

## BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY

### MINUTES OF THE MEETING

**September 21, 2021**

A meeting of the Board of Library Trustees was held via Zoom on Tuesday, September 21, 2021. The meeting was called to order at 8:01 am by Board President Maureen Walsh David, and a notification of recording was given. Those wishing to speak during public comment were asked to sign up using the Q&A tool on Zoom. Other Board members present were: Jane Eickhoff, Michael Netzer, Paul Schwab, Aaron Slater, Anne West and Yara Cheikh.

Staff in attendance: Sonia Alcántara-Antoine, Director; Natalie Edington, Assistant Director; Jen Evans, Administrative Assistant; Emily Gamertsfelder, Planning, Project & Data Manager; Cassandra Miller, Diversity, Equity and Inclusion Officer; Helen Rowe, Fiscal Services Manager; Joey Schenning, Staff Association President; Conni Strittmatter, Youth and Family Engagement Manager; Liz Sundermann-Zinger, Digital Equity and Virtual Services Manager; Jamie Watson, Collection Development Manager; and Mary Wilson, Human Resources Manager.

#### COMMUNICATION

##### *Minutes*

The Board approved the minutes of the July 20, 2021 meeting (**Slater/Eickhoff**).

##### *Correspondence*

On September 1, 2021, the Board received a petition from the International Association of Machinists and Aerospace Workers union which states their intent to seek certification as the exclusive bargaining unit for BCPL employees.

Ms. Walsh David affirmed that library administration and the Board remain neutral in this process.

##### *Upcoming Events*

BCPL's Staff Day will be held virtually on October 11, 2021. The Foundation will be hosting A Toast Among Ghost at the Reisterstown Branch on October 16, 2021.

#### REPORTS

##### *Director's Report (Alcántara-Antoine)*

Director Alcántara-Antoine gave a verbal Director's Report. BCPL celebrated the reopening of the Reisterstown Library after a 14-month renovation. Library staff were joined by County Executive Johnny Olszewski, County Council Chair Julian Jones, County Councilman Izzy Patoka, Speaker Adrienne Jones, Delegate Jay Jalisi, Delegate Ben Brooks, and many other dignitaries. The space is completely reimagined and looks very different from before. People were

marveling over the newly transformed space and were not only excited about having their branch library back, but were thrilled about the improved features and amenities offered by the revamped space: History Room, Preservation Station, and a new teen area. This was a milestone moment for BCPL and brings the system closer to having 21<sup>st</sup> century library facilities throughout the county. 21<sup>st</sup> century Libraries are a priority for BCPL. The next locations to be renovated are the Catonsville Library, which is slated to close for renovation in the spring, and Woodlawn library, where BCPL will engage in a design study to determine how best to incorporate the space recently vacated by the Health Department.

Diversity, Equity, and Inclusion is another priority for BCPL. Director Alcántara-Antoine was pleased to report that BCPL's first Diversity, Equity, and Inclusion Officer, Cassie Miller, has been with BCPL for a month and is already doing amazing work.

Director Alcántara-Antoine gave a brief introduction of Ms. Miller and expressed how thrilled BCPL is to have her join the system. BCPL has been making many positive strides to serve our diverse and vibrant community with an equity lens and to be an antiracist organization. Ms. Miller will be instrumental in holding BCPL accountable and making sure that we do not lose momentum on the long journey ahead.

Ms. Miller spoke briefly about her excitement in joining BCPL and beginning the work to ensure the system is meeting the standards aspired to.

#### ***Statistical Dashboard (Gamertsfelder)***

Ms. Gamertsfelder shared statistical dashboards for July and August 2021. She shared that there are ongoing issues with the recent Baltimore County Public Schools ransomware attack that continue to impact student library card registration. Ms. West asked if there were plans to end curbside pickup and currently there are not. Mr. Schwab asked if there had been a change in the renewal policy. While no change was made to the policy, an auto renew feature was enabled when BCPL went fine free. This does not impact availability, as items with holds cannot be renewed.

