th. The Board Finance Committee will be looking at ways to raise more Capital Funds for FY 21 and beyond.

OLD BUSINESS

FY 2020 Budget Revision (Rowe)

Slight revisions have been made to the FY 2020 Budget proposal to get below the MARC given by the Office of Budget and Finance. County Departments and Agencies have been asked to review their requests for savings, and to ascertain where revenues could be increased.

Mid-Year Budget Resolution Update (Rowe)

The transfer of funds is currently on hold. The Office of Budget and Finance is determining if approval from the County Council is necessary.

NEW BUSINESS

Copier Consolidation Plan (Sundermann)

After a review of the current contracts for multi-function copiers, it has been determined that BCPL will see significant savings by ending contracts with Centric and National Leasing, and joining Baltimore County Government's contract with Ricoh, for copier services. The Board approved the termination of the current copier contracts and participating in the Baltimore County Government Ricoh contract (Eickhoff/Walsh David).

BC Reads 2019 (Brophy, Watson)

Jamie Watson, Coordinator of Collection Development, and Julie Brophy, Manager of Adult and Community Engagement, provided the Board with an overview of the book titles and programs for this year's BC Reads, "Speak Out".

Circulation Policy Revision (Edington)

The Board was asked to make the following changes to BCPL Circulation Policies:

- Increase the number of allowable renewals on eligible circulating items from a maximum of two, to a maximum of five. Items not eligible for renewal would remain the same as in the current policy. Marina Interlibrary Loan items would remain eligible for up to two renewals, per the Maryland Public Libraries' Resource Sharing/Interlibrary Loan Agreement.
- Remove the 20-item borrowing limit on DVDs. DVDs would be included in the 100-items limit per account.
- Increase the borrowing limit on video games from three to six.

The Board approved all the proposed changes to BCPL's Circulation Policies, to go into effect July 1, 2019 (Eickhoff/Slater).

CLOSED SESSION

The Board moved into Closed Session at 9:20 am. Motion to close meeting (Schwab); seconded (Slater) voting in favor (Eickhoff, Holman, Netzer, Slater, Schwab, and Walsh David).

The session was closed under the following statutory authority: "To discuss the appointment, employment, assignment...of appointees, employees, or officials over whom this public body has jurisdiction...." §10-509 (c) 2.

In addition to the Board, Director Miller attended the Closed Session.

The Board took a brief break while the room was being cleared and formally began the Closed Session at 9:29 a.m. Present: Ms. Eickhoff, Mr. Holman, Mr. Netzer, Mr. Schwab, Mr. Slater, Ms. Walsh David (Trustees) and Ms. Miller (Director).

In Closed Session, the Board reviewed all applications that were received by BCPL for two trustee openings that will occur on July 1, 2019, and selected four candidates to be interviewed by the Board.

At 9:55 am, Mr. Slater made a motion to adjourn the Closed Session, and Ms. Walsh David seconded. The motion passed unanimously. **(Slater/Walsh David)**

At 9:56 am, Mr. Schwab made a motion to ratify the decision to interview four applicants for the position of Trustees. Ms. Walsh David seconded, and the motion passed unanimously. **(Schwab/Walsh David)**

At 9:57 am, Ms. Eickhoff made a motion to adjourn the Board meeting, Mr. Slater seconded, and the motion passed unanimously. **(Eickhoff/Slater)**

ADJOURNMENT

The meeting adjourned at 9:57 am **(Eickhoff/Slater)**.

Submitted by



Secretary of the Board of Library Trustees