

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
JANUARY 8, 2020**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on January 8, 2020 at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: J. D'Agostino, C. Greenway, M. O'Leary, C. Smith, K. Spertzel, S. White and County Liaison, J. Donald.

BOARD MEMBERS ABSENT: G. Laugelli

STAFF PRESENT: J. Kelly, Director; S. McDuff, Associate Director; C. Hall, Associate Director; J. Vogel, Youth Services Coordinator; S. Lauchner, Manager – Library Collections; J. Marshall, Manager-Systems; B. Hissong, Community Services Coordinator; J. El-Zeftawy, Development Officer; B. McDermott, Finance Manager; S. Jones, Communications Manager; L. Gincley, Materials Manager; C. Link, Materials Selector; C. Brohawn, Project Coordinator; B. Heltebridle, Branch Administrator – C. Burr Artz Library; T. Lebherz, Branch Administrator – Urbana Library/Point of Rocks Library; J. Diaz, Branch Administrator – Brunswick Library; M. Currens, Branch Administrator, Myersville Library; A. Whitney, Branch Administrator – Thurmont Regional Library/Emmitsburg Library; R. Frecker, Branch Administrator – Walkersville Library; B. Bradley, Branch Administrator – Middletown Library; A. Moser, Assistant Branch Administrator – C. Burr Artz Library; M. Amberg, Library Technician – C. Burr Artz Library; K. Baker, Library Associate – Walkersville Library; C. Fitz, Library Technician – Substitute; E. Leyh, Library Associate – Emmitsburg Library; C. Stryker, Library Associate – Walkersville Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: J. D'Agostino made a motion to approve the Minutes from November 6, 2019. No further discussion. VOTE: Unanimous.

CHAIR'S REPORT: Ms. Smith welcomed everyone to the first meeting of 2020. The Community Room has a new look with new carpet and paint. She noted that the C. Burr Artz Library is getting a brand new look for the New Year. Ms. Smith also welcomed everyone that is watching our meeting on TV tonight. She thereafter wished everyone a Happy New Year. She noted that because the busy times of the holidays are over, it doesn't mean that there is nothing going on here in Frederick. The library has a lot going on over the winter months. She stated

that she hopes everyone takes an opportunity to stop by the library and partake of all of the things that are going on or just check out a book to take home and curl up by the fire and read on a cold winter's day. Fire and Ice will be coming up in a few weeks. The Frederick Speaker Series starts this month. There is a lot going on at the library and we will hear about some of the activities later tonight.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Kelly noted that members of the FCPL Board of Trustees last met over two months ago and he welcomed everyone back and noted that he hopes everyone had a wonderful holiday season.

During the break, FCPL saw a lot of coverage in The Frederick News-Post. There was an excellent profile of Chris Long, our Community Bookmobile Driver, as well as several pieces highlighting our outstanding branch programming. Every month we help thousands of people in our branches or through outreach. The articles in the newspaper reflected that great work. He noted that FCPL's new Communications Manager, Sam Jones, and her team have, in a very short time, built a great working relationship with The Frederick News-Post and she has facilitated all of that press coverage.

Thereafter, Mr. Kelly provided an update on the changes at the C. Burr Artz Library since B. Heltebridle's overview at the October meeting of the CBA Reimagined project. Some aspects of the program were funded by the County and the rest of this project was funded by the C. Burr Artz Trust. He noted that we are very grateful to both of those groups for their support and refresh of the C. Burr Artz Library. The C. Burr Artz Library has received new paint and new flooring in the public areas and the removal of the service desks. Soon you will receive the replacement of those desks, updated technology and furniture. The terrace on the second floor will receive a new shade structure as well as new furniture. In the long range, there will be continued furniture replacement and meeting room technology will be updated in our various meeting rooms.

Mr. Kelly thereafter spoke about fines. He noted that over the last few months we have been closely following systems locally and nationwide as they evolve their fine policies. The FCPL Board of Trustees voted to eliminate fines on children's materials effective October 1, 2019. The feedback has been overwhelmingly positive. Anne Arundel County is the latest Maryland library to make a change. This past week they announced that they were eliminating outstanding fines on all children's cards – unblocking thousands of accounts. Moving forward, they will no longer assess fines on Children's and Teen materials. Mr. Kelly added that he believes their goal is to be completely fine-free starting next year.

