

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
APRIL 3, 2013**

The Frederick County Public Libraries Board Meeting convened at 7:00 p.m. on April 3, 2013, at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: G. Laugelli, T. Kutz, B. Poteat, T. Prensky, C. Smith and Commissioner Liaison, D. Gray.

BOARD MEMBERS ABSENT: C. Greenway and M. Kurtianyk.

STAFF PRESENT: D. Batson, Director; D. Maminski, Associate Director; B. Pelle, Associate Director; K. Lewns, Financial Business Office Manager; S. Lauchner, Coordinator of Library Collections; E. Cromwell, Community Partnership Manager; S. McCoy, Branch Administrator – C. Burr Artz Library; A. Whitney, Branch Administrator – Urbana Regional Library; M. Carlson, Branch Administrator – Brunswick Library; J. Vogel, Children’s Supervisor – C. Burr Artz Library; R. Goetz, Children’s Supervisor – Brunswick Library; T. Lebherz, Children’s Supervisor – Thurmont Regional Library; E. Gamertsfelder, Librarian – C. Burr Artz Library; B. Barnette, Library Associate – Middletown Library; Janet Morris, Library Associate – Urbana Regional Library; Marlene Bordner, Library Associate – Thurmont Regional Library; Julie Scott, Library Associate – Emmitsburg Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: T. Prensky made a motion to approve the minutes of the February 6, 2013 meeting as written; seconded by G. Laugelli. No Discussion.
VOTE: Unanimous.

PRESIDENT’S REPORT: B. Poteat spoke about Food for Thought, the calendar of events for Frederick Reads’ activities. There are approximately 50+ activities. This program has been going on since March and a number of individuals have been participating in the various activities already. She noted that on Thursday, April 11, 2013, Will Allen with The Good Food Revolution will be at Frederick Community College at 11:00 a.m. and The Weinberg Center at 7:00 p.m. She also noted that at 8:00 a.m. on Friday, April 12, 2013, there will be a breakfast benefit for Frederick Reads with Will Allen and Bryan Voltaggio at the Bishop Claggett Center in Adamstown. She urged everyone to pick up a Food for Thought brochure at your local library as well as various locations throughout Frederick and choose something interesting and fun.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Batson noted that there are no statistics this month. He advised that a major revamp is being done of statistics and the gathering methods/procedures. He further stated that, upon close examination, there were many new methodologies and services that we were not giving an accurate accounting for. In this highly technological age, it is one thing to walk in the library and read and book but we are serving the same person that walks in and opens up their laptop and uses our Wi-Fi; this is another public service FCPL has. There are a lot of services that we are using and you can't use techniques and methods that you have used 50 years ago to measure library services today. We are investigating the various services and how they are accounted for and by May, 2013, we will have a new format for everyone to provide a better accounting as to how our services are used.

Mr. Batson advised that on Thursday, April 4, 2013, he will be appearing before the Board of County Commissioners to ask for the release of the fourth quarter material's budget.

Mr. Batson further advised that Elizabeth Cromwell was contacted by the U.S. State Department to travel to Kosovo and do a week-long series of presentations concerning some of the partnerships and relationships that FCPL has established. Ms. Cromwell advised that she was contacted by a gentleman from the U.S. Embassy in Kosovo and she learned from speaking with him that for many years he has been bringing delegations from different countries to the C. Burr Artz Library to show them our products, services, programs and outreach. Now that he is in Kosovo, he is trying to help their libraries connect to their citizens. They currently have libraries in Kosovo but they are not making the connections that they see that FCPL has. They think that FCPL is doing work that is relevant to them due to the size of our system. They see FCPL as a model. It is not just about the library system but about all of Frederick because they are really interested in seeing our cultural awakening over the last ten years. Ms. Cromwell noted that she will be doing six talks in six days and she will also be facilitating a conversation between the Kosovo National Library and the Kosovo National Writer's Association with the idea of possibly developing an international literary festival for them. This is an exciting time for Kosovo. The country is only five years old and many other countries do not recognize them as a country yet. They are looking for ways to create a cultural brand that they can introduce to the rest of the world. It is very exciting that they are looking at FCPL as a way to help them get to that point. She noted that she will be leaving for Kosovo the day after Frederick Reads and will return in a couple of weeks. Discussion followed.

