

**BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY**

**MINUTES OF THE MEETING**

**January 16, 2024**

A meeting of the Board of Library Trustees was held on Tuesday, January 16, 2024, via Zoom. The meeting was called to order at 8:00 am by Board President Yara Cheikh. Other Board members present were: Maureen Walsh David, Jane Eickhoff, Havaca Ganguly, and Anne West. Absent: Ms. Cruz and Mr. Netzer.

Staff in attendance: Sonia Alcántara-Antoine, Chief Executive Officer; James Cooke, Chief Operations Officer; Natalie Edington, Chief Customer Experience Officer; Ann Beegle, Director of Philanthropy and Partnerships; Carl Birkmeyer, Media Creation Manager; Jen Evans, Executive Assistant; Emily Gamertsfelder, Planning and Projects Manager; Sandra Lombardo, White Marsh Branch Manager; Helen Rowe Fiscal Services Manager; and Brian Staples, Human Resources Generalist.

**COMMUNICATION**

***Minutes***

The Board approved the minutes of the November 21, 2023, meeting (**West/Walsh David**).

***Correspondence***

None.

***Upcoming Events***

Programs with authors Schuyler Bailar and Lisa Scottoline will feature as part of Booklovers Bash. Maryland Library Legislative Day will take place on February 13.

***Comments from the Public***

None.

**REPORTS**

***CEO (Alcántara-Antoine)***

The CEO highlighted programming around the system and how the staff can tailor programming to meet unmet needs of the community. Examples include the Randallstown Branch, which has many visits from adult care providers. The branch partnered with the Adult and Community Engagement Department to develop activities to use for programs during the visits. The Perry Hall Branch recently accommodated many adults at a teen craft night.

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

Ms. Gamertsfelder shared the November and December 2023 statistics with the Board.

### ***White Marsh Branch (Lombardo)***

Ms. Lombardo gave a brief report on the White Marsh Branch. The branch has processed over 2200 passport applications and has assisted with many requests for Notary service. The branch is on a bus line and is a destination for customers who need access to a library via public transportation. The community around the branch is in transition from business to a more mixed community with the addition of many apartments and other residences in the area.

### ***Operational Plan (Gamertsfelder)***

Ms. Gamertsfelder shared that BCPL has met all SPXI objectives except for goals for Media and Information Literacy. Staff are working to determine what needs to be done to meet the Media and Information Literacy goal by the end of the year.

### ***Customer Experience (Edington)***

CCEO Edington highlighted the Towson Branch's ongoing outreach to the Baltimore County Detention Center. She also shared that the current class for Academia de Emprendores has 150 members. The Mobile Library Law Center will be transitioning to the Mobile Library Support Center which will bring service to locations like the West Side Men's Shelter, Love thy Neighbor Food Pantry, and the Liberty Senior Center. The Lawyers in the Library program will continue.

### ***Operations (Cooke)***

COO Cooke shared a status update for several building projects. The construction portion of the Catonsville renovation should be completed in 75 days. The Cockeysville children area renovation has been completed. Construction plans for the Woodlawn renovation are in process. The project should begin in October 2024. Planning has started for a renovation of the White Marsh meeting room and restrooms.

Ms. West asked if there was a plan to expand the White Marsh branch. Mr. Cooke agreed that expansion would benefit the branch. Several projects are in process ahead of any discussion of renovation to White Marsh. Most notably, renovation or replacement of the building for Lansdowne and a new building for Essex.

COO Cooke also shared the news that Mr. Carl Birkmeyer, Media Creation Manager, will be retiring after 35 years with BCPL. Mr. Birkmeyer thanked his staff, the Board, and the Administration for their support.

The Board wished Mr. Birkmeyer well on his retirement.

### ***Fiscal Services (Rowe)***

Ms. Rowe provided the Finance Report. The only variance of note was the payment for the repaving of the Pikesville Branch parking lot.

### ***Human Resources (Staples)***

Mr. Staples reported on recruitment efforts in Human Resources which included the hiring of an Accountant, a Security Officer, and a Library Supervisor. There are still several vacancies to be filled. In addition to the retirement of Mr. Birkmeyer, there were retirements from White Marsh and Towson.

### ***Foundation Report (Beegle)***

Ms. Beegle shared that there are now 15 Foundation Board members. The Philanthropy and Partnerships department will be filling a position for an Individual Giving and Engagement Coordinator. Gifts in 2023 doubled over 2022 both in dollars and in number of gifts. Ms. Beegle thanked Senator and Mrs. West for their matching gift of \$75,000. Donor events are being planned for the upcoming year. To start the year, a Donor Town Hall will take place on February 6. There will also be a behind the scenes tour, and a donor event during Booklovers Bash with Lisa Scottoline.

Ms. Cheikh congratulated Ms. Beegle on the Foundations success.

### ***Board Report (Cheikh)***

Ms. Cheikh expressed her appreciation of New Americans programming. She reaffirmed the Boards commitment to Diversity, Equity, and Inclusion in 2024 in both word and action.

Ms. Cheikh encourages Board members to attend Maryland Library Legislative Day on February 13. This event provides an opportunity for the Board to meet with legislators to secure capital funding for current and future projects.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### ***Appointment of Employees (Cheikh)***

The Board voted unanimously to reaffirm the 2002 delegation of authority to the Chief Executive Officer or their designee to appoint all library employees full or part-time until that authority is revoked (**Eickhoff/West**).

***Award of Contract – Summer Reading T-shirts (Rowe)***

The Board awarded the contract for Summer Reading T-shirts RFP 2024-P-03 to the low bidder, Adwear and Specialty of Texas for \$57,708.28.

**CLOSED SESSION**

Ms. Cheikh called for a motion to close the public portion of the meeting under General Provisions Article § 3-305 (b) to discuss a personnel matter and procurement of services at 8:48 am **(Ganguly/Eickhoff)**. Aye: Cheikh, Eickhoff, Ganguly, Walsh David, and West. Absent: Cruz and Netzer. CEO Alcantara-Antoine and Mr. Staples were present at the Closed Session.

The Board resumed open session via the Zoom link at 9:06 am **(West/Ganguly)**. Ms. Cheikh reported that the Board had voted unanimously to authorize the personnel actions discussed in closed session.

**ADJOURNMENT**

The meeting adjourned at 9:07 **(West/Eickhoff)**.

Submitted by

Havaca Ganguly

Secretary to the Board of Library Trustees