Mr. Kelly thereafter reviewed statistics. He noted that when you look at the year-to-date numbers, we are outpacing our 3-year average in both customer visits and circulation and we are

also keeping pace with last year's record setting numbers. Digital circulation continues to account for over 25% of the total circulation. As a reminder, the cost of digital content is very high and, like many libraries, FCPL is unable to meet demand. If FCPL had the resources to invest in additional digital content, we know that digital circulation, and in turn overall circulation, would certainly surpass last year's record number of 3,000,000 items circulated.

He thereafter noted that at our last meeting in November, we shared news of MacMillan's new embargo on libraries which limits public libraries to purchasing one perpetual use copy of MacMillan titles in the first eight weeks of publication. This publisher-imposed restriction further limits our ability to provide timely access to the digital content that our customers rely on libraries to provide. Additionally, just this past week, it was announced that Overdrive, the company that the Maryland State Consortium uses to purchase its e-book and e-audio book content, was acquired by global equity firm, KKR. KKR also owns RB Digital, another platform that we use for digital content. The implications of this acquisition are unclear at this time, but he noted that he wanted to share this information so that everyone has a picture of how complicated the digital landscape is and how quickly it evolves. There are some issues that are related to FCPL's budget that restrict us, there are some issues related to individual publishers and there are some issues related to the platforms we use to access this content. Mr. Kelly added that he will continue to keep everyone informed and we will work hard to provide access to our community.

Mr. Kelly advised that program attendance and new patron registrations are up considerably (20% and 22%, respectively), when compared to the three-year average. Wi-Fi use is also up. Staff has noted the upward trend in Wi-Fi use over the past few years but comparing Fiscal Year 2019 to Fiscal Year 2020, we have seen huge spikes. In Fiscal Year 2019, we were averaging 10,000 – 12,000 Wi-Fi sessions monthly. In Fiscal Year 2020, Wi-Fi usage has jumped to 18,000 – 19,000 sessions per month. Staff from our Systems Department are double checking the numbers to confirm. We see more and more people bringing in their own devices to access the Wi-Fi.

b. CIP/Budget – Update: Mr. Kelly noted that on January 22, 2020 at 6:00 p.m. staff will be presenting a draft of the Fiscal Year 2021 to the FCPL Board of Trustees Finance Committee (Candy, Karyn, Suzette and Cheryl). A full presentation of the budget will be made to the full Board at the February meeting.

Mr. Kelly thereafter provided an update on capital improvement projects. He noted that he had a meeting with the County's CIP Committee today. This is the body tasked with considering all of the proposed capital projects in the County and creating a recommended budget and timeline for the County Executive's consideration. FCPL currently has three projects in the existing CIP: 1) Middletown Library (Design in FY 2021/Construction in FY 2023); 2) ILS migration – integrative library system that is the backbone of everything that FCPL provides and circulates (recommended funding in Fiscal Year 2021 and Fiscal year 2022); and 3) Linganore/East County Regional Library – currently in the out-years – Fiscal Year 2026 or later).

This year, FCPL submitted two additional projects for the Committee's consideration: 1) A West Frederick Library Branch serving the Golden Mile communities where there is already significant need; and 2) Northwest Frederick City Library in the vicinity of several developments that are in various stages of build-out. We envision that one of those two sites will also have sufficient space to move our support services functions out of the downtown location. The current space housed by support services at the C. Burr Artz Library could then be repurposed into public space adding roughly 20,000 additional square feet to the C. Burr Artz Library. The current C. Burr Artz Library was opened approximately 20 years ago so by the time all of these pieces fall into place, the C. Burr Artz Library will be almost 30 years old and in need of a major renovation. It is known that we can't expand the foot print of the current C. Burr Artz Library so moving support services out of the C. Burr Artz Library and giving CBA an extra 20,000 square feet of public space would be a more effective use of public space.