Mr. Batson noted that next week will be the last week for the State Legislature. Mr. Batson advised that he sits on the Maryland Library Association – Legislative Committee and members of this committee are very active in bills and actions that relate to the public funding of libraries. This year we are very pleased because this year has been a very positive experience for libraries. Once the State Legislature concludes, the County will then know what will need to be included in their budget.

NEW BUSINESS:

a. Alcohol Beverage Policy for After-Hour Events: Ms. Cromwell recapped information about the alcohol policy provided at a prior board meeting a few months ago. She stated that FCPL is exploring this idea because we have determined that there may be opportunities for fundraising to benefit the library through an occasional wine and cheese gathering (or that sort of thing) after hours. At the September, 2012 meeting, she reported that the County Attorney's Office informed Mr. Batson and her that libraries are explicitly exempted from the prohibition of alcohol that appears in the facility use of Frederick County Government Buildings. She distributed copies to members of the FCPL Board of Trustees of the Frederick County Government Administrative Policy and Procedures – Facility Use of Frederick County Government Buildings, which was amended December 1, 2012 and signed by Commissioner Blaine Young. This document outlines all of the facility uses as well as the prohibition of alcohol policy but this entire document (at the very top) states that Frederick County Public Libraries is not included in the scope of the document. The document states:

“These policies and procedures are applicable to all groups and agencies that use any Frederick County building (except those under the jurisdiction of the Division of Parks and Recreation or the Frederick County Public Libraries).”

Ms. Cromwell further stated that the County Attorney's Office advised us that if we would like to host events with alcohol, it was a matter of the FCPL Board of Trustees changing our policy to reflect that alcohol is permissible. If the Library Board wishes to change the library policy, then we would need to obtain the occasional special event permits from the Liquor Board just like all other non-profits are required to do for wine and cheese gatherings.

Ms. Cromwell advised that Frederick County's Risk Management Department did advise that only library staff may pour the alcohol at those events because library staff is covered under the liability insurance that is required. Mr. Batson added that if an outside caterer or organization is utilized and they have their own insurance, they may pour the alcohol but to be covered by County insurance in a County building, library staff must pour the alcohol.

Ms. Cromwell noted that members of the FCPL Board of Trustees received a proposed alcohol policy with some modified language that clarifies that we are only referring to fundraising events that benefit Frederick County Public Libraries. Discussion followed.

Ms. Poteat noted that this is for the purpose of expanding hospitality for the library's benefit and we need to focus on the benefits to the library. She noted that she feels comfortable with the new language provided.

G. Laugelli made a motion to approve the Alcohol Policy as written; seconded by C. Smith.
No Discussion. VOTE: Unanimous.

b. Staff Recognition: The FCPL Board of Trustees recognized the following individuals for completing Library Associate Training: Barbara Barnette from the Middletown Library, Janet Morris from the Urbana Regional Library, Marlene Bordner from the Thurmont Regional Library and Julie Scott from the Emmitsburg Library.

M. Bordner stated that the training began last summer and Michael Carlson was their guide through all of this. Official meetings with librarians throughout the State started in September, 2012 and the meetings concluded in January, 2013. She further stated that it was a lot of work but each of us could see how it applies to our positions and benefits us and our patrons. The culminating project was for each of us to develop our own project that we could apply to our positions. Most of us came up with projects that were STEM-related. STEM stands for science, technology, education and math. She stated that it was nice to have a project that could be applied to our work directly.

Mr. Batson added that Library Associate Training is mandated by the State of Maryland.

Certificates were presented to each individual by B. Poteat. Photographs were also taken of the certificate presentation.

c. Financial Report: K. Lewns noted that Mr. Batson will be going before the Board of County Commissioners tomorrow about our fourth quarter expenditures. She added that the third quarter expenditures came in just \$200.00 below the budget. She added that staff is already looking at our expenditures for next year. Ms. Lewns further noted that the budget was submitted in March and we are just waiting on decisions by the Board of County Commissioners. In addition, she added that financially FCPL is right on track for the year; we are at 66% of our expenditures. She also noted that last year in March, FCPL started Smart Pay, a system where patrons could pay fines online with a credit card and since then FCPL has collected \$25,000 from online payment of fines. She added that last year FCPL added additional money to the sheriff security budget but this year we are under budget so we have a little extra money to cover any extra event that might come up.

