

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
APRIL 3, 2019**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on April 3, 2019 at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: C. Greenway, D. Kiser, G. Laugelli, S. Manny, M. O’Leary, and Councilman, Jerry Donald.

BOARD MEMBERS ABSENT: K. Kane and C. Smith.

STAFF PRESENT: J. Kelly, Director; S. McDuff, Associate Director; C. Hall, Associate Director; J. Vogel, Youth Services Coordinator; S. Lauchner, Coordinator – Library Collections; J. Marshall, Manager-Systems; J. El-Zeftawy, Development Officer; B. McDermott, Finance Manager; A. Whitney, Branch Administrator – Urbana Regional Library; B. Bradley, Branch Administrator – Middletown Library; J. Diaz, Branch Administrator – Brunswick Library; R. Frecker, Branch Administrator – Walkersville Library; M. Currens, Branch Administrator, Myersville Library; R. Cox-Steib, Children’s Supervisor – C. Burr Artz Library; R. Goetz, Children’s Supervisor – Brunswick Library; M. McDonnell, Librarian – C. Burr Artz Library; R. Reeves, Librarian – Urbana Regional Library; D. Lemieux, Library Associate – Walkersville Library; A. Wadding, Library Associate – Walkersville Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: G. Laugelli made a motion to approve the Minutes from March 6, 2019; seconded by M. O’Leary. No further discussion. VOTE: Unanimous.

CHAIR’S REPORT: None.

DIRECTOR’S REPORT:

a. FCPL – Update: Mr. Kelly introduced Rorie Cox-Steib. Rorie is a new addition to our team and was hired to lead the Children’s Department at the C. Burr Artz Library. She comes to FCPL from Loudoun County where, most recently, she served as a Children’s Librarian and Page Supervisor. Thereafter, Mr. Kelly introduced Marian Currens. Marian has been appointed as the Branch Administrator for the Myersville Library. He noted that some of you may recognize Marian from her role as a librarian in the Adult Services Department here at the C. Burr Artz Library. In addition to that role, Marian supervises our substitute and on-call staff for the library system. Her leadership, positivity and solution-minded approach will serve her well as our newest Administrator and we are lucky to have her serving in that role. Thirdly, he introduced Robin Goetz. She has been named as the Children’s Services Supervisor at the Myersville Library. Robin currently serves as the Children’s Supervisor at the Brunswick Library. She not only brings extensive experience in that leadership role but she also has the experience of having opened a new library. Her experiences make her a perfect match to the Myersville team.

Thereafter, Mr. Kelly noted that he and Catie Hall had their first meeting with HBM Architects a few weeks ago. This is the firm that is working on FCPL's Facilities Master Plan. Subsequently, the firm spent a few days visiting every library in our system to make initial assessments and meet with staff. The timeline for this project runs to the end of the fiscal year. Mr. Kelly added that, as he has mentioned previously, the outcome will be a report that we will get from the firm that will help us more effectively advocate for capital grant funding at the state level as well as help us garner support for capital projects at the County level.

Mr. Kelly reviewed the February dashboard which brings us two-thirds of the way through the fiscal year. He noted that patron visits are up 27% and the number of items borrowed is up 13% for the year so far. For the month of February, 30% of the items borrowed were digital. Program attendance was up 28% for the month despite a slight decrease in the number of programs offered. Mr. Kelly also pointed out that the dashboard also highlights some statistics for the Walkersville Library since they just celebrated their 1 year anniversary. He noted that as each month goes by, our annual trends begin to take on a more definite shape and things look very good this year.

Mr. Kelly reminded members of the FCPL Board of Trustees that the Maryland Library Association Conference will take place the first week of May so the May FCPL Board of Trustees Meeting will be on the second Wednesday in May (May 8, 2019) instead of May 1st.

b. CIP/Budget – Update: Mr. Kelly advised that the County Executive had a public hearing on the budget on March 14, 2019. He thanked Mick O'Leary for attending the meeting on behalf of the FCPL Board of Trustees and advocating for the library. The County Executive is scheduled to present her Fiscal Year 2020 draft budget on Monday, April 15, 2019. Mr. Kelly noted that he will be attending that presentation. As the next step, the draft budget will then go to the County Council for consideration.