These new projects are not only in alignment with the recommendations that were received from our recent Facilities Master Plan conducted by HBM, but both projects (West Frederick and Northwest Frederick City) also fall within the primary growth area outlined in the Livable Frederick Master Plan adopted by the County last year. Division directors were informed that Livable Frederick will be a factor in future budget considerations on both the capital and operating sides of the budget and we eagerly await what that will mean for the timeline of not only these new projects but potentially for those already in the pipeline. Mr. Kelly noted that he will keep everyone informed of any developments as they are received.

C. Greenway inquired where exactly support services may be moved. Mr. Kelly stated that the two additional facilities that were mentioned earlier, West Frederick and Northwest Frederick City, would have a 15,000 square foot library for the public. In addition, we would propose 25,000 additional square feet to one of those facilities that would house support services that are currently housed at the C. Burr Artz Library. Ms. Greenway further inquired as to what neighborhoods are being considered. Mr. Kelly noted that no land has yet to be acquired for either project so he is unable to give specifics. One facility is proposed to be in the vicinity of the Golden Mile and for the Northwest Frederick City, there are currently four developments in the pipeline in the Christopher's Crossing area. It was HBM's and FCPL's recommendation, knowing that there would be increased density in that area, that the area would be a candidate for a brick and mortar library branch. This also falls within Livable Frederick, the long-range master plan for the County.

J. D'Agostino inquired whether the three projects that are already in the CIP are a done deal. Mr. Kelly stated that basically nothing is a done deal. He noted that in the current CIP for this year, Middletown Library is slated for design in Fiscal Year 2021 and construction in Fiscal Year 2023. The ILS migration is scheduled for funding in Fiscal Year 2021 and Fiscal Year 2022. The Linganore/East County Regional Library is in the out-years – Fiscal Year 2026 or later. When the new CIP is released, it is possible that the Middletown Library and the ILS migration will stay on track. It is possible that the Linganore/East County Regional Library will move from the out-years to the last year of the new CIP. That is what the County CIP Committee is deciding upon right now. They are working on whether projects will be moved forward, stay the same or

pushed back. The meeting that FCPL staff had with members of the CIP Committee today was to answer questions that members of the Committee had about those individual projects. Members of the CIP Committee are not only considering our requests but they are receiving requests from every division in the County.

NEW BUSINESS:

a. Financial Report: B. McDermott provided a review of the January, 2020 financial statement which includes data tentative as of November 30, 2019. At the present time, revenues are at 29%, which is where we want to be right now. The percentage is a little low due to the fact that contributions and donations, as well as the fund balance, are not recorded until the end of the fiscal year. She noted that FCPL was awarded two federal grants totaling \$23,743. Staff has just submitted reimbursement requests, so FCPL should start receiving revenue in those areas within the next few months. Thereafter, she noted that expenditures are at 40%. She noted that Equipment Maintenance and Repairs is at 62% which is slightly high due to prepaid expenses that occurred at the beginning of the year.

Ms. Greenway inquired where the renovations for what is going on at the C. Burr Artz Library are itemized on this report. Ms. McDermott advised that the funding for the renovations came from the C. Burr Artz Trust or capital projects. Capital projects are not part of our financial statements.

Ms. D'Agostino inquired about the items that reflect over 40% under expenditures (such as Sheriff Security) and whether they will continue at the same rate or is the 40% due to more events going on at the beginning of the year and additional security was needed. Ms. McDermott stated that some of them vary due to the need. She added that FCPL's expenditures are at 40% at this time, and that is good because we are not finished the second quarter yet. Next month, FCPL will probably be closer to the 50% mark.

Ms. McDermott noted that grants awarded are at \$25,000. A new grant was submitted for the Ausherman Family Foundation General Grant to support the renewal of the subscription of the Foundation Center Network. Donations slightly increased by 1% from the previous month. Thereafter, she reviewed endowments. The Glassman Trust earned \$2,900 in interest. These funds are restricted and purchases are mostly made for materials.

Ms. Greenway inquired what would happen if the Ausherman Grant would go away. Ms. McDermott noted that a decision would have to be made at that time to determine where funding would come from should we not receive the Ausherman Grant. Ms. Greenway stated that it is a wonderful resource. She noted that there are only about eight libraries in the country that have this resource.

