

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

A meeting of the Board of Library Trustees was held in the Wilson Room of the Administrative Offices, Tuesday, November 19, 2019. The meeting was called to order at 8:35 am by Board Vice President Paul Schwab. Other Board members present were Yara Cheikh, Jane Eickhoff, and Anne West. Ms. Walsh David arrived after the vote approving the minutes.

Staff in attendance were: Paula Miller, Julie Brophy, Adryana Carroll, James Cooke, Natalie Edington, Jen Evans, Linda Frederick, Emily Gamertsfelder, Lori Hench, Ann McElroy, Helen Rowe, Jamie Watson, and Zeke White. A list of those in attendance but not on the agenda will be kept on file for one year.

COMMUNICATION

Minutes

The minutes for the October 15, 2019 meeting were approved. (Eickhoff/Cheikh).

Correspondence

The Board received a letter of thanks from the Baltimore County Education Foundation for BCPL's assistance with their "Tools for Schools" donation drive, and from a BCPL employee for the Service Awards presented at Staff Day.

Public Comments

None.

Upcoming Events

On January 3, 2020 BCPL will host a breakfast for state legislators and their aides. A social reception for the Foundation Board and Library Trustees will be held on January 14, 2020.

Special Announcement

Director Miller was pleased to share with the Board that the Entrepreneur Engagement Group was awarded an Innovator Award from the Urban Libraries Council. As members of the group were not present at the ULC Annual Forum, Director Miller presented the award to Ms. Brophy, Ms. Carroll, Ms. Hench, and Mr. White as representatives of the group. The Board offered their congratulations and support for the work the group is doing to help residents develop small businesses.

The Entrepreneur Engagement Group is planning a Small Business Saturday event at North Point, Hereford, and Woodlawn to feature local small businesses.

Ms. Walsh David arrived.

REPORTS

Director's Report (Miller)

Director Miller highlighted some items from around the system in a verbal Director's Report. In October BCPL participated in Read Across Maryland, which featured County and State elected officials participating in storytime. BCPL staff volunteered with the Department of Aging for the Power of Aging Expo. Faulty plumbing caused flooding at Randallstown, which closed the

meeting room and first floor. Youth and Family Engagement reached 1,000 families at Boo at the Zoo.

Director Miller congratulated this year's graduates of the Maryland Library Leadership Institute: Tom Malley – Virtual and Media Support: Brenda Johnson-Perkins – Towson Branch: Brian Wickerman – Catonsville Branch. This is an MLA sponsored program conducted by consultant/trainer Maureen Sullivan. National Friends of the Library Week featured a jazz concert at Towson, and the annual meeting of the Perry Hall Friends was held. This year's Book Lovers Bash was hugely successful and featured author Elin Hildebrand.

Staff Reports

Finance Report (Rowe)

Ms. Rowe reviewed the Financial Report and noted no areas of concern. Ms. Rowe also attended the Planning Board Citizen's Input Meeting, as the representative of BCPL. This meeting is held annually. All Baltimore County Departments send a high level representative, and no responses to issues are given at the meeting. Concerns expressed by residents included flooding in Towson. Towson Friends and Councilman Marks spoke about accessibility issues at the Towson Branch.

Staff Association (McElroy)

Ms. McElroy thanked the Board for their continued support and shared upcoming social and charity events of the Staff Association. She encouraged the Board to attend the Festival of Trees to see the many staff wreaths.

Meetings

ULC Annual Forum (Miller, Cooke, Edington, Sundermann)

Director Miller, Assistant Directors Cooke and Edington, and Ms. Sundermann attended the ULC Annual Forum *Preparing to Lead on AI and Digital Citizenship*. The forum's goal was to prepare libraries to take a lead in the community to foster a better understanding of how Artificial Intelligence already impacts the community and how it will do so in the future.

Citizens For Maryland Libraries (Miller, Walsh David, West)

The annual meeting of the Citizens for Maryland Libraries was held on October 26, at the newly renovated Central Library of Enoch Pratt Free Library. Director Miller, Ms. Walsh David, and Ms. West attended and were very impressed with the newly renovated space and with the program.

Library Journal Director's Summit (Miller)

Director Miller attended and was a panelist during the Library Journal Director's Summit. This year's theme was *Strengthening the Social Fabric*.

Board Reports (Schwab)

The Board requested that meetings occasionally be held at branches other than Towson. In response, the March meeting will be held at North Point, and the May meeting will be at Rosedale.

Mr. Slater has appointed Ms. Cheikh and Ms. West to a Capital Campaign Committee to work on capital fundraising with the Foundation.