Mr. Kelly noted that with regard to the CIP, at the aforementioned public hearing in March, 2019, the County Executive highlighted future construction projects and the Middletown Library was specifically mentioned in her presentation. He added that he is confident that the Middletown library will remain on its current track with construction planned for Fiscal Year 2023.

He further added that there has been some exciting progress on the Myersville Library construction project and noted that Sheila McDuff will share those details with everyone momentarily.

NEW BUSINESS:

a. Financial Report: B. McDermott reviewed the financial statement with data tentative as of February 28, 2019. Revenues are at 61% and expenditures are at 59%. The grants awarded are at \$778,000 and grants submitted are at \$51,000. Sponsorships and donations are at \$206,000 and other endowment account revenue is at \$131,000. This gives a grand total of \$1.1 million.

b. Construction Update: S. McDuff displayed a few new pictures of the construction project at the Myersville Library. She noted that the trolley was moved into the library on Monday, April 1, 2019. Digging and Rigging did the move of the trolley into the library. The Town of Myersville is responsible for everything to do with the trolley. She thanked the Town of Myersville for all of their coordination of this project. Most of the restoration of the trolley is finished. Electrical work and sprinklers still need to be installed and that will be completed now that the trolley has been moved into the building. Ms. McDuff pointed out that there is a pretty big gap between the bottom of the trolley and the floor so they will be making some sort of skirt to go around the trolley to prevent children from crawling underneath of the trolley. There will be an ADA ramp going into the trolley as well and that will also be worked on now that it is in the building.

The library is on track for a late summer opening. There has been a slight delay on settling on an opening date because of a few interesting construction complications, which is to be expected with any construction project. We want to hold off on announcing an opening date so that we don't have to make changes to the date. She added that the hiring process is going well for the Myersville Library. Transfer requests from existing staff have been completed and now we will be hiring for all of the vacancies associated with the new library.

Ms. McDuff thereafter showed a video of the trolley being moved into the library. She noted that the Town of Myersville brought over a lot of the children from the elementary school to watch the trolley being moved into the library. The Town of Myersville is very excited that the trolley will be in the library. There have been all sorts of social media posts about the trolley and the Town of Myersville continues to show their enthusiasm.

Ms. McDuff advised that she will have an opening date by the May meeting.

c. Memory Lab: Rebecca Reeves provided an overview of the Memory Lab. She noted that the Memory Lab launched in 2017 and it was funded by an innovation grant from the Institute of Museum and Library Services and the Maryland State Department of Education. The Memory Lab is a service that helps people learn about digital preservation of home movies, home audio recordings and photographs. The reason this is important is that a lot of people have some corner in their house that is full of things that they can no longer use or have not looked at in a very long time. This service give individuals a way to bring their memories (such as home movies on VHS) into the future. The Memory Lab is also available to capture community and family history while the people that can tell you those stories are still among us.

The Memory Lab has three different components: 1) personal digitalization service; 2) oral history projects and 3) video editing software that people can remix their memories and bring their content into the social media age. The Memory Lab is a place where people can come to learn how to use FCPL's digitalization equipment. The formats that can be handled are VHS, VHS-C and MiniDV cassettes. In addition, it can handle photographs, slides, negatives and documents.

Ms. Reeves noted that there are a few things we would like for people to know before coming to the Memory Lab so they know what to expect and have a good experience. People need to know what to bring. We suggest they bring any originals that they want to convert and they also need to have something to save their digital files to. That can be a flash drive, PC compatible hard drive or a cloud storage account. The Memory Lab is a self-service lab. The idea is getting people to the point where they can be independent and do their digitalization independently. When an individual comes to the Memory Lab, there are staff members and volunteers who know how to use the equipment and help people learn the process. Another important thing to emphasize is how long the process takes. Slides and images take about 3 – 5 minutes per scan and you can scan them by batches. Video transfers happen in real time. For example, if you have a video tape that is an hour long, you have to sit there and let it run for an hour to capture it and then there is additional time required to encode and save the file. The open Memory Lab is pretty popular and attendance is pretty high. Many times we have wait lists for the equipment stations. We have three video stations and two scanning stations. If there is a wait list, we limit sessions to thirty minutes.