C. Smith inquired whether the Greatest Need income noted on the financial statement includes #Giving Tuesday. J. El-Zeftawy advised that the current financial statement reflects information through November 30, 2019. #Giving Tuesday was late this year and was on December 3, 2019.

The next financial statement will reflect #Giving Tuesday. She further noted that she is still processing gifts.

b. Winter Reading Challenge: Ms. Smith noted that she has signed up for the Winter Reading Challenge and is looking forward to tonight's presentation. Ms. Vogel noted that many of you have seen her and/or members of her team make presentations on the Summer Reading Challenge but this year we are starting a Winter Reading Challenge. This is due in part from feedback received from the surveys that we gather at the end of the Summer Reading Challenge. People have requested some sort of program to encourage themselves to read more over the winter and keep the children reading. FCPL is excited to launch the Winter Reading Challenge. Sign-up is currently going on now. The program started January 1, 2020 and runs through January 31, 2020. This is actually part of a national contest that is supported by Beanstack, who runs the software that we utilize for the Summer Reading Challenge as well as some of our other resources. Beanstack is a good book recommendation site as well. The Winter Reading Challenge is for all ages. One does not know how to read in order to participate. Although everyone here knows how to read, she is referring to those little ones who want to spend time being read to. Audio books and Wonderbooks, which will be discussed a little later this evening, are also a good way to get reading minutes. A family can also read together. Ms. Vogel stated Beanstack has an app that can be utilized. One neat feature of the app is that you can note what book you are reading. There is a little timer and it will keep track of how long you have read and when finished, you just press stop and it logs minutes automatically. You can also scan the barcode on the book and you can log your title right from there.

Ms. Vogel stated that one reason the Winter Reading Challenge was started was to encourage people to increase the amount they are reading. With the Summer Reading Challenge we spend a lot of time talking about exploring and learning more about the community in addition to reading but the Winter Challenge is really focused on reading. This is partly because we wanted to make it simple and easy for people when they are starting the year and there are lots of things going on and kids are back in school but it is also because this is the way the nationwide contest is working. Beanstack partnered with Penguin-Random House and they will be giving away \$50,000 worth of books as well as author visits to sweeten the pot to encourage our communities to read. The contest is based on the amount of reading that is done so we need to reach our reading goals – 500,000 minutes. It is also about engagement. FCPL has added some badges along the way so for those folks who reach their goal of 500 minutes pretty quickly, there is no problem by earning badges. This is always a lot of fun for the kids. We hope that this will encourage people to try out our Beanstack software to make it easier for them to track their reading, if they aren't coming to the library every day and getting that reading going. FCPL is also testing a brand new feature. Frederick County Public Schools also uses the Beanstack software in most of their schools and, if there is a student out there in TV land who attends a school that utilizes Beanstack, they can link their Frederick County Public Schools Beanstack account with the Frederick County Public Libraries Beanstack account. It is very simple to do. You just need to know your student ID number and your birthdate on the FCPS side and on the FCPL side you need to know your Beanstack log-in. Once the two are linked together, make sure to sign up for the Winter Reading Challenge and you can then log-in as FCPS or FCPL and it

joins them together. This is exciting and Beanstack just launched this. Beanstack approached FCPL because we have a great relationship with FCPS as a way to test this procedure. So far it is working pretty well. By summer, this will be a great feature so that the students can be motivated by FCPL and FCPS programs.

Ms. Vogel noted that FCPL can win prizes. FCPL is hopeful that this great collaboration will help us win some of the prizes. Two of the authors who have volunteered to visit libraries are Olugbemisola Ruday-Perkovich and Max Brallier,

FCPL is currently at 23% of our goal of 500,000 minutes. We still have 23 days to go so we are well on track. The ticker is on FCPL's homepage, if you want to keep track.

C. Greenway inquired whether the software measures how long it takes you to read a book. Ms. Vogel stated that the software does not track how long it takes you to read a book. The program is all about taking the time to read.

