

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

A meeting of the Board of Library Trustees was held in the Meeting Room of the Woodlawn Branch, Tuesday, February 15, 2019. The meeting was called to order at 8:30 am by Board President John Holman. Other Board members present were Jane Eickhoff, Paul Schwab, Aaron Slater, and Maureen Walsh David.

Others in attendance were: Paula Miller, James Cooke, Natalie Edington, Jen Evans, Emily Gamertsfelder, Angelique Kopa, Ann McElroy, Dave Otto, Helen Rowe, Conni Strittmatter, Liz Sundermann, and Zeke White. 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 January 15, 2019 meeting were approved. **(Eickhoff/Walsh David)**

Correspondence

None.

Public Comments

None.

Upcoming Events

March events: Entrepreneur Academy Kickoff, Woodlawn Branch 9:30 am; Perry Hall 10th Anniversary Celebration remarks 1:30 pm.

April Events: National Library Week "Meet & Greets" April 7-13; BC Reads; Taste of the Town, April 27th Cockeysville Branch; County Executive's Budget Message by April 15.

REPORTS

Director's Report (Miller)

Director Miller shared highlights from the written Director's Report for February, 2019. Collection Development visited branches and is focusing on the "Library of Things". Technical Services added 33,202 items and 2,874 titles to the collection in February.

Sensory programming has increased at Perry Hall, including their first Sensory Social for teens. Programs for special needs students and customers are provided regularly by the system.

Passport service is currently being piloted on Sunday afternoons. Numerous activities related to BCPL's role as an "instrument of democracy" also occurred in February: BCPL has hosted Narcan training, facilitated legal assistance, benefit eligibility, tax preparation, and citizenship. #BWellRead launched in January. 3D printing is live in select branches. NBCAF has confirmed sponsorship for 2019 for the artist in residence.

Assistant Director's Report: Facilities (Cooke)

Capital Projects: The expansion of the Hereford parking lot is still in the design phase. The \$400,000 project will most likely have a late spring/early summer start. The Reisterstown renovation is being reassessed and value-engineered to meet the budget cap of \$3.7 million. The Catonsville renovation is recommended to receive \$1.1 million from State Library Capital Grant funds. Bathroom/meeting room renovation estimates for the Rosedale, White Marsh, Woodlawn, Catonsville, and Pikesville branches have come in considerably over budget. Property Management is considering strategies to bring down the cost. In response to questions from Mr. Holman and Mr. Schwab, Assistant Director Cooke shared that there were five or six bidders whose bid totals were greater than the estimates determined by the architects and Property Management.

Other projects for February included the replacement of an HVAC unit at Reisterstown: The project could not wait until the renovation. Property Management is installing upgraded lighting around the exterior of the Towson Branch.

Assistant Directors Report: LAIG/E's of Libraries (Edington)

Maryland Library Legislative Day was held on February 5 and the Library Advocacy Interest Group of the Maryland Library Association (LAIG) organized visits with legislators that focused on the "Es of Libraries" – particularly Employment, Education, and Entrepreneurship. This created a single message for library advocates around the state making it more comfortable for participants to advocate for their libraries. Ms. Frederick was able to arrange face-to-face meetings with legislators which were very successful.

Mr. Holman pointed out how large BCPL's circulation and Wi-Fi statistics were compared with other libraries around the state, as listed in the statewide brochure that was distributed.

Grant Updates (Miller)

BCPL's Adult and Community Engagement department, through the Foundation for BCPL, was awarded \$50,000 from the American Bar Endowment to help fund a multi-use vehicle that will bring access to legal services to vulnerable populations.

Staff Reports

Finance Report (Rowe)

Ms. Rowe reviewed the Financial Report. Security costs are running above budget, which is due to new costs passed on by CCBC for Owings Mills. BCPL is currently meeting with CCBC to discuss these costs and security services.

Staff Association Report (McElroy)

Ms. McElroy reported that there will be changes in the officers of the Staff Association, as the current vice president and treasurer have accepted positions elsewhere. She also reported on the Association participation in the Art Show at Hereford, and recent other social activities.

Learning Organization: ALA Midwinter (White, Kopa)

Mr. White and Ms. Kopa shared their highlights from the American Library Association Midwinter Meeting. These included: Creating a 21st Century Workforce, Book Buzz sessions, and Tech Trends. Director Miller presented at the United for Libraries Institute.

Board Reports

Finance Committee

The Finance Committee continued work on the FY 20 Budget, and is pleased to have crafted a lean request and to be working with the new Executive as he develops his budget process.

Special Reports

Summer Reading (Strittmatter/Sundermann)

Ms. Strittmatter, Manager of Youth and Family Engagement, and Ms. Sundermann, Manager of Virtual and Media Services, gave an overview of this year's Summer Reading Club, *A Universe of Stories*. Ms. Strittmatter noted that changes are being made to the Summer Reading Program for better data gathering, higher participation in all age groups, ease of use, and streamlined prizes.

