

BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY
MINUTES OF THE MEETING
January 21, 2020

A meeting of the Board of Library Trustees was held in the Wilson Room of the Administrative Offices, Tuesday, January 21, 2020. The meeting was called to order at 8:05 am by Board President Aaron Slater. Other Board members present were Jane Eickhoff, Michael Netzer, and Anne West. Mr. Schwab and Ms. Cheikh arrived during the meeting.

Staff in attendance were: Paula Miller, Julie Brophy, James Cooke, Natalie Edington, Jen Evans, Linda Frederick, Emily Gamertsfelder, Dave Otto, Helen Rowe, and Jamie Watson. The sign-in sheet of those in attendance but not on the agenda will be kept on file for one year.

COMMUNICATION

Minutes

The minutes for the January 21, 2020 meeting were approved (**Eickhoff/West**).

Correspondence

None.

Public Comments

None.

Upcoming Events

April 25, Taste of the Town at Cockeysville. February 7, staff art show at Hereford.

REPORTS

Director's Report (Miller)

Director Miller highlighted several items included in the written Director's Report, including the Library of Things; the new and already very well-used Rosedale Teen Space funded by Rosedale Federal; the annual toy drive; business training services; and Media Services video assistance provided to County departments and the County Executive's Office.

Ms. Gamertsfelder briefly covered monthly statistics and reminded the Board that the way Wi-Fi and PC sessions are counted has changed. Beginning in March, Wi-Fi statistics can be more accurately compared to last year.

Mr. Schwab arrived.

Assistant Director's Report Facilities (Cooke)

The Rosedale Teen area, a partially enclosed space that provides technology and gaming equipment for teens, is completed. Relocation of Graphic Production staff into an expanded Marketing area, and the integration of the Mobile Engagement Group staff with Adult and Community Engagement staff into space on the first level of Towson, should be finished by the end of the month. The Hereford parking lot needs only light poles and a handrail to wrap up. Property Management meetings on the Catonsville renovation have begun. Reisterstown is progressing, with bids due on February 4. There is a meeting to share the project with the community in March, with a goal of a May start. The Rosedale bathroom/meeting room refresh

is out to bid and is scheduled to start in June. The Loch Raven HVAC replacement will begin in March, and the library will be closed for 8 weeks while work is done.

Staff Reports

Finance Report (Rowe)

Ms. Rowe reviewed the Financial Report.

Staff Association (McElroy)

No report.

Foundation Quarterly Report (Frederick)

Ms. Frederick shared highlights from the Foundation Quarterly Report. The Foundation continues to work on increasing visibility and recognition. Activities included a Thanksgiving direct mailing, Employee Giving Week, and a fall reception with Elin Hilderbrand. Planning for Taste of the Town and the Staff Art Show is ongoing.

Ms. Cheikh arrived (8:18 am).

A gift of \$12,000 was received from PNC Bank to fund the Randallstown Income Tax Preparation site. Work to secure a \$20,000 gift from Wheels for Change for use on the Mobile Legal Vehicle continues.

The Foundation welcomed two new Board members; Marisa Conner and Brynn Deveraux. The bylaws were revised to create a Board Emeritus position and Todd Carpenter agreed to serve in this capacity.

Director Miller offered her congratulations on a "phenomenal" quarter for the Foundation, and thanked Marketing and Foundation staff for their hard work.

Collection Development: EBook Consortium/Overdrive (Watson)

Ms. Watson shared background information on BCPL's participation in the Maryland EBook Consortium, which began in FY 2004. While the consortium was advantageous at that time, a desire for better customer service for BCPL customers and rising costs to comply with Consortium policies now necessitates a change. BCPL will withdraw from the consortium at the end of FY 20. As BCPL already purchases additional copies of high demand books, customers should see little impact in their breadth of choice. Customers will immediately see lower numbers in the hold queue, as the only holds shown will be for BCPL customers, and not for all participating libraries.

Board Reports (Slater)

Mr. Slater thanked the Board members who attended the Library Board/Foundation Board reception.

OLD BUSINESS

Towson Mural Project (Schwab)

The call for artists for the Towson Mural Project was posted. The deadline for proposals is April 15. A selection committee that includes library representation will be assembled.