C. Smith inquired if the competition is based on goals, how are different sizes of systems accounted for. Ms. Vogel stated that it is all about the percentage of people in your county who register and are active. FCPL is lucky that we can interact with FCPS. It is all about the percentage. They are not comparing FCPL to Chicago Public Library, which is huge. Last year one of the winners of the program was the Maryland Library for the Blind and Physically Handicapped. They serve a pretty small population and that is where the percentages really help. Ms. Smith added that all of her fellow Trustees are avid readers so she encouraged everyone to sign-up and log minutes. Ms. Vogel noted that by signing up for the Winter Challenge, you will be ready to go for the Summer Reading Challenge.

c. Strategic Plan Update: C. Hall provided an update on the Strategic Plan for Frederick County Public Libraries. This plan was implemented in July, 2019 following a staff-led workgroup process in which they identified three strategic priorities. It is basically a continuation of the last plan that ran from FY 2017 – FY 2019. It is an evolution of that plan. The Strategic Plan from FY 2017 – FY 2019 was the first Strategic Plan FCPL ever had. She noted that it is important to note that FCPL's core values, vision and mission really drive our strategic priorities. In turn, each branch and each department continue to create annual work plans that also address our strategic priorities. Further, our individual staff work with their supervisors to identify how they can help the strategic priorities by identifying annual performance goals. This isn't a document that was created and then sits in a drawer or on somebody's desk – this is a living, breathing document that is referred to all the time. It is part of what we do every single day, when we come to work.

The three priorities that were identified were: 1) Simplify Access; 2) Build Bridges and 3) Spark Excitement.

Simplify Access – One of the most important steps that we have made in simplifying access was with the help of the FCPL Board of Trustees by updating some of our borrowing policies. We

were able to remove fines from our children's materials. We were able to remove check-out and hold limits. Thirdly, we were able to up the renewals. FCPL is at the forefront of a nationwide trend to reduce fines. She thanked members of the FCPL Board of Trustees for their support. Another thing that FCPL did to simplify access was build a brand new library in Myersville. The Myersville Library opened in August, 2019. Approximately 1,400 people attended the opening day and for a community of that size this is pretty significant. In the few short months they have been open, there have been 350 new library users registered and nearly 5,000 people have attended 150 programs provided at the Myersville Library. Another way we are simplifying access is to diversify our materials so that we have physical and digital materials at FCPL that our customers want. She noted that L. Gincley will be providing information later this evening on a new format, Wonderbook. We want to make sure that digital access is both convenient and appealing to our customers.

S. White noted that when we discussed doing away with the fines, we talked about some data that could be reviewed to see how it is benefitting our patrons. She inquired whether we are able to measure if there has been an increase in children's circulation since the removal of the fines. Mr. Kelly advised that it is our plan to provide members of the FCPL Board of Trustees with six month updates and at that time we can include circulation statistics for children's materials as well.

Build Bridges – Ms. Hall noted that building bridges is something we do every day. As you know, FCPL has a new Communications Manager, Sam Jones. She has identified social media as a way to build more bridges in our community and she has taken a close look at how we are running our social media campaigns and has come up with some strategic ways to better those campaigns. Ms. Jones has done things like call a clear call to action in our posts. This asks our audience to take some sort of action such as participate, donate, etc. One of her strategies is to create new content for our social media platforms that will surprise and engage our patrons. We have seen success with that so far and we are glad to have Sam on FCPL's team.

Another area where FCPL builds bridges is with our community partners. Community partners are a key component to FCPL's service model. It is how we do business and that is evidenced by the 375 community partners that we work with. While we want to continue to foster and grow in that area, we also want to make sure we are keeping track of our community partners and continue to find ways to better acknowledge the work we are doing with them and evaluate the effectiveness of those partnerships. This has led to a project between the summer reading committee and our systems department. A database has been created so that we can track things that we weren't tracking before.

Spark Excitement - Ms. Hall noted that this priority is the most divergent from our previous plan. Staff are really excited about this one. We are going to see a lot of great things come from this priority. Outreach events have always been huge for FCPL for a number of years so we want to make sure we are at community events that are at the heart of the community. Staff members recently marched in the Kris Kringle Parade this year for the first time. We had library staff dressed as famous characters doing story times at the Walkersville and Middletown tree lighting

ceremonies. We are always looking at program attendance to make sure we are providing high appeal and varied programs. This past summer we hosted Apollopalooza which was an all-day space program held at the Earth and Space Science Lab and it attracted 1,200 community members. Urbana does an ongoing program called Discover and Explore and their Dewali Discover and Explore Program in the fall attracted 475 people to the branch in one day.