Another thing that is available at the open Memory Lab is video editing software. People can use that to take their long videos of Christmas celebrations in the past and pull out the highlights. This is a great way to bring the content that was recorded when technology was different and making it digestible for people that are using social media now. The real purpose is to share those memories with family so they are not just sitting in the basement.

Another piece of the Memory Lab is our oral history project. We have been doing oral history interviews with anyone that has a connection to Frederick County. Because this project originated in Urbana we have a special emphasis on Urbana history but we do include all of Frederick County. We have been talking to all sorts of people. They could be that person whose family goes back five generations in Frederick or someone who just moved to Frederick last year from another country. There have been 40 interviews done at this point and those interviews are accessible through The Maryland Room.

Ms. Reeves noted that since the Memory Lab started almost two years ago, at Urbana alone, we have trained 34 teen volunteers to help with the open Memory Labs. System-wide we have held over 45 open Memory Lab events and served over 400 patrons at those events. Typically, those events are held at the larger branches but she noted that starting at the end of April, the Memory Lab will be taken to the Middletown Library and we will see how it works in a smaller setting. Myersville Library will be next.

She noted that our teen volunteers are getting job skills by teaching and interacting with people of all ages. One of the biggest impacts for our patrons is that they just want to get things under control. We see a lot of reactions when people watch their wedding videos that they have not seen in over 20 years or they watch videos of their children growing up. She noted that this is truly the best part of her job - seeing the happy, tearful smiles on the faces of our patrons.

C. Greenway inquired whether the Memory Lab ever comes to the C. Burr Artz Library. Ms. Reeves noted that the program started in Urbana but the Memory Lab is mobile so it travels to the different branches. Two weekends ago, the C. Burr Artz Library hosted the Memory Lab. Ms. Greenway added that her father always had a camera and the films are on 8mm. She inquired whether you can put 8mm films on VHS and then come to the Memory Lab. Ms. Reeves advised that FCPL does not have the ability to convert film reels. She noted that she has several of those as well and she takes them to Costco. Ms. Greenway inquired whether Costco puts them on CD. Ms. Reeves advised that Costco puts them on DVDs.

Mr. Donald inquired how big the batch is that Ms. Reeves referred to earlier. She noted that 6 pictures can be scanned at one time or about 4 slides or 2 negatives can equal a batch.

Ms. Kiser inquired whether you can only go to the Memory Lab when it is open and not necessarily all the time, if volunteers are not there. Ms. Reeves stated in order to help manage the demand, because it is such a popular service, we have started offering reserved Memory Lab times so anyone who has come to one of the open Memory Labs and feels comfortable working on their own and can troubleshoot basic issues, we offer one or two days per month at Urbana Regional Library and several days per month at Thurmont Regional Library where patrons can reserve a 2-hour window with equipment stations.

Mr. Kelly added that not only has R. Reeves done this work for us but she was recently contacted by the State Library Resource Center at Pratt to go down there and show best practices. She is becoming quite the authority on this matter.

Ms. Greenway inquired whether the Memory Lab is supported by a grant. Mr. Kelly advised that the Memory Lab was funded by an IMLS grant, which is federal funds, that is distributed by the State to the counties that put in grant requests for projects.

d. Summer Challenge Update: Mindy McDonnell, Children's Librarian at the C. Burr Artz Library, provided an overview of the upcoming Summer Challenge 2019. Between May 15, 2019 and August 31, 2019, we will be celebrating a Universe of Stories. Basically, that amounts to three things: 1) gives our patrons and our library community an opportunity to read books; 2) explore our community and 3) win amazing prizes.

