

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