She noted that everyone has heard Janet and Mindy talk about the importance of not just getting people to sign-up for Summer Reading but actively participating in Summer Reading. We are really interested in how many folks actively participate in the Summer Reading Challenge. This past summer almost 60% were active participants which means they did something beyond just signing up for summer reading. This was a huge increase from the last two years when we had 47% and 48% active participants. We will continue to look at this number and we are very proud of this.

M. O'Leary stated that it was mentioned that staff have individual annual performance goals and inquired whether this was done with the previous plan or is this the first time this has been done. Ms. Hall noted that this was done with the previous plan. Under the current administration, branches and departments create work plans based on the strategic priorities and then staff work with their supervisors to create their individualized goals. Mr. O'Leary inquired whether this is keeping with county practice. The county requires an annual performance review process. Staff have individualized performance goals and we ask that some of them be tied to the work plans and priorities. Mr. Kelly added that he can't speak as to how other county divisions operate. As far as FCPL is concerned, we didn't have a strategic plan until three years ago so we were not doing that prior to that time. We just want to make sure individual goals are in alignment with our strategic priorities so we can try to move the needle on the three priorities. All divisions use the same tools but how we use the tools may differ. Mr. O'Leary further inquired whether each employee proposes performance goals or does the supervisor do that and how are they developed. Ms. Hall stated that it is collaborative and it is individualized to the employee.

Ms. Smith noted that she purchased a new 2020 vehicle last week. She stated that she spends a lot of time in the car and has always listened to a lot of CDs while in the car. Her new car has no CD player. She is now exploring a whole new format of content in the library. This is just an example of how things change.

Mr. O'Leary inquired as to the circulation pattern of audio books. Mr. Kelly stated that he will provide some trends at the next meeting. Mr. O'Leary stated that audio books are increasing faster than e-books and printed materials. Audio books are a very popular format. Many of his communications with people in the community reflect how much they enjoy audio books. Ms. Greenway inquired whether audio books count in the Winter Reading Challenge. She was advised that audio books do count in the Winter Reading Challenge.

d. Wonderbook: L. Gincley noted that she is one of the selectors of children's materials at FCPL. She noted that she has been with FCPL for almost 30 years. One of the most recent additions to the children's collections is Wonderbook by Playaway. It is a print book with a pre-

loaded audio book player permanently bound to the inside front cover. Children can listen independently using headphones or through the external speaker. FCPL was able to purchase the initial collection last summer and add new titles this past month due to the generous support of the G. Frank Thomas Foundation.

The Wonderbook collection features high quality audio book productions from top children's publishers for ages 3 – 13. Titles include award winning and popular picture books, leveled readers in fiction and non-fiction, early chapter books like Big Nate and Junie B. Jones and there are also fiction and non-fiction Spanish language titles that we hope to add to the collection in the next fiscal year. Wonderbooks are a multi-sensory literacy tool. It contains a read-along mode and a learning mode. Children can move between the modes by flipping the toggle switch that is on the reader. Ms. Gincley distributed samples of Wonderbooks to members of the FCPL Board of Trustees.

Ms. Gincley stated that the read-along mode is the traditional audio book which has the page turn prompts and music and sound effects and the benefits to children are numerous – kindergarten readiness, print motivation, print awareness, increased fluency and comprehension. Studies show that when print and audio are combined, a child's comprehension increases by 76%, recall by 46% and fluency by 45%. What is unique about Wonderbook is the learning mode. It is a narrative question and answer session that prompts the children with questions such as: 1) What did you like most about the book? 2) Who was your favorite character and why? 3) Did you learn any new words and what were they? 4) What would you change about the ending? The learning mode is designed to encourage conversation, build narrative skills and promote literacy development such as vocabulary and phonics. It also shows parents how to engage in deeper dialogues with their children about books.

Librarians and educators know that there is a magic that happens when children fall in love with reading and start talking about books. Wonderbook is the newest FCPL collection to help inspire a life-long love of reading in our children.

