

BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY

MINUTES OF THE MEETING

July 20, 2021

A meeting of the Board of Library Trustees was held via Zoom on Tuesday, July 20, 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, and Anne West. Ms. Cheikh joined the Board meeting during New Business.

Staff in attendance: Sonia Alcántara-Antoine, Director; James Cooke, Assistant Director; Natalie Edington, Assistant Director; Jen Evans, Administrative Assistant; Emily Gamertsfelder, Planning, Project & Data Manager; Helen Rowe, Fiscal Services Manager; Joey Schenning, Staff Association President; Jamie Watson, Collection Development Coordinator; and Mary Wilson, Human Resources Manager.

COMMUNICATION

Minutes

The Board approved the minutes of the June 15, 2021 meeting (**West/Eickhoff**).

Correspondence

None.

Upcoming Events

BCPL's Storyville locations in Rosedale and Woodlawn have reopened. The new Mobile Library Law Center will have a ribbon cutting event on August 9, at Woodlawn.

REPORTS

Director's Report (Alcántara-Antoine)

Director Alcántara-Antoine gave a verbal Director's Report. As BCPL strives to provide the resources the community needs to live, succeed and thrive the organization is transforming its service model to lead and serve with an equity lens. In July BCPL became fine free for all, which allows even more of the community to use the resources of the library; hosted Pro-Bono Days in partnership with Maryland Legal Aid as a precursor to the launch of the Mobile Library Law Center; held the ribbon cutting for the Sensory Story Trail at Woodlawn, in partnership with the Maryland Library for the Blind and Print Disabled; and participated in a Community Walk in Essex to look at issues of crime and drug addiction followed by community meeting on these issues. BCPL has worked to align policies and processes to aid in the work of transformation by hiring a Social Worker, Community Engagement Administrator, and Diversity, Equity and Inclusion Officer.

Statistical Report & FY 21 Statistical Summary (Gamertsfelder)

Ms. Gamertsfelder shared the monthly statistical dashboard and reviewed preliminary FY 21 statistics. Final statistical information will be available at the September Board meeting.

Facilities Report (Cooke)

The renovation of the Reisterstown Branch continues on schedule with a target opening date of September 14, 2021.

Finance Report (Rowe)

Ms. Rowe reported that revenues and expenditures remain below budgeted amounts. Fiscal Services is working to encumber FY 21 funds for use in FY 22 for collections, technology, and meeting room upgrades.

Ms. Walsh David asked if the write off of unpaid fines has had an impact on the budget. As funds from these fines were not accounted for on the financial statement (as there was no assurance the fines would be paid), the waiving of these fines does not affect the budget.

Staff Association (Schenning)

Mr. Schenning updated the Board on recent and upcoming Staff Association events.

Collection Development Report (Watson)

Due to technical difficulty, Ms. Watson will give her report in September.

Board Report (Walsh David)

Ms. Walsh David expressed support for Director Alcántara-Antoine and the library's work to eliminate barriers to access.

OLD BUSINESS

None.

NEW BUSINESS

Anti-Racism Statement (Alcántara-Antoine)

Director Alcántara-Antoine worked with a group of managers to develop the Anti-Racism Statement as a distinct addition to the ULC Statement on Race and Social Equity previously adopted by the Board. The statement leads with Black Lives Matter, and addresses that before there can be equity for all, we must acknowledge that all inequality and inequity is grounded in racism against African-Americans. The document accepts responsibility for prior biases and is designed to be a foundational document that grounds BCPL in the affirmative steps that will be taken to move forward. The Board approved the Anti-Racism Statement (**Eickhoff/West**).

Ms. Cheikh joined the meeting.

Award of Contract: Compensation Study (Alcántara-Antoine)

The contract for a Compensation Study was awarded to Frank & Associates, Inc. of Crofton, Maryland for \$127,200.00. While not the lowest bidder, Frank & Associates was the most experienced in working with libraries and provided the most comprehensive proposal that best meets the needs of BCPL. The study will take 3-4 months and will include an implementation plan for the Library Assistant position. The Board approved the award of contract to Frank & Associates, Inc. (**Cheikh/West**) Mr. Netzer abstained.

Vendors over \$50,000 (Rowe)

Ms. Rowe presented a list of vendors with whom the library expects to spend more than \$50,000 in FY 22 as part of ongoing contracts or as sole source vendors. Approval of this list will allow for efficiencies in encumbrances and payments.

Mr. Schwab asked that staff review the Memorandum of Understanding with CCBC, which was included in the list of vendors, to determine if the agreement should be renegotiated.

The Board approved the list of vendors (**Eickhoff/West**). Mr. Netzer abstained.

Policy – Meeting Room Policy (Edington)

The Board approved revisions to the Meeting Room Policy that will allow meeting room reservations during the current month and the following two months during branch operation hours and to allow a partial or full refund of fees if BCPL changes or cancels a reservation (**Eickhoff/Schwab**).

Policy: Holiday Closure and Pay Policy (Edington)

The Board approved the Holiday Closures and Holiday Pay Policy to add Juneteenth National Independence Day to the list of holiday closings, standardize how holidays that fall on the weekend are handled and compile all aspects of holiday closings, holiday pay and staff schedules into one single policy document to be included in the Staff Handbook (**Cheikh/West**).

Policy: Floating Holiday Leave Policy (Edington)

The Board approved a Floating Holiday Leave Policy to compile in one document how the floating holiday for Indigenous Peoples day and the two Diversity and Inclusion floating days will be handled (**West/Slater**).

Policy – Staff Day (Wilson)

The Board approved minor revisions to the Staff Day Policy (**Netzer/West**). Mr. Slater abstained.

Policy – Telework Policy (Wilson)

After discussion of a number of issues the Board identified within the policy, centered on the introductory period and the 40% limit on regularly scheduled telework, the Telework Policy was tabled until the September Board meeting.

Policy – Staff's Children in the Workplace (Wilson)

As this policy links to the Telework Policy, it was tabled until the September Board meeting.

Policy – Sick and Safe Leave (Wilson)

The Board approved a point of clarification to the Sick and Safe Leave Policy regarding the minimum number of hours a staff member must work to be eligible to accrue Sick and Safe Leave. The original policy correctly stipulated that employees who work at least 12 hours a week are eligible to accrue Sick and Safe Leave. A revision will be made to one paragraph of the policy to reflect that same minimum requirement. Other minor grammatical changes were also approved (**Cheikh/West**).

Before the Board heard public comments, Ms. Cheikh, who was not present for the vote on the Anti-Racism Statement, expressed her full support for its adoption.

COMMENTS FROM the PUBLIC

The Board heard comments from one member of the public. Bridget Fitzgerald asked the Board to consider keeping the virtual component of the Board meeting, and current time.

ADJOURNMENT

The meeting adjourned at 9:19 am (**Schwab/West**).

Submitted by

Anne West

Secretary to the Board of Library Trustees