She thereafter shared some statistics from the 2018 Summer Challenge. Last year, more than 4,000 people finished the Summer Challenge simply by reading over 8 hours. All of the patrons combined read three million minutes. People checked in almost 9,000 times with our various community destinations. She noted that we would like to continue that success in 2019. As of today, FCPL has around 90 community organizations/businesses who have agreed to be destinations this year. Another wonderful thing about Summer Challenge is that people have fun.

Ms. McDonnell noted that this year the Summer Challenge will look a lot like it did last year. Patrons will have an opportunity to sign up in person at the library, at outreach events or online

via Beanstack, our software provider. Patrons who sign up will be able to get one of our game boards. This year there will be four game boards available because we want Summer Challenge to be an all-age activity. There are game boards for our littlest patrons, elementary-aged children, teens and adults. The game boards will have directions for our patrons on how they can earn points for Summer Challenge. One of the ways they can earn points is by having fun with some wonderful activities. This year we added something new to the game boards as a result of patron requests. There is a “Space Log”. This is a place directly on the game board where people can log the reading that they do and then when they come into one of the libraries, staff will help them enter it into Beanstack or they can do it themselves. She noted that this year the online players will be able to use the Beanstack app which did exist last year but it has grown leaps and bounds since then. It will be very functional this year. It has a timer where people can time their reading. People can log their reading as well as their activities directly on the app. We will be highlighting all of these improvements this year. There is one difference for this year’s Summer Challenge. The point structure has been changed. One of the things that we heard from patrons was that basically they loved it but they wanted it to last a little longer. There were a lot of families that were finishing very quickly so we decided to increase the Summer Challenge slightly this year. Last year, people would earn their half-way prize at 400 points but this year it has been raised to 500 points. .

The Summer Challenge will provide a great opportunity for some amazing space programs. The big event will be ApolloPalooza. This event will be hosted in conjunction with Frederick County Public Schools. It will be held at the Earth and Space Science Lab on the anniversary of the moon landing (July 20, 1969). The event will be fun for all ages. There will be games for children, artifacts and a speaker from NASA. People will be able to visit the Planetarium.

The library branches are also doing some great things. Walkersville Library will also have an amazing speaker coming in June, 2019 to talk about the moon landing. Walkersville Library will also be one of the stops for Cosmic Adventures, which is a pop-up planetarium. Brunswick Library will be getting into the spirit of the community connection that we hope to promote by hosting a block party in July, 2019. The Emmitsburg Library and the Urbana Regional Library will also be commemorating the moon landing with a variety of programs/activities. All library branches have great things planned. The Middletown Library has a planetarium STEM event that they will be hosting. The Point of Rocks Library has a whole series where the children will be able to discover the solar system. The Thurmont Regional Library will be hosting a space camp. The C. Burr Artz Library will have a robotics extravaganza.

Ms. McDonnell thanked all of the sponsors of the Summer Challenge. She noted that FCPL could not do the Summer Challenge without all of the businesses that partner with FCPL. Some sponsors are very generous with their time and present various programs. The Dancing Bear, for example, will be hosting a play-a-thon in June. Brusters Ice Cream once again will be inviting patrons to learn how ice cream gets made. Our sponsors are also very generous by providing a lot of prizes. Free ice cream will be provided by Brusters. There will be rafting trips, museum tickets and lots more.

She noted that Summer Challenge will launch in 42 days

e. Development Update: Jess El-Zeftawy, Development Officer, advised that she works on community connections. She builds relationships with donors and it is so much more than fundraising. Most often she spends her time building metaphorical bridges connecting people with causes that they feel passionate about.

She noted that she just returned from attending the Association of Fundraising Professionals International Conference. She thereafter provided some development updates about what she sees every day.

