

BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY

MINUTES OF THE MEETING

January 17, 2023

A meeting of the Board of Library Trustees was held on Tuesday, January 17, 2023, at the Reisterstown Branch. The meeting was called to order at 8:02 am by Board President Maureen Walsh David. Other Board members present were: Yara Cheikh, Jane Eickhoff, Havaca Ganguly, and Anne West. Mr. Slater arrived during the CEO's report.

Staff in attendance: Sonia Alcántara-Antoine, Chief Executive Officer; James Cooke, Chief Operations Officer; Natalie Edington, Chief Customer Experience Officer; Jen Evans, Executive Assistant; Jessica Faulkner, Reisterstown Library Manager; Linda Frederick, Marketing and Development Manager; Emily Gamertsfelder, Planning and Projects Manager; Helen Rowe, Fiscal Services Manager; and Mary Wilson, Human Resources Manager.

COMMUNICATION

Minutes

The Board approved the minutes of the November 15, 2022, meeting with small edits to grammar and punctuation (**Eickhoff/West**).

Correspondence

None.

Upcoming Events

The CEO reminded the Board of the numerous programs taking place around the system in honor of Dr. Martin Luther King, Jr.

Comments from the Public

None

REPORTS

CEO (Alcántara-Antoine)

The CEO shared her appreciation for the passion and expertise of staff. BCPL staff are well known in Maryland for their expertise and are regularly tapped to speak at conferences and training events, serve on committees, or hold leadership positions. Recently four staff members were recognized by the Maryland Library Association for their contributions to the state and to the profession:

- Jake Ciarapica and Kevin Jayce, with the Maryland Library Association's Margaret Carty Emerging Leader Award.
- Conni Strittmatter, as the recipient of the Maryland Library Association's Outstanding Member Award.

- Teonja Jung, was selected as the recipient of the Maryland Library Association's Outstanding Support Staff Award.

The CEO congratulated them on their accomplishment.

The CEO also shared that BCPL is engaged in budget preparations for the FY 2024 budget and contract negotiations with the IAMAW union. Additionally, the CEO will be meeting with both veteran and new elected leaders for Baltimore County to garner support for BCPL's vision of 21st Century libraries for Baltimore County.

Reisterstown Branch (Faulkner)

Ms. Faulkner shared information about the community served by the Reisterstown Branch. One of the key groups the library works with are the numerous youth from nearby schools. The library provides daily afterschool activities and snacks to these customers. The library also is home to a Story Trail guide walk and the Preservation Station. Preservation Station is a digitization lab for use by customers to preserve analog items like photographs in a digital format.

Customer Experience (Edington)

CCEO Edington highlighted the programs provided by BCPL during and between the winter holidays. The CCEO remarked on the systems Winter Reading Challenge in partnership with Towson University; a partnership between the Catonsville Branch and BCPS to serve students at local schools during lunch; The Essex Branch's partnership with the Baltimore County Harm Reduction Program to have harm reduction nurses at the branch.

Operations (Cooke)

COO Cooke highlighted projects in design. The Catonsville Branch renovation should have a winning bidder in mid-February. It is anticipated that the branch will close to the public at that time with staff working to clear material from the building. The branch will then be closed for a period of 12 or more months, with staff deployed around the system.

A new design process has begun for renovation of the Pikesville Branch restrooms and the restrooms and meeting room at the White Marsh Branch. There will be stakeholder interviews for the Woodlawn Branch renovation shortly with community input session also being scheduled.

Ms. Cheikh asked how the public could access the RFP for the Catonsville project. Mr. Cooke advised that interested persons should reach out to Baltimore County as the project is using the County's pre-approved vendors and the design/build process.

Ms. Walsh David asked about public input sessions for the Woodlawn renovation and when an announcement about the closure of Catonsville would happen. Mr. Cooke shared that Baltimore County was arranging the Woodlawn public input sessions and that a press release was being developed for release shortly about the closure of Catonsville.

Fiscal Services (Rowe)

Ms. Rowe provided the Board with the financial summary. Ms. Rowe highlighted the \$134,000 increase in State Aid for Libraries. State Aid for Libraries will see increases through FY 27. Revenues continue to exceed expenditures. However, with the filling of vacant positions and the implementation of the new salary scale, these figures should align by the end of the year.

Ms. Cheikh asked if the filling of vacant positions would have an impact on payroll taxes. Ms. Rowe responded that the impact would be minimal.

Ms. West asked if BCPL received investment income. Ms. Rowe explained that BCPL participated in the Maryland Government Investment Pool as well as other interest generating accounts. The revenue generated from this process is \$125,000 to date.

Human Resources Report (Wilson)

Ms. Wilson shared that Human Resources has finalized updates to staff job descriptions. After a thorough review to ascertain that the current work of staff was reflected in their job description, the documents were then formatted for consistency. Other highlights from the department include: the new salary scale was implemented January 1st and personnel records were updated to reflect new staff salaries and pay; HR continues to participate in contract negotiations with IAMAW; two of the four vacant social worker positions have been filled; HR is evaluating staff training needs.

Statistical Dashboard (Gamertsfelder)

Ms. Gamertsfelder shared the Statistical Dashboard and noted that the increase in new customers can be attributed to the addition of BCPS student accounts.

Operational Plan (Gamertsfelder)

This item was moved to the February agenda.

DEI (Miller)

Ms. Miller provided a written report included in the Board Packet.

Foundation (Frederick)

Ms. Frederick reviewed recent Foundation accomplishments. The Capital Campaign Readiness Assessment will provide guidance as the Foundation moves forward to help fund BCPL projects. The Charlie Robinson Memorial Scholarship will use the remaining funds from *Library Administrator's Digest* to provide support for an MLS or MILS candidate each year. The Foundation also supported the Northwest Regional Park Story Trail, Summer Reading Challenge, and the Social Worker in the Library.

Ms. Cheikh left the meeting.

Board (Walsh David)

Ms. Walsh David congratulated CEO Alcántara-Antione on two years of exciting change and innovation. She praised the CEO's leadership and vision. She also complemented the commitment of both BCPL and IAMAW to negotiations on behalf of the staff.

Ms. Cheikh returned to the meeting.

OLD BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

Ms. Walsh David called for a motion to close the public portion of the meeting under the General Provisions Article § 3-305 (b) to discuss a personnel issue that affect a specific individual.

(Slater/West). Aye: Walsh David, Cheikh, Eickhoff, Ganguly, Slater, and West. Absent: Netzer. Also present in the closed session will be CEO Alcántara-Antoine and Ms. Wilson.

The Board returned to open session **(Slater/West)**. Ms. Walsh David called for a motion to approve the decision made in closed session regarding a personnel issue **(Slater/Eickhoff)**. The resulting vote was unanimous.

ADJOURNMENT

The meeting adjourned at 9:08 am **(West/Ganguly)**.

Submitted by

Anne West

Secretary to the Board of Library Trustees