

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
JUNE 12, 2013**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on June 12, 2013, at the C. Burr Artz Library, Frederick, Maryland.

**BOARD MEMBERS PRESENT:** C. Greenway, M. Kurtianyk, G. Laugelli, T. Kutz, B. Poteat, and C. Smith.

**BOARD MEMBERS ABSENT:** T. Prensky and Commissioner Liaison, D. Gray

**STAFF PRESENT:** D. Batson, Director; B. Pelle, Associate Director; D. Maminski, 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; E. Dingle, Branch Administrator – Thurmont Regional Library/Emmitsburg Library; R. Bowers, Branch Administrator – Walkersville/Middletown Libraries; D. Gee, Assistant Branch Administrator – Urbana Regional Library; J. Vogel, Children’s Supervisor – C. Burr Artz Library; E. Gamertsfelder, Librarian – C. Burr Artz Library; V.Cuff – Substitute Library Associate – C. Burr Artz Library; D. Pryor, Library Associate – Urbana Regional Library; and L. Tibbs, Recording Secretary.

**CITIZEN REMARKS:** None.

**APPROVAL OF MINUTES:** C. Greenway made a motion to approve the minutes of the May 1, 2013 meeting as written; seconded by T. Kutz . No Discussion. VOTE: Unanimous.

**CHAIR’S REPORT:** Ms. Poteat stated that T. Prensky was unable to attend tonight’s meeting and this was to be her last meeting. She added that everyone will be getting together with T. Prensky to thank her for her service. In addition, Ms. Poteat noted her appreciation to Ms. Prensky for her support and she certainly has a special place in the hearts of all the staff because of her experience at the library. Ms. Prensky is with her family this evening at a family reunion.

**DIRECTOR’S REPORT:**

**a. FCPL – Update:** Mr. Batson introduced two new Library Associates that recently joined FCPL: Virginia Cuff and Dana Pryor.

Mr. Batson, on behalf of the library staff, thanked T. Prensky for her service and noted that she will be greatly missed.

Mr. Batson also announced that Mary Cramer, Assistant Branch Administrator at the C. Burr Artz Library, will be retiring as of October 1, 2013. Mike Holter, Branch Manager at the

Detention Center Facility, took advantage of the County's retirement package and he will be retiring as of July 1, 2013. Mr. Batson noted that he will be meeting with the Sheriff and other officials tomorrow to see where we will go from here.

On another staff note, Mr. Batson advised that Donna Croft recently retired from the Urbana Regional Library. As a result of her retirement, FCPL was able to take her funds and ask to have them reclassified to a Children's Supervisor for the Urbana Regional Library. By adding this position, this will also give Urbana Regional Library another Librarian-in-Charge.

Mr. Batson noted that the Summer Reading Club is progressing and, at this time, everything seems to be running about the same as last year.

Thereafter, Mr. Batson advised that he will be appearing before the Board of County Commissioners at 10:00 a.m. on June 13, 2013 for approval of FCPL's materials budget.

**b. Budget/CIP – Update:** Mr. Batson stated that there is nothing new to report on the budget or construction at this time.

### **NEW BUSINESS:**

**a. Financial Report:** Ms. Lewns noted that the Board of County Commissioners adopted the budget on June 6, 2013. She also mentioned that there were a few changes made to the budget than what was originally submitted. 1) The COLA for staff was reduced from 2% to 1% which changed the budget figures from \$13,133,329 to \$12,922,292; 2) In-kind services were also reduced by approximately \$9,000; 3) FCPL received a 1.6% increase over last year's budget; and 4) There was \$50,000 allocated in the capital equipment budget for a book sorting system but these funds will be used on another project which will be discussed at a later time.

Ms. Lewns further advised that the Fiscal Year is coming to an end and at this time no further purchase orders can be written. New purchase orders can be written as of July 1, 2013.

**b. 20-Year Facility Plan:** Mr. Batson advised that at last month's meeting the proposed 20-Year Facility Plan was presented to the Library Board. Since that time staff has not received any comments or suggestions for changes from members of the Frederick County Public Libraries Board of Trustees, therefore, he requested approval of the 20-Year Facility Plan by the Frederick County Public Libraries Board of Trustees. Discussion followed.

G. Laugelli made a motion to approve the 20-Year Facility Plan as written; seconded by C. Smith. No Discussion. VOTE: Unanimous.

**c. Zinio Presentation:** Ms. Lauchner provided an overview of Zinio. She noted that Zinio was just added last month and we will be promoting Zinio in the next month or so. In about one month, patrons will be able to access Zinio from the front page of the website. Zinio is a catalog of magazines with 87 titles to choose from. As time goes on, the number of magazine titles will increase. Magazines are displayed in a digital format and can be streamed, downloaded, etc.

Ms. Lauchner advised that when initially setting up a patron's Zinio account, there are two accounts that need to be set up – one with FCPL and one with Zinio. She further noted that when signing into Zinio, if your screen displays dollar signs for the magazines, then you are not in the library Zinio site. She advised that if this happens, the patron should back out of the site and then go back in. There is a user guide also on-line and the site is very intuitive. She further noted that all magazines are free that are viewed through the library site. She added that a patron can check out unlimited magazines and keep them forever or delete them. At this time, patrons can view magazines for the current month and previous issues as far back as when FCPL first subscribed to Zinio. However, she added that the vendor is working on a piece of software that will enable everyone to get back issues of magazines even before FCPL's purchase of Zinio. Recorded Books is the only vendor working with Zinio at this time.