At a recent board meeting she noted that Kyle Kane asked how the dip jars were doing and she said “good”. After that meeting she thought to herself that she could do a much better job answering that question. For those of you who don’t know what a dip jar is, she explained that FCPL has these little yellow contraptions. They sit on the circulation desk at the Walkersville Library and at the C. Burr Artz Library. A patron can drop in their credit card and within a few seconds it lights up and makes fun sounds showing that the patron made a gift. It is purposefully designed to be very simple and fun. The dip jars allow our customers to give a gift to the library on the spot – sort of like a tip. We live in an age of instant gratification where you can get almost anything you want whenever you want. For two years, FCPL adopted that same technology and we applied it to giving. For example, what if you visited the library and you wanted to give back. FCPL’s dip jars are how a patron can do that and they are set for \$2.00 and \$5.00. We are not talking about big enormous gifts; we are talking about little gifts that add up to something big. FCPL was one of the first adopters of the dip jar and since then 375 customers have made a gift to the library on the spot instantly without prompting or asking. They made a gift because they appreciate their libraries. Together, 375 people have raised \$944.

Ms. El-Zeftawy noted that although she loves the revenue, she loves the stories that those dollars tell. Ms. El-Zeftawy told the story of “Robert”. She noted that she has reached out to Robert on a few occasions and never heard back from him, therefore, she does not know much about him. What she does know is that Robert is 69 years old and he loves the library. Since the dip jar was installed at the circulation desk, Robert has made over 30 gifts. In fact, he made a donation just yesterday. At \$2.00 per gift that is roughly \$60.00. Although \$60.00 may not seem like a lot but, to her, it means everything. Robert is a loyal library donor and she noted that loyalty matters. She noted that for every two donors we get, one will stay with us and one will never give again. We need more “Roberts”. We need people that will give when they can and stick by us. Ms. El-Zeftawy noted that she checks the dip jar every week and she sees his name over and over again. I imagine that every time Robert goes to validate his parking ticket, he opens his wallet and makes a donation. He doesn’t have to speak to anyone and moves on with his day. Ms. El-Zeftawy stated that she has the sound set to the maximum setting so when someone makes a gift, it makes a loud sound. I can only imagine that when Robert makes a gift, he would prefer it would remain silent. Robert probably knows that \$2.00 is about the cost of coffee. She noted that she does not know if Robert is rich or poor or why he visits the library so often or what books he likes to read. However, what she does know about Robert is that he chooses to give his

hard earned money to the library to support our cause because he knows the library matters to him, our neighbors and our community. She suspects that he chooses not to be recognized as he purposefully ignores her phone calls and letters because that is not what is important to him. What is important to him is the cause, the gift and the impact. Ms. El-Zeftawy stated that she hopes he knows that she is grateful for his support and would thank him 1,000 times, if she could. She added that she knows it is not just her but she is sure that every person in this room shares in her gratitude for his loyal support. Each gift from the dip jar supports FCPL's greatest need fund, an unrestricted fund that allows us to be flexible in responding to new opportunities and fill in the gaps, when needed. Because of people like Robert, we can offer the best possible library services to the people of Frederick County.

Thereafter, Ms. El-Zeftawy pointed out that the dip jar is sitting on the table in the back of the room so if anyone would like to join Robert, give it a whirl.

Mr. O'Leary inquired when the dip jars were started. Ms. El-Zeftawy advised that the dip jars were started in November, 2016. She noted that the jars were off-line over the summer when she was out on maternity leave so repairs could be done but they are back in action.

Ms. Greenway asked if you just stick your credit card into the dip jar to give a donation. Ms. El-Zeftawy noted that there are instructions on the dip jar but you just put your credit card into the dip jar and then take it out and then it lights up and makes noises.

Ms. Greenway further inquired that if she puts her credit card into the dip jar and makes a \$2.00 donation, does the library have to pay a credit card fee. Ms. El-Zeftawy noted that there is a small processing fee. For every \$2.00 gift, FCPL gets \$1.77.

Ms. Manny inquired whether there are any thoughts about getting more dip jars. Ms. El-Zeftawy advised that when she first purchased the dip jars, the cost per dip jar was \$250.00 each. She noted that since they have grown in popularity, they now cost \$500.00 each. Since it is a pretty significant investment, she is pretty happy with the ones that we have currently.