#### ***Finance Report & FY 21 Grant Summary (Rowe)***

Ms. Rowe provided the Board with the August financial summary. Open purchase orders for materials are now represented in balances. She also provided a document indicating how grants BCPL applied for in FY 21 were disbursed if awarded.

#### ***Staff Association (Schenning)***

Mr. Schenning updated the Board on recent and upcoming Staff Association events and shared that the nomination process for association officers has begun.

#### ***Summer Reading Wrap-Up (Strittmatter)***

Ms. Strittmatter, Youth and Family Engagement Manager, shared final statistics from the FY 2021 Summer Reading Challenge. Total on paper and virtual participation was 12,832 with 2,619

officially completing the program. During the SRC period, BCPL offered 173 related programs and served more than 16,000 meals to youth. Meal distribution will continue this school year, thanks to a partnership with St. Vincent de Paul (Good Harvest/Kidz Table) under a waiver from the Baltimore County Department of Health. The Board was very complimentary of the efforts of Youth and Family Engagement.

***Board Report (Walsh David)***

Ms. Walsh David expressed her enjoyment of the dedication events for the Mobile Library Law Center and the Reisterstown Library.

***Collection Development Report (Watson)***

Ms. Watson discussed the work of the Collection Development Department. This department is responsible for selecting and managing BCPL's collections system wide, using the Collection Development Policy as a guide. Work in the department is managed by two groups of staff. Five selectors purchase materials across the collection, answer customer suggestions for purchase, participate on system wide and national committees, and build relationships with vendors. Seven support staff manage billing and payment, create purchase lists for selectors, track periodicals, compile statistics, and accept deliveries for the system. Ms. Watson stressed the need for collaboration with other administrative departments and branches and the importance of a philosophy of intellectual freedom in the work done by the department.

Ms. West asked about the length of time it takes for books to arrive on the shelves once placed "On Order". Ms. Watson gave a brief summary of current global supply chain issues impacting the timely arrival of materials.

**OLD BUSINESS**

***Policy - Telework (Wilson)***

This policy was presented to the Board in July and sent back for revision. Changes made at the request of the Board include the requirement to check voicemail messages and the need to minimize distractions while teleworking. With these changes, the Board approved the Telework Policy for immediate implementation **(Eickhoff/Cheikh)**.

***Policy - Staff's Children in the Workplace (Wilson)***

The Board approved the policy on Staff's Children in the Workplace **(Cheikh/West)**.

**NEW BUSINESS**

***Strategic Plan Report (Gamertsfelder)***

Ms. Gamertsfelder shared that she is developing an Operational Plan as part of Strategic Plan XI. She will provide more information about the plan at next month's meeting.

***Decommissioning Policies (Gamertsfelder)***

As Administration works to update polices, some older polices will need to be decommissioned. The Board will receive notification when policies they approved are decommissioned.

Ms. Walsh David requested that language about what policy is being replaced be added to new policies. She also reminded the Board that Staff Handbook policies are available to staff on the Human Resources SharePoint page.

***Policy - Inclement Weather and Emergency Closing (Edington)***

The Board was asked to approve a permanent Inclement Weather and Emergency Closing Policy. This policy will replace the current Changes to Normal Operating Hours document and Temporary Telework Policy during Adverse Weather & Emergency Building Conditions Policy. The Board approved the Inclement Weather and Emergency Closing Policy for immediate implementation **(Cheikh/West)**.

Ms. West shared that the Citizens for Maryland Library's Annual meeting will now be held via Zoom.

**COMMENTS FROM the PUBLIC**

The Board heard comments from one member of the public. Fabian Liendo, a member of IAMAW, shared that he did not see the need for the Board to seek legal counsel for any upcoming collective bargaining negotiation. He indicated that the funds would be better used by funding an air quality survey and asked the Board to consider having a safety briefing be part of the Board meeting.

**ADJOURNMENT**

The meeting adjourned at 9:18 am **(West/Cheikh)**.

Submitted by

Anne West

Secretary to the Board of Library Trustees