d. Walkersville Renovation: S. Lauchner stated that at the January meeting and in her current position as Coordinator of Library Collections she had spoken to the Library Board about New Year's resolutions. She reported that we are on track with all of those. S. Lauchner was formerly the Branch Administrator at the Walkersville Branch Library and she provided an update on some sprucing up that was recently done at the Walkersville Library. The library was closed for a few weeks so that the County Maintenance Department could handle some of their standard, scheduled maintenance. The County maintains a cycle of regular maintenance for all of their buildings and it was time to update the Walkersville Library with painting, carpeting, roofing, and heating/air conditioning.

Ms. Lauchner noted that a new Walkersville Library is scheduled on the Capital Improvement Program to be constructed in Fiscal Year 2017 at South Glade Street in Walkersville. The maintenance that occurred in the last few weeks at the current building is totally unrelated to the new library that is to be built. The repairs that were just completed were to keep the current building functional and in good repair as we go forward since we will be there for a few more

years. Library staff decided to take this opportunity, since the County needed time for us to be closed to take care of their work, to make some improvements of our own. We made some changes including the layout of the shelving and moving furniture around to better utilize the space. The shelving is now ADA compliant. Once the new Walkersville Library is built, the shelving and furniture at the current library will be moved to the new building. Staff also rearranged the collection. We wanted to make the materials easier to locate and easier to browse. New signs were created by our Public Relations Department. In the adult non-fiction section, it was decided to group the materials in popular categories such as history, biographies, career and money. This should make it easier for our patrons to find what they are looking for. Walkersville Library still has a very nice selection of movies, audio-books, music, and magazines for all age groups. Walkersville Library has five public computers and there is wireless connection throughout the building. There are patrons that visit the Walkersville Library very frequently that may not check out materials but they utilize the computers or Wi-Fi service. There are a few study tables but we wish we had the space for more.

Ms. Lauchner thereafter showed photos of the new children's area at Walkersville Library. This area is now very well-defined, bright, fun and inviting. There is also a new way of shelving the picture books at Walkersville Library so that the covers are facing out to make it easier for our patrons to browse the materials. She added that the children's area also has an early literacy computer. Story times are provided throughout the week in the daytime and evenings as well as on Saturdays. She invited everyone to visit the Walkersville Library.

She further noted that the library re-opened yesterday and apparently there was a big crowd at the library yesterday and staff received many positive remarks about the library. Ms. Lauchner added that everything is not ideal. We can certainly use more space, more materials, more computers, more tables, study rooms, etc. but we have tried to make the best use of the space that we currently have so that we can serve the community. The Walkersville Library is an extremely busy library and we are hoping that with the new layout we will be able to accommodate our patrons' needs more adequately. She noted that the staff at Walkersville Library are friendly and very knowledgeable and always happy to help.

Mr. Batson thanked the County Maintenance Department. They did a wonderful job and we just need to compliment them on a job well done.

e. Summer Reading Club: T. Leberherz advised that registration for the Summer Reading Club begins May 1, 2013. The theme this year for babies through children in the fifth grade is Dig Into Reading. The theme for the teen program for 6th graders through high school is Beneath the Surface. Freshmen in college are also eligible for the teen program. The Summer Reading Club helps prevent the "summer slide". A learning offset occurs over the summer if children do not engage in educational activities throughout the summer. Research from the Summer Learning Association shows that students tend to score lower on standardized tests at the end of summer vacation than they did on the same test at the beginning of summer. Parents state that summer is a difficult time to make sure their children have something productive to do over the summer. She noted that FCPL staff try to encourage reading for fun and reward the children for reading for fun over the summer. FCPL also provides free and engaging programs for the children throughout the summer and we have a good, quality collection with all sorts of media to help

children and teens to get involved and become enthusiastic readers.

R. Goetz provided an overview of last year's Summer Reading Club statistics. Last year we set a goal of registering 10,000 children and came very close to that goal by enrolling 9,587 children. She noted that there has been a 62% increase since 2008. Registrations are definitely going up. The number of children that logged minutes of reading last year logged more than 300,000 minutes. Teens recorded more than 15,686 activities. She noted also that 7,691 books reviews were submitted last year.