Towsontown Mall (Miller)

The Towsontown Mall lease agreement is still under review by the Baltimore County Office of Law.

BCPL FY 21 Budget Proposal (Rowe, Miller)

Ms. Rowe shared the preliminary budget request for FY 21 with the Board. This request includes a revenue increase of 2.3% from the County General Fund, and a 2% increase in State Aid. Projected expenditures include the scheduled 2% COLA for staff salaries, changes to the State Minimum Wage, a 3.8% increase in the benefits costs, and a 3.4% reduction in funding for utilities. This budget does not include funds for Capital Projects (Property Management) nor technology initiatives (Office of Information Technology). The Director clarified that the budget presented was for a "Baseline" budget and that additional items needed would be requested at a forthcoming meeting with the County Administrative Officer and the Office of Budget and Finance, where the Director and Fiscal Services Manager will present "Tier 1" and "Tier 2" requests, that are next level or new recommended initiatives.

After a brief discussion, the Board was asked to approve the baseline budget proposal, authorizing the Finance Committee to make changes as necessary prior to final submission to the County (Cheikh/Netzer).

NEW BUSINESS

Award of Contract (Otto)

A Request for Proposal for Summer Reading Challenge T-Shirts was published on the BCPL website on December 6, 2019, requesting quotes for printing 23,939 T-shirts. Two proposals were received that met the requirements of the RFP, while one proposal was received after the due date and was disqualified. The lowest bid submitted was from Ad-Wear and Specialty of Texas, Inc. BCPL has experience with this company, which produced similar sized orders for SRC T-shirts for BCPL in 2014 and 2016. In addition to being the lowest bidder, their service has been excellent, and their product high quality.

The recommended action was that this contract be awarded to the lowest bidder, Ad-Wear and Specialty of Texas, Inc. for **\$53,844.98** to produce and ship 23,939 T-shirts to 17 locations throughout Maryland. The Board approved awarding this contract to Ad-Wear and Specialty of Texas, Inc. (West/Schwab).

Grant Application Approval (Brophy)

Ms. Brophy requested that the Board approve BCPL's application for the ALA and Google Libraries Build Business Grant. This grant request for \$150,000 would be in partnership with Enoch Pratt Free Library, BCPL's partner for Entrepreneur Academy. If awarded, it would expand the current Entrepreneur Academy program to include non-profit specialization, and consider solutions to allow more participation by parents needing childcare. The Board approved this grant application (West/Cheikh).

Towson Chamber of Commerce Event (Schwab)

Mr. Schwab encouraged trustees to attend the Towson Chamber of Commerce Toast of the Town event on March 7, 2020 at Stanley Black & Decker headquarters in Towson. BCPL will be

honored with an award that evening. Mr. Slater has purchased a table at the event and invited trustees to attend.

BCPL Trending & Benchmark Report (Gamertsfelder)

Ms. Gamertsfelder shared the FY 2019 BCPL Trending and Benchmark Report. This report, when viewed within the context of similar organizations, can be an important tool to view trends over time in the industry. Trustees should keep in mind that, even among organizations of similar size or resources, there may be factors that aren't represented in numbers but that still play a part in the performance of the organization.

All data in this report comes from the Institute of Museum and Library Services (IMLS) Public Libraries Survey. Data captured is for Fiscal Year 2017, which is the most current year publicly available as of August 2019. Trend data reflects Fiscal Years 2013 - 2017.

Ms. West asked for talking points for Maryland Library Legislative Day. Director Miller will provide more information to trustees planning to attend, once all the details have been finalized. Ms. West asked if there would be information about State Aid, and Assistant Director Edington assured her that attendees would be provided with that information. Mr. Schwab advocated for as many trustees as possible to attend the reception to be held on the evening of Legislative Day.

Ms. Cheick asked about the BCPL Legislator's Breakfast event. Ms. Frederick noted that it was cancelled due to low sign-ups this year and feedback from invitees that the event was too close (January 3) to the opening of the General Assembly session, and was of most interest to new members of the assembly.

Mr. Schwab requested that the Board try to meet informally with the County Council again this year.

ADJOURNMENT

The meeting adjourned at 9:05 am (Schwab/Eickhoff).

Submitted by

For the Secretary of the Board of Library Trustees