In addition, Ms. Lauchner stated that EBSCO also offers magazines such as Consumer Reports on FCPL's website. EBSCO is more research-based magazine subscriptions.

FCPL pays an annual platform fee for Zinio which is based on library circulation and FCPL pays per magazine subscription.

Ms. Lauchner noted that FCPL is trying to meet the needs of the community with Zinio and print magazines. Magazines are selected by circulation statistics and based on these statistics, some magazines are not renewed. She added that the digital copies of magazines are available via Zinio as soon as they are available on the street.

She further advised that digital magazines are not intended to take the place of print magazines in the library. FCPL is just providing another format for viewing magazines by our patrons. Discussion followed.

**d. Room Naming Policy:** Mr. Batson stated that the Room Naming Policy comes out of a decision by the County to formalize the County's Room Naming Policy. He noted, however, there are two exceptions to the County's Room Naming Policy and they are Parks & Recreation and the Library; thus the reason for FCPL to have its own Room Naming Policy.

Since the construction of the C. Burr Artz Library, FCPL has had a Room Naming Policy. We cannot name facilities since the buildings belong to the County. We can only name a room within a facility. It was noted by Mr. Batson that the Thomas Foundation has given money to the library for over 20 years, therefore, the story room at the C. Burr Artz Library was named after them. In addition, he added that The Maryland Room was a gift from the Randall Family.

Mr. Batson noted that once the Room Naming Policy is developed, procedures will then be developed. Discussion followed. Once the procedures are established, they will be posted on the website for everyone's review.

G. Laugelli made a motion to approve the Room Naming Policy as submitted; T. Kutz seconded the motion. Discussion followed. M. Kurtianyk requested that the minutes reflect that the Room Naming Policy goes into effect on June 12, 2013. VOTE: Unanimous.

**e. Kosovo Report:** E. Cromwell provided an overview of her recent trip to Kosovo. She stated that the trip was incredible and that she was so fortunate to be able to go to Kosovo and represent not only FCPL but all of Frederick.

Ms. Cromwell stated that she was initially contacted by a representative of the U.S. State Department to travel to Kosovo and do a week-long series of presentations concerning some of the partnerships, programs and outreach that FCPL does.

Her travel to Kosovo was during National Library Week. She traveled to many towns throughout Kosovo with 75 – 100 Kosovo librarians. Every town was very different. She noted that 2,000,000 people live in Kosovo. During her stay she was able to stay at the same hotel the entire time even though she visited many towns during her stay in Kosovo. She was provided with a translator and a driver during her stay as well.

Ms. Cromwell advised that the libraries throughout Kosovo were filled with books, however, all of the books were in English, Dutch, French, Japanese, etc. All books from their libraries were burned during the war.

Thereafter Ms. Cromwell displayed a slide show of photos taken during her trip to Kosovo. She noted that she had a 25 minute interview on Good Morning Kosovo which is equivalent to our Good Morning America. During her stay she made over 100 official appearances in 9 days. The trip was both thrilling and exhausting. Her typical day consisted of a public speaking event in the morning, followed by a tour of the local town and library. Lunch usually followed the local tour and concluded with a receiving line. The afternoons consisted of visiting a historical site or some sort of show.

The people of Kosovo love Americans and asked that I pass along how grateful they are that we saved their lives.

**f. By-Laws:** Ms. Poteat stated that members of the Frederick County Public Libraries Board of Trustees have had a chance to review the revised By-Laws and requested that a motion be made to approve them.

G. Laugelli made a motion to approve the By-Laws as written; seconded by T. Kutz. No discussion. VOTE: Unanimous.

**g. FCPL Board of Trustees Vacancy/Recommendation by Nominating Committee:** Mr. Laugelli stated that another resume was received late last week regarding the vacancy created by T. Prensky. The Nominating Committee will need to interview this candidate and will provide a recommendation to the Board at the September meeting.

Mr. Laugelli further stated that there is currently an opening on the Nominating Committee and Candy Greenway has expressed an interest in filling that position. There was no objection by any member of the FCPL Board of Trustees, therefore, the Nominating Committee will now consist of: G. Laugelli (Chair), C. Smith and C. Greenway.

**h. Election of Officers by Nominating Committee:** Mr. Laugelli, on behalf of the Nominating Committee, made a recommendation that C. Smith be appointed as Vice-Chair (Elect) and C. Greenway be appointed as Secretary/Treasurer.

T. Kutz made a motion to approve the recommendation of the Nominating Committee; seconded by M. Kurtianyk. No discussion. VOTE: Unanimous.

**BOARD QUESTIONS AND COMMENTS:** Mr. Kutz inquired about the naming of the Point of Rocks Library. Mr. Batson responded that it is called the Edward F. Fry Memorial Library at Point of Rocks. The Point of Rocks Library is a room inside a County-owned facility.

**OTHER CITIZEN REMARKS:** None.

The next meeting will be held on Wednesday, September 4, 2013 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

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

The meeting adjourned at 8:30 p.m.

*Blanca Poteat*

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Blanca Poteat, President

Frederick County Public Libraries Board of Trustees