J. D'Agostino stated that she utilizes Wonderbooks with her three year old, however, she is interested to see how interested the children are when they get older. She noted that there is a learning mode function but wonders if there will be circulation of Wonderbooks with the older kids. Ms. Gincley stated that the largest collection FCPL has right now is picture books. FCPL has a smaller collection of the chapter books for the older children. FCPL will add to that collection as the circulation increases. It is hoped that there will be a lot of interest in Wonderbooks. She added that teachers are very excited about having the collection in their classrooms; not just for the younger children but for the older children as well to help those that may be struggling a little bit with their reading.

K. Spertzel inquired how closely FCPL works with the teachers – does FCPL take recommendations from teachers to add to the collection. Ms. Gincley stated that so far the only recommendation that we have received is just "more". FCPL is slowly but surely building the collection. She added that Wonderbooks have a rechargeable battery and fully charge in about an

hour. It has a standard USB charger and when fully charged, it gives 8 – 10 hours of listening time.

M. O’Leary inquired how many Wonderbooks does FCPL have in their collection and if they are available throughout the system. Ms. Gincley replied that Wonderbooks are in all of our library branches and at this time we have about 100 titles.

C. Greenway inquired as to the selection criteria for Wonderbooks. Ms. Gincley stated that Playaway, the company that produces these, have given us classic and popular picture books. Picture books are always the most popular with the public. And, then they started adding about 10 – 15 new titles each quarter. Initially they started with picture books and then they added non-fiction, fiction and early chapter books. They also have Spanish language titles and are adding a few of those each quarter as well. FCPL has not yet added the Spanish language collection.

K. Spertzel inquired as to how FCPL is getting the word out to the public about Wonderbooks. Ms. Gincley stated that we are getting the word out via social media and FCPL’s website. We also advertise the availability on various shelving and samples are prominently displayed at each of the branches.

C. Greenway inquired whether the borrowing time is the same for Wonderbooks as with other books. Ms. Gincley stated that it is the same.

M. O’Leary inquired whether existing books were chosen for the Wonderbook program or were they written specifically for the Wonderbook app. Ms. Gincley stated that existing books were chosen to be included as part of the Wonderbook program.

C. Smith inquired whether the funds used to purchase these books was through a grant. Ms. Gincley stated that funds from the G. Frank Thomas Foundation provided the funds to purchase these books. The G. Frank Thomas Foundation has been very generous over the years and provided FCPL with the monies to purchase many materials for the children’s collection. We were able to purchase the initial collection last July. Ms. Smith further inquired whether this will become part of FCPL’s normal acquisition budget based on popularity. Ms. Gincley advised that this is the case and added that FCPL has used some of its budget to purchase some Wonderbooks as well.

BOARD QUESTIONS AND COMMENTS: M. O’Leary advised that last fall, Ms. Smith suggested that we take a look at the FCPL Board of Trustees By-Laws. A sub-committee (S. White, G. Laugelli and M. O’Leary) was formed to review the By-Laws. In the last few months, we worked together with the administrative team and worked on an updated version of the By-Laws. At this time, we believe it has reached a point where we can bring it to the Board as a whole for consideration. Mr. O’Leary stated that he will send out a draft of the By-Laws to members of the FCPL Board of Trustees for their review. He added that he would like to bring the By-Laws to the February meeting for a vote, if possible. Any comments and questions should

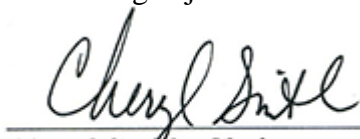
be forwarded to Mr. O’Leary and, thereafter, a final draft will be presented for consideration at the next meeting. Ms. Smith stated that the revision is in good timing with the new issuance of the Board of Trustees Guidelines that came from the Maryland state level that S. McDuff shared with everyone.

OTHER CITIZEN REMARKS: None

The next meeting will be held on Wednesday, February 5, 2020 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

C. Greenway made a motion to adjourn the meeting; seconded by S. White. No further discussion. VOTE: Unanimous.

The meeting adjourned at 8:05 p.m.

A handwritten signature in cursive script, appearing to read "Cheryl Smith", is written above a horizontal line.

Cheryl Smith, Chair

Frederick County Public Libraries Board of Trustees