

**BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY**  
**MINUTES OF THE MEETING**  
**April 16, 2019**

A meeting of the Board of Library Trustees was held in the Board Room of the Administrative Offices, Tuesday, April 16, 2019. The meeting was called to order at 8:30 am by Board President John Holman. Other Board members present were Jane Eickhoff, and Maureen Walsh David.

Others in attendance were: Paula Miller, James Cooke, Natalie Edington, Jen Evans, Dave Otto, Helen Rowe, and Liz Sundermann. A list of those in attendance, but not presenting to the Board, will be kept *on file for one year*.

As there were not yet enough Trustees for a quorum, but Mr. Netzer and Mr. Slater were expected, Mr. Holman re-ordered the agenda so the meeting could progress with reports until a quorum was reached and voting could occur.

**COMMUNICATIONS**

***Correspondence***

None

***Public Comments***

None.

***Upcoming Events***

BC Reads events are taking place around the system this month. Taste of the Town will be held at the Cockeysville Branch on April 27. Mr. Holman was pleased with a recent Towson Times article about the BC Reads events.

**REPORTS**

***Director's Report (Miller)***

Director Miller shared highlights from the written Director's Report for March, 2019. A new location was added to the ACE Mobile Engagement schedule: They will be visiting Caring Hands Adult Medical Day Care, which serves older adults and adults with disabilities. The Reading Buddies Program continues to be successful at Parkville. The Entrepreneur Academy launched, and both cohorts are engaged in learning. The Maryland CASH Campaign partnership was very successful and offered both on-site (RA) and remote tax preparation for free to low-income residents. Youth and Family Engagement held an "Exercise Your Write" writing contest in March with prizes and an awards ceremony. Owings Mills will be the host to an intern provided through PLA's Inclusive Internship Initiative. To allow better visibility, Pikesville staff moved 30,000 items in their collection in two days. Property Management and the Office of Information Technology are trying to wrap up several FY 19 projects.

Director Miller, Mr. Holman, and Ms. Eickhoff attended the County Executive's Budget Message. There will be public comment sessions held by the Council before the final budget for FY 20 is passed.

Mr. Netzer arrived during the Director's Report.

## COMMUNICATIONS

### *Minutes*

The Board approved the minutes of the March 19, 2019 meeting (Eickhoff/Walsh David).

## REPORTS

### *Staff Reports*

#### *Finance Report (Rowe)*

Ms. Rowe reviewed the Financial Report. She noted that passport fees are up and usage of Sick and Safe leave remains below the anticipated level.

#### *Foundation Quarterly Report (Frederick)*

Ms. Frederick reported on the upcoming Taste of the Town event to be held at Cockeysville. She expressed the Foundation's appreciation for the event sponsors. The "All in Crowd" has grown to 245 members and a donor appreciation event will be held on May 14. Donations continue to be made for the Hereford wall, and an anonymous memorial gift of \$10,000 was made in support of BC Reads. A \$4,000 sponsorship for the Hive at Hereford was received from NBCAF; \$10,000 was received from Maryland 529 for Summer Reading; and \$1,000 was received from Atapco Properties for Summer Reading as well. Three members of the Foundation Board will be reaching the end of their terms in June, and selection of candidates to replace them is underway.

### *Board Reports*

#### *Board President*

Mr. Holman reminded the Board of the submission date for Financial Disclosure forms to the Ethics Commission (April 30<sup>th</sup>). The Board Finance Committee will be looking at ways to raise more Capital Funds for FY 21 and beyond.

## OLD BUSINESS

### *FY 2020 Budget (Miller, Rowe)*

Director Miller reported that the Library's recommended operating funds total \$30,023,677 in the County Executive's FY 20 Budget, a 3.5% increase over FY 19. The Catonsville renovation is funded at \$2.8 million in the County's capital budget, with \$1.1 million in funding coming from a State Library Capital Grant award. Current branch hours, positions, and services were fully funded, though some areas were reduced in order to meet expected increases in health insurance and retirement costs.

## NEW BUSINESS

### *Award of Contract – Auditing Services (Miller, Otto)*

After a presentation on the review committee's scoring process and results (Miller, Otto, Holman), the Board awarded the contract for auditing services for BCPL and the Foundation for BCPL to CliftonLarsonAllen for fiscal year 2019, with the ability to extend the contract for four subsequent years (Eickhoff/Walsh David).

### *Technology Update (Sundermann)*

Ms. Sundermann reported on a number of technology programs. 3D Printing service is becoming established, with 300 requests for print services since January. Staff at Rosedale and Randallstown continue to certify that customers have the skills to use the equipment at the branches without staff assistance. Media Creation has been filming podcasts with staff hosts

discussing a wide range of activities at BCPL, and also livestreamed the County Executive's Budget message. The final phase of the SharePoint project is moving forward with training and access. In the coming weeks the Comprise project (computer sign-up and payment for print etc.) will be wrapped up. The transition of Office 365 and Windows 10 will also begin. The first of the new copiers has been installed and rollout is ongoing around the system. VAMS will be creating a series of programs on Artificial Intelligence to help customers understand what it is, and how it already impacts their lives.

Mr. Slater arrived.

#### **CLOSED SESSION**

The Board moved into Closed Session at 9:08 am. Motion to close meeting (**Eickhoff**); seconded (**Netzer**). Voting in favor (**Eickhoff, Holman, Netzer, Slater, 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.

In Closed Session, the Board interviewed four applicants for the upcoming openings on the Board and chose two candidates to recommend to the County Executive for appointment.

At 10:40 am, Mr. Slater made a motion to adjourn the Closed Session, and Ms. Eickhoff seconded. The motion passed unanimously. (**Slater/Eickhoff**)

Ms. Eickhoff made a motion to ratify the decision to send the names of the two candidates chosen to the County Executive for appointment to the Board. Mr. Slater seconded, and the motion passed unanimously. (**Eickhoff/Slater**)

#### **ADJOURNMENT**

The meeting adjourned at 10:41 am. (**Slater/Walsh-David**).

Submitted by



Secretary of the Board of Library Trustees