

**BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY**  
**MINUTES OF THE MEETING**  
**October 15, 2019**

A meeting of the Board of Library Trustees was held in the Wilson Room of the Administrative Offices, Tuesday, October 15, 2019. The meeting was called to order at 8:35 am by Board President Aaron Slater. Other Board members present were Maureen Walsh David, Jane Eickhoff, Michael Netzer, Paul Schwab, and Anne West.

Staff in attendance were: Paula Miller, Cody Brownson-Katz, Sade Wilkins-El, Jen Evans, Linda Frederick, Emily Gamertsfelder, Ann McElroy, Helen Rowe, Jamie Watson, and Anna White. Also in attendance was Bill Early of CliftonLarsonAllen. 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 September 17, 2019 meeting were approved. **(Eickhoff/West)**.

*Correspondence*

None.

*Public Comments*

None.

*Upcoming Events*

The County Executive will participate in Read Across Maryland and read a story to children at the Randallstown Branch on October 18. The Annual Meeting of the Citizens for Maryland Libraries will be held on October 26 at the Central Branch of Enoch Pratt Free Library.

**NEW BUSINESS**

*FY 2019 Audit Report (Bill Early, CliftonLarsonAllen)*

Board President Slater moved a New Business item to earlier in the agenda, to allow Mr. Early of CliftonLarsonAllen to present the Audit at the start of the meeting. Mr. Early reviewed the discussion draft audit documents with the Board and pointed out specific areas for clarification. As in past years, Mr. Early noted a lack of separation of duties in the Fiscal Services Department. The audit team worked with Fiscal Services to finalize end of year reconciliations, and were pleased to see improvements in the way documentation is being handled based on recommendations made last year. Mr. Early acknowledged the process and detailed changes that have been implemented by Ms. Rowe, Fiscal Services Manager, as beneficial for the system. The Board accepted the Audit **(Netzer/Schwab)**.

**REPORTS**

*Director's Report (Miller)*

Director Miller highlighted some items from the written Director's Report. The Pikesville and North Point Branches transitioned to single service desks. Branches have been participating in "Back to School Nights" around the County. Adult and Community Engagement is working with the 3<sup>rd</sup> cohort of participants for Entrepreneur Academy, and participated in National Voter Registration Day. Work on the Hereford parking lot has begun, and the expansion of the teen

space at Rosedale, funded by a grant from Rosedale Federal, is almost complete. Ms. Eickhoff and Ms. West asked the library to more aggressively share the progress of the delayed renovation of Reisterstown with the community. Property Management has bid the project while waiting for final documents related to the move of the water main from BCPS.

The statistical dashboard needed some additional context and Ms. Emily Gamertsfelder provided that information to the Board. This information included that while circulation looked like it had gone up, the increase was primarily due to additional renewals, since the limit was increased. Circulations continue to trend downward. Summer Reading participation was counted differently, due to a change in software, in FY 19. Adjustments were made to the placement of people counters. These two changes impacted program attendance figures. Also new for FY 20: Extended sessions on the public PC will be counted as use.

### **Staff Reports**

#### ***Finance Report (Rowe)***

Ms. Rowe reviewed the Financial Report and noted no areas of concern.

#### ***Staff Association (McElroy)***

Ms. McElroy thanked the Board for their continued support and shared upcoming social and charity events of the Staff Association.

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

Taking advantage of the Reisterstown Branch continuing to be open, the Foundation hosted A Toast Among Ghosts at and around the branch. PNC Bank has provided \$12,000 to fund a tax preparation site. Foundation Board members Greg Jones and Todd Carpenter were term limited off the Board and Susan Anthony has resigned. The Foundation Board is looking at updating their bylaws to add a Board Emeritus position with Todd Carpenter being the first so appointed. The new President of the Foundation Board is Ellen York, of T. Rowe Price. A rainy day fund was established to cover two years of Foundation expenses. The Foundation funded \$52,000 in renovations and upkeep to the two Storyville locations.

Ms. Eickhoff asked about Library Administrator's Digest, and if they were still seeking outside content. Ms. Frederick's response was that the Foundation Board had ended the publication, and was looking at options for the remaining revenue.

### **Board Reports**

No Board report was given.

## **OLD BUSINESS**

#### ***ALA Inclusive Internship Initiative (Brownson-Katz, White, Wilkins-El)***

Ms. Sade Wilkins-El, Intern, gave a presentation to the Board on her time with BCPL as a PLA Inclusive Intern. Her position was funded by a grant from PLA, and included training and mentoring from BCPL staff. Her presentation also included a community project she spearheaded, which was a drive to provide menstrual products free to those who needed them and to increase awareness of "period poverty". Her manager, Ms. Anna White, Manager of Owings Mills Branch, and her supervisor, Ms. Cody Brownson-Katz, Librarian, were

complementary about Ms. Wilkins-El and the internship and encourage more branches to participate.

***Macmillan E-Book Embargo Update (Watson)***

Ms. Watson, Collection Development Manager, reported that there has been no change in the stance of Macmillan Publishing to embargo eBooks for two months to libraries. Director Miller read the Urban Libraries Council Statement on Equitable Public Access to E-Books, and the Board adopted the statement, which reads in part: "Our cities and counties are strongest when all individuals have the same opportunities to further their personal, educational and professional goals. Our democracy is non-negotiable. We stand with all who are urging e-book and e-audiobook publishers to institute fair, transparent and flexible lending models for public libraries."

***Grant Update: Americans and the Holocaust (Miller)***

BCPL was not awarded this grant from the American Library Association. Staff will continue to look for opportunities from ALA.

**NEW BUSINESS CONTINUED**

***Grant Approval: SummAR Reading LSTA Grant (Miller)***

In FY 2020, BCPL would like to continue the Augmented Reality portion of Summer Reading, and asks for Board approval to apply for an LSTA Grant of \$15,000. If the grant is awarded, BCPL would create an augmented reality story walk based on the Summer Reading theme of "Imagine Your Story", in partnership with the Maryland Zoo. Youth and Family Engagement Manager Conni Strittmatter provided some details about this hoped-for second phase of the project. The Board approved submission of the grant application (**Walsh David/Schwab**).

***Library of Things (Watson)***

Ms. Watson discussed the "Library of Things" collections with the Board. These collections are based on partnerships or pilot projects, and they allow BCPL to loan nontraditional items like fishing poles and telescopes. A team of BCPL staff are carefully crafting a focused and prioritized approach to choosing items to add to the Library of Things. At this time, BCPL is not soliciting or accepting donations of collections of items.

***BCPL TowsonTown Center Service Pilot (Miller)***

The Board reviewed and discussed the proposed pilot project at TowsonTown Center. The library was invited to explore the possibility of a presence in the Mall, and to choose from several vacant retail spaces one that would suit us. This pilot would present an opportunity to expand community outreach, including workforce development and reading/literacy programs to potential new users. In order to effectively use the space, BCPL would need to paint and install security, WiFi, door counters, and furniture and fixtures. Additional costs not originally in the FY 20 budget would be utilities, personnel, signage and funding for special programs. In discussion with the Board Finance Committee, the Director designated \$50,000 from fund balance to cover startup costs. After discussion, including placing an emphasis on workforce development programs and on pushing to have the site up and running by the holidays, the Board approved moving forward with the project as a pilot (**West/Walsh David**).

**ADJOURNMENT**

The meeting adjourned at 10:12 am. (Walsh-David/Schwab).



Submitted by

Secretary of the Board of Library Trustees