Mr. Donald asked if FCPL gets a bigger percentage off of the \$5.00 dip jar or is it automatically \$0.23 per charge. Ms. McDermott stated that she would check on that and get back to members of the FCPL Board of Trustees.

Ms. El-Zeftawy thereafter noted that for the past several months she has been campaigning for the new Myersville Community Library. We are offering our supporters to be a part of the Myersville Library. With a gift of \$100.00 or more, designated for the new Myersville Library, a donor can have their name written in stone in the plaza of the Myersville Library. She noted that as of this morning, 113 donors have purchased 130 bricks. Each brick generates approximately \$80.00 in revenue so this comes to a little over \$10,000. As she mentioned before, it is not always about the revenue. She noted that her leadership team picked this campaign for this library because it provides an opportunity to showcase the support of our community. It is intentional and meaningful to FCPL and the community. Our customers, our donors and

community partners are the foundation from which we build amazing libraries.

One donor she wanted to recognize was Middletown Valley Bank. MVB is a community bank and they choose to invest in the communities they serve. She noted that she met with Michael and Shannon, Branch Managers of the Myersville Branch of the Middletown Valley Bank and they spent a lot of time talking about values. We talked about how the mission of the libraries and the bank align. And, when we started looking at the Myersville Library, we knew that we would not be able to put in a big early literacy play and learning space like we did at the Walkersville and Urbana Libraries. This was not because we didn't want to but simply because we didn't have the space. But, what we could do is turn ordinary shelving into extraordinary learning opportunities but we needed the money to do it and Middletown Valley Bank stepped up to the plate. The Middletown Valley Bank made a generous gift of \$10,000 to purchase panels that will be specifically built into the shelves that will make an already great library even better. She displayed some photos of the panel designs. Each one will have fun, interactive components that are designed for public libraries to enhance early literacy skill development and to help prepare our children to be successful in school. She also noted that Middletown Valley Bank is more than checkbook activism. They plan to join FCPL in the Summer Challenge as a partner and provide much needed programs on financial literacy at our library branches. Michael also volunteers his time as part of the Friends of the Myersville Library group. She hopes that everyone will join her in thanking the Middletown Valley Bank for their support and their commitment to advancing the mission of the library.

Ms. El-Zeftawy noted that she watches each week as the brick orders are coming in. She gets an e-mail each time someone completes the form. Each one is unique. Some are funny. Some are sentimental. She thereafter noted some of the stories behind the bricks and displayed photos of a few of the bricks that will be on display at the Myersville Library. Ms. El-Zeftawy noted that we always say that our libraries are so much more than buildings with books and that is true; they are the embodiment of love. She added that if you haven't ordered a brick yet, she encouraged everyone to do it and soon. The deadline is April 12, 2019 to be a part of the Myersville Library and a part of history. She advised that you can purchase a brick at fcpl.org/mybrick.

f. Discussion of Officer Appointments: Ms. Kiser noted that K. Kane will be leaving at the end of June and moving to Las Vegas, she will be moving to North Carolina and S. Manny's term is ending. As a result, we need to discuss officers.

Mr. Laugelli noted that when it became clear to him that we had a situation where many people will be leaving the Board including the Chair and Vice-Chair and the By-Laws don't cover this per se, we have to do something. He added that we need to have some sort of plan ready before the June meeting when we typically vote on officers and felt that this Board needs to take care of it. There is a whole separate track about getting replacement members and S. Manny can fill us in on that later.

Mr. Laugelli added that he came up with a couple of options: 1) appoint a new Chair to a two year term and then a Vice-Chair. Typically, in the second year of the Chair's term, whoever is

Vice-Chair automatically becomes the new Chair. This has some limitations. 2) appoint an interim Chair and Vice-Chair to complete the remainder of term and then once we get new members in and everyone has worked together for a year, a new Chair and Vice-Chair could then be appointed. He noted that he thinks this has some positives. It gives us a chance to work with the newly appointed board members for a year. He noted that this is not something we will be voting on tonight. He wanted to get everyone thinking about it and if anyone has any other ideas, feel free to bring them up. He noted that at the May meeting we need to discuss this further since we will be voting on new members at the May meeting as well.