Through a state grant, Ms. Sundermann is working with Baltimore Virtual to add an augmented reality feature to the Summer Reading Program. Story Walks at Banneker and Oregon Ridge parks will feature an augmented reality enhanced book, which tells a fun story and educates children about the planets. The Summer Reading team is working with many partners and resources, including NASA, on this new feature.

Strategic Planning (Gamertsfelder)

Planning will soon begin for Strategic Plan XI which will run from July 1, 2020 to June 30, 2024 and will focus on the Es of Libraries.

OLD BUSINESS

FY 2020 Budget (Rowe)

Priorities for FY 20 include: Teen services; entrepreneurship and workforce development; and health, social and government services. Customer service and engagement are ongoing emphasis areas.

In light of current fiscal constraints within the County, departments and agencies were asked to increase revenues and decrease expenditures. Consequently, several requests were deferred: Capital and capital maintenance requests, additional full-time positions and additional part-time hours, some new equipment and equipment replacements.

In preparing the budget proposal, staff and the Board's Finance Committee looked at fees and revenue sources. The FY 20 Budget includes projected revenues that are based on increases to: meeting room fees and scheduling structure; permit and license convenience fee increases, and increased Inter Library Loan fees. BCPL will also expand fax and notary services to additional branches, and will consolidate vending and copier contracts for increased revenue. A pilot, expanding passport application acceptance service to Sunday afternoons was started to determine revenue impact and value to customers.

Capital projects will be included in the Capital Budget and are not reflected in the Operating Budget. Priorities include: Reisterstown Branch Renovation (\$3.7 million); Restroom and Meeting Room Renovations (\$1 million); Hereford Parking Lot (\$0.4 million); and Catonsville

Branch Renovations (\$5 million). Several parking lots are in need of repair or redesign, and Gable sign replacements and electronic signs are needed, but are deferred.

The Board asked about funds for technology, which are included in the budget of the Office of Information Technology. Ms. Walsh David asked for the definition of the acronym MARC, which is Maximum Allowable Request Ceiling. This is used as the starting point of the budget.

The Board approved the FY 2020 Budget Request (**Slater/Eickhoff**) and authorized the Finance Committee to make any necessary changes if the need arose (**Walsh David/Schwab**).

NEW BUSINESS

Award of Contract: Summer Reading T-shirts (Otto)

To avoid access/procurement issues due to product scarcity, to meet the statewide Summer Reading printing deadline, and with three quotes being provided with one as the clear low bidder, the Director approved awarding the contract for Summer Reading T-shirts to Rocky Coast Printworks. This will allow the shirts to be printed and received in time for distribution to other participating libraries in the state. The Board was asked to formally approve the award of the Summer Reading T-shirt contract to Rocky Coast Printworks for \$54,150.62 (**Schwab/Eickhoff**).

Mid-Year Budget Resolution (Rowe)

Fiscal Services Manager Rowe requested a transfer of \$48,000 from "Program 02 salaries". This would be \$6,000 to "Program 02 Furniture, Fixtures and Equipment", \$19,000 to "Program 04 Other: on call contractor", and "\$23,000 to Program 04 Other: building services and repairs". The reallocation of these funds will facilitate bringing Adult and Community Engagement together at Towson, while freeing up public space at North Point. Towson's garage also provides covered, enclosed space for the Adult and Community Engagement vehicles. The request was approved (**Walsh David/Slater**).

Before the Board moved into Closed Session, Mr. Holman informed the Board that Mr. Hiebler has resigned his appointment.

CLOSED SESSION

The Board moved into Closed Session at 9:40 am for a personnel discussion.

Motion to close meeting (**Schwab**); seconded (**Slater**) voting in favor (**Eickhoff, Holman, 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.

Director Miller remained. She escorted a Cockeysville staff member and his accompanying family member into the meeting to speak to the Board. After testimony from both, and answering Board inquiries, they left the meeting. Director Miller brought in Darcy Cahill, Manager of the Cockeysville Branch, and Lou Sica, Circulation Manager for Cockeysville, to provide information and answer

additional questions, after which they left the meeting. After discussion, the Board unanimously denied the reinstatement of the employee.

After the appeal decision, Director Miller left the meeting. The Board then discussed the annual review of the Director.


Closed Session adjourned at 10:50 am (**Schwab/Slater**) and the Board moved back into regular session.

Mr. Holman called for a motion to ratify the decision made in Closed Session to uphold the termination of the Cockeyville employee, and it was unanimously approved (**Slater/Schwab**).

ADJOURNMENT

The meeting adjourned at 10:52 pm (**Schwab/Slater**).

Submitted by


Secretary of the Board of Library Trustees