Ms. Goetz noted one of the reasons the Summer Reading Club starts in May is that FCPL's children's librarians visit schools during May and June and we want the children to be able to register immediately. The Summer Reading Club will go through August 10, 2013. She added that there will be game boards again this year. Once the first two rows are completed on the game board, the child will get to select a prize from the treasure box and once the entire game board is completed, children and teens will get a book as their prize. Thereafter she displayed some photos of some of the performers (Wildlife Adventures, Kay-Dee Puppets, Milkshake, and Leonardo) that will be a part of the Summer Reading Club this year. There are also some magicians and musicians scheduled to be part of the program of this year.

She noted that in order to try and surpass the 10,000 registration goal, we have formed a new partnership with the Westview Promenade. There will be Summer Reading Festival on May 11, 2013 which will include a concert, many activities, costumed characters and a registration drive. We will also be participating in a once-a-month Mommy and Me program at the Westview Promenade.

Another partnership is with Frederick County Public Schools. They allow us to come into the schools during May and June to promote the Summer Reading Club. We will also be distributing postcards to all students. The postcards tell about the Summer Reading Club and they also have a registration form on the back. Staff from the libraries and schools collaborated to create book lists for summer reading. The top ten choices from the different grades will be printed on bookmarks. The front of the bookmarks will have the winners of the bookmark contest and the back of the bookmarks will contain the book lists. The full book list will also be available on our website. She noted that in the Fall, as far as a part of our partnership with Frederick County Public Schools, we sent out library card registration forms to all kindergarten, third grade, sixth grade and ninth grade English students. Since then we have created 1,860 new library card accounts.

Janet Vogel stated that the game board has a passport on the back of it. This idea was suggested by a patron a few years back and it has been one of the most popular programs of the Summer Reading Club. If a child visits all 8 of our library branches and gets a sticker from each library branch, the child turns in the passport and they are enrolled for a prize drawing. This year we have very exciting prizes: Frederick Keys baseball signed by all the players, FCPL backpack, and a PNC gift card. Last year there were approximately 6,000 library visits as a result of the passport. We have one prize winner from each branch and everyone gets very excited. She also noted that when a child registers for the Summer Reading Club they could win a trip to the Great Wolf Lodge Water Park as well as \$300.00 for spending money donated by the Friends of

Frederick County Public Libraries. The children are also entered into a drawing for a chance to win a Kindle Fire, \$25.00 shopping spree to The Dancing Bear Toystore in downtown Frederick and small prizes from the Treasurer Chest. Once a child finishes all three rows of their game board, they will receive a paperback book. Teens will have a chance to win a Google Nexus 7 Tablet, \$50.00 PNC Gift Card and four chances to win a \$10.00 PNC Gift Card throughout the summer. Teens will also receive a paperback book when they complete their program.

Ms. Vogel stated that the Summer Reading Club is not possible without our sponsors. All of our prizes are paid for by our sponsors and we are very grateful to Elizabeth Cromwell who creates these partnerships that allow us to do the incredible and exciting things that we do for the Summer Reading Club. The sponsors this year are PNC Bank, Friends of Frederick County Public Libraries as well as The Frederick News-Post. Without our sponsors, we would not have a Summer Reading Program. Thereafter, she displayed one of the Dig Into Reading t-shirts (available in children/adult sizes) that will be available for purchase as of May 1, 2013. Discussion followed.

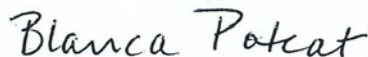
BOARD QUESTIONS AND COMMENTS: C. Smith inquired about the status of two services that were discussed at the February Board Meeting, Zinio and Hoopla. Mr. Batson advised that Zinio is currently over at the Purchasing Department awaiting approval. Once we receive the Purchase Order from Purchasing, Zinio will be ordered and will start shortly thereafter. Hoopla is still in development. It is a very good program but it is not available for purchase yet.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, May 1, 2013 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

T. Kutz made a motion to adjourn the meeting; seconded by G. Laugelli. No Discussion.
VOTE: Unanimous.

The public meeting adjourned at 7:55 p.m.



Blanca Poteat, President
Frederick County Public Libraries Board of Trustees