Ms. Manny added that during the month of April, members of the Nominating Committee will be interviewing candidates for the FCPL Board of Trustees. There are 9 candidates. Members of the Nominating Committee will meet with the candidates and present our recommendations to members of the FCPL Board of Trustees at the May meeting. Once the recommendations are agreed upon, we will forward our recommendations to the County Executive.

Mr. Laugelli further noted that at the May meeting we can decide what we want to do about the officers as well.

Ms. Greenway inquired whether June is the end of Mr. Laugelli's term. He advised that he has one more year. Mr. Laugelli added that we need to have sort of process whereby officers can be chosen and we should do that at the May meeting. In June we could have the regular selection of officers based on whatever is decided by members of the FCPL Board of Trustees at the May meeting.

Ms. Manny noted that if everything goes as planned, the new Board Members will be effective July 1, 2019 and their first meeting will be in September.

Mr. O'Leary noted that he supports option "B" of what was proposed noting that it has some advantages by providing a bridge and gets the new Board Members a sooner opportunity to select officers as a whole.

Mr. Laugelli noted that this will be a big change in the mix but, fortunately, from what he has seen, we have a very strong field of candidates.

Mr. Kelly agreed that appointing individuals to finish out the term is probably the best option and it helps the new members come on board.

Mr. Laugelli suggested that someone be appointed to finish Kyle's Kane term as chair and appoint someone new as Vice-Chair. At the end of next year, a new Chair will be appointed for a two year term.

Mr. O'Leary stated that he read over the By-Laws and it doesn't say we can do it nor does it say we can't do it. Mr. Laugelli noted that this is an unprecedented situation. Mr. O'Leary noted that lacking some specific text, we should use our best judgment and this is a good faith and

reasonable way to accommodate something that is not accounted for in the By-Laws.

BOARD QUESTIONS AND COMMENTS: Mr. Donald inquired how things are going with the talks about having a senior center at the Middletown Library. Mr. Kelly advised that there was one meeting with myself, the Burgess and Town Administrator of Middletown along with the head of DPW and the head of Senior Services. At that meeting an idea was floated about having a senior center co-located at the Middletown Library. Mr. Kelly stated that he shared some of the successes and challenges of the Urbana co-located facility and noted that if we would have a co-located facility, he shared some ideas about what we would want so we can be sure they had the space that they need. The size of the Vet Center where they currently do their senior programming had been underestimated and it was actually about four times larger than they thought it was. We have just had one conversation so far and we are hopeful that we can have something on that site that can accommodate the 15,000 square foot library but also a senior center potentially.

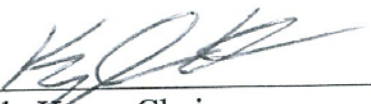
Mr. Donald thereafter questioned what will happen to the old Middletown Library once a new library is built. Mr. Kelly advised that the Middletown Library is a county-owned building. He noted that there had been some discussions with Ray Barnes when he was still with the county about the current Middletown Library being used for the Senior Center, however, as the matter was talked through more thoroughly with the head of Senior Services, that building would not be big enough for them. Whatever it is used for, will be up to the County since it is a County building. When we opened the new Walkersville Library, the old Walkersville Library building reverted back to the County and the same will happen in Middletown and the County will decide what it wants to do with the old space.

OTHER CITIZEN REMARKS: Bob Smart of Middletown, Maryland, stated that the main reason he keeps showing up at the meetings is to make sure the Middletown Library Branch is not forgotten. Ms. Kiser thanked him for being the advocate he has been.

The next meeting will be held on Wednesday, May 8, 2019 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

M. O’Leary made a motion to adjourn the meeting; seconded by G. Laugelli. No further discussion. VOTE: Unanimous.

The meeting adjourned at 8:00 p.m.



Kyle Kane, Chair
Frederick County Public Libraries Board of Trustees