OLD BUSINESS

Entrepreneur Academy Update (Brophy)

A third class recently graduated from Entrepreneur Academy. This program has been very successful, and the classes will continue to be held around the County. This year, BCPL will be hosting a Small Business Saturday event to showcase local small business.

Reisterstown Renovation Update (Cooke, Korman, Frederick)

The Reisterstown project is currently out to bid. The anticipated closure date is sometime in February. BCPL will host a public event in January, to give the community an idea of the scope of the renovation and a look at the plan. Ms. Frederick is working with Ms. Korman on a fundraising plan and recognition opportunities.

Ms. Cheikh left the meeting.

BCPL Towsontown Mall Service Update (Miller)

The lease for the space at Towsontown Center is currently under review by the Baltimore County Office of Law. Director Miller anticipates a February start to service at the location, if/once the lease is approved/signed.

Macmillan E-Book Embargo Update (Watson)

Ms. Watson, Collection Development Manager, reported that the two month embargo on ebook titles for Macmillan has gone into effect. As no titles of great demand are due before spring, there is little current impact.

Grant Update: TechEd and SummAR Reading (Sundermann)

BCPL was awarded an LSTA Grant of \$100,000 to continue our technology programs for all ages. The Library was also awarded an LSTA Grant of \$10,000 for augmented reality content associated with the Summer Reading Program. This year BCPL will partner with the Baltimore Zoo on a storywalk.

NEW BUSINESS

FY 2019 Annual Report (Gamertsfelder)

The FY 2019 Annual Report is now available. Ms. Gamertsfelder encouraged the Board to view the web version of the report, which includes video and interactive content. She thanked the Baltimore County Office of Information Technology for their assistance creating the web content.

Strategic Plan XI Planning Update (Gamertsfelder)

Work continues on Strategic Plan XI. Focus areas for this plan will be: Access, Education and Lifelong Learning, and Quality of Life.

CLOSED SESSION

The Board moved into Closed Session at 9:30 am. Motion to close meeting (**Eickhoff**); seconded (**West**). Voting in favor (**Eickhoff, Schwab, Walsh David and West**). Absent, Yara Cheikh, Aaron Slater and Mike Netzer.

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.

In Closed Session, the Board discussed the HR Manager position, and an employee concern.

At 10:29 Ms. Eickhoff made a motion to adjourn the Closed Session, and Ms. West seconded. The motion passed unanimously. **(Eickhoff/West)**

No votes were conducted during the Closed Session.

In attendance at reconvening were Board members Maureen Walsh David, Jane Eickhoff, Paul Schwab, and Anne West. Staff attending were Paula Miller, James Cooke, Natalie Edington, Jen Evans, Linda Frederick, Emily Gamertsfelder, Ann McElroy, and Helen Rowe.

NEW BUSINESS CONTINUED

Holiday Schedule (Miller)

The Board was asked to grant approval for the Director to match, in concept, changes to the operating hours of Baltimore County. The Board approved this request **(West/Eickhoff)**.

Additionally, the Board approved the following changes to the Holiday Schedule and payment of part-time staff.

Columbus Day

The Director proposed that, beginning October 12, 2020, BCPL be open on Columbus Day with staff receiving a floating holiday. The Board approved this change **(Eickhoff/West)**.

Wednesday before Thanksgiving

To align with the New Year's Eve early closing due to lower usage in the evening hours, the Director proposed that beginning November 27, 2019 all branches close at 5:30 pm on the Wednesday before Thanksgiving. The Board approved this change **(Eickhoff/West)**.

Christmas and Independence Day

The Director proposed that BCPL align with Baltimore County Government's practice and provide 4 hours of Holiday Pay for part-time staff on Christmas Day and Independence Day, beginning with December 25, 2019. Full-time staff already have paid holidays those days. The Board approved this change **(Eickhoff/West)**.

Inclement Weather Closure

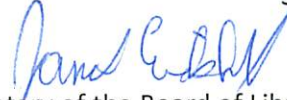
The Board was asked to approve the payment of part-time staff for hours scheduled when BCPL closes for inclement weather. Full-time staff already receive pay on these days. If approved, the change would take place immediately. The Board approved this change **(West/Walsh David)**.

Before adjournment, Ms. Eickhoff requested that the Director review a recent decision to change how full-time staff accrue Personal Leave.

ADJOURNMENT

The meeting adjourned at 10:45 am. (Walsh-David/Eickhoff).

Submitted by



Secretary of the Board of Library Trustees