

BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY
MINUTES OF THE MEETING
December 17, 2019

A meeting of the Board of Library Trustees was held in the Wilson Room of the Administrative Offices, Tuesday, December 17, 2019. The meeting was called to order at 9:15 am by Board President Aaron Slater. Other Board members present were Yara Cheikh, Jane Eickhoff, Paul Schwab and Anne West. Mr. Netzer and Ms. Walsh David attended via phone.

Staff in attendance were: Paula Miller, Julie Brophy, James Cooke, Natalie Edington, Jen Evans, Emily Gamertsfelder, Helen Rowe, Conni Strittmatter, Liz Sundermann, and Mary Wilson. 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 November 19, 2019 meeting were approved. **(Eickhoff/Cheikh)**.

Correspondence

None.

Public Comments

None.

Upcoming Events

On January 3, 2020 the Foundation for BCPL has scheduled a breakfast for state legislators and their aides. The January 8 public meeting presenting the Reisterstown renovation plan will be rescheduled. A social reception for the Foundation Board and Library Trustees will be held on January 14, 2020.

Staff Introduction

Director Miller was pleased to introduce Mary Wilson, the new Human Resources Manager. Ms. Wilson has an MBA and HR certifications with a focus on diversity and inclusion.

REPORTS

Director's Report (Miller)

Director Miller highlighted some items from around the system that are included in the more comprehensive written Director's Report. BCPL continues to partner with a large number of organizations, including Baltimore County Departments. Staff have been attending school events around the County, including parent teacher events. Woodlawn assisted customers with more than 40 My Librarian appointments, many of which were high school students seeking resume assistance. Work on the Rosedale teen space has been completed. This project was primarily funded by Rosedale Federal. Foundation staff continue to seek the final funding for the mobile legal vehicle. Security at our Branches continues to be a priority. Borrowing is up 4.5%, largely due to the increased number of renewals, and there has been a change in how PC sessions are counted, due to new software this year.

Assistant Director's Report (Edington)

Ms. Edington provided the board with the locations BCPL will be expanding notary service to in 2020. Those branches are Arbutus, Owings Mills, Towson, and White Marsh. Currently, the planned start date of the expanded service is February, 2020. These locations were chosen, in part, because all but Owings Mills are Passport Acceptance sites. Once the mobile legal vehicle is ready, staff from Adult and Community Engagement will also look into becoming notaries.

Staff Reports

Finance Report (Rowe)

Ms. Rowe reviewed the Financial Report.

Staff Association (McElroy)

No report.

Board Reports (Slater)

Mr. Slater polled the Board on shifting the start time of meetings back to 8:00 am beginning with the January 2020 meeting. The consensus of the Board was that this change was acceptable. The next meeting of the Board will be January 21, 2020, at 8:00 am in the Wilson Room of Towson Library.

OLD BUSINESS

Grant Updates: Junior Achievement (Strittmatter, Sundermann)

With support from a Maryland State Library grant, staff from Youth and Family Engagement (YFE), Virtual and Media Service (VAMS), and branch staff, have occasionally been on site at Junior Achievement's Biztown in Owings Mills: This program introduces students to financial concepts in business, civic, and community life. Staff also participated in JA Inspire, a career development experience for middle-school students, introducing them to career possibilities. During this three day event, staff interacted with 8,000 students.

Ms. Strittmatter also reported on International Games Week. Held in November, this event encourages playing games. With the assistance of VAMS, YFE offered programs not just on game play, but also on game creation, with children and teens learning the basics of building video games.

2020 Board Meeting Dates & Locations

In addition to the 8am start time for 2020, the Board requested that every effort be made to hold a meeting at a branch other than Towson quarterly. Two meetings are already scheduled - North Point in March and Rosedale in May.

Short Edition (Sundermann)

Ms. Sundermann discussed the new shortédition Short Story Dispenser. The kiosk, funded by a donation from Trustee Anne West, will provide a 1, 3, or 5 minute printed story on demand. The kiosk will begin to move around the system and community, with the starting trial point of Towson. The content can be customized around themes or we can upload content from BCPL sponsored contests etc.

Entrepreneur Academy: Small Business Saturday (Brophy)

Ms. Brophy, Adult and Community Engagement, was pleased to report the success of BCPL's first Small Business Saturday event. The event was an opportunity for graduates of BCPL's Entrepreneur Academy to directly market their wares to the public. Held at three locations (Woodlawn, North Point, and Hereford), priority was given to participants in Entrepreneur Academy, but also opened up to local business. This resulted in 46 participating vendors serving several hundred customers.

Towsontown Mall Project Update (Miller)

The lease for this project is currently under review by the Baltimore County Office of Law and County Administrative Officer.

Strategic Plan XI Update (Gamertsfelder)

Areas of focus have been identified and Branch Managers and Department Heads are providing feedback to the team. The draft is on track to be presented to the Board in February.

NEW BUSINESS

Quality of Worklife Survey (Miller)

The annual Quality of Worklife Survey was conducted this fall. In summary, 78.4% of staff are satisfied with BCPL as an employer. The 2019 survey measured staff satisfaction in four areas: *Supervisory and Management Effectiveness, Training and Development, Safety and Security, and Overall Satisfaction*. These areas were assessed against the 2016 survey which included the same measurement areas. An area which recorded 25% or more of the staff members disagreeing with the statement will be reviewed as an area of concern by Administration. A summary was distributed to the Board and will be available to staff as well.

Minimum Wage Compliance (Miller)

The next phase of the changes to the State of Maryland minimum wage will go into effect on January 1, 2020. To comply, the Board was asked to approve a change to the Part-time Salary Scale for shelvers, eliminating steps four and five, and step 6 would change to \$11.00 per hour. This change will address the 2020 minimum wage change only and affected just two employees. The Board approved the change to the salary scale **(Cheikh/Schwab)**.

Policy Revision: Electronic Device Borrowing Policy & Agreement (Sundermann)

The Board was asked to approve a change to the Electronic Device Borrowing Policy and Agreement that would make devices available for loan only to customers aged 18 and over. The Board approved the change **(Schwab/West)**.

Policy Revision: 3D Printing Policy & Fees (Sundermann)

The Board was asked to approve a change to the B3D Central Printing Policy and Fees. This change will set the price for items that are 3D printed using UV sensitive resin to be based on the weight of the printed items, rounded up to the nearest gram. The cost per gram would be \$0.50. The Board approved this change **(Cheikh/Eickhoff)**.

Storytime Model Update (Edington)

A number of changes are being implemented around the coordination and provision of Story Time. The project transition timeline is January through June of 2020, but much thought, discussion, and planning preceded this direction. In January, staffing changes begin: Story Time

staff will be assigned branches and be supervised by branch staff as Part-time Librarians, and Story Times in branches may be provided by any Librarian. Procedural changes will begin in March with: 1) caps on attendance being lifted; 2) the removal of the pre-registration requirement, and 3) expanding age ranges allowing more flexibility for parents/caregivers to decide what is developmentally appropriate for their children will occur. The overall goal for all changes is to provide more storytime opportunities for children, greater flexibility for parents, and stronger local/community familiarity and connection with our storytime providers.

Towson Mural Project: Letter of Support (Miller)

The Towson Chamber of Commerce received a grant for \$50,000 for artwork to enhance Towson. They would like their major project for this year to be a mural on the York Road side of the Towson Library building, and have requested a letter of support/commitment for this project. A Request for Proposal will be issued, and BCPL will be involved in the selection process. The Board voted in favor of the letter of support **(Cheikh/West)**.

CLOSED SESSION

No closed session was held.

ADJOURNMENT

The meeting adjourned at 10:01 am **(Schwab/Eickhoff)**.

Submitted by


Secretary of the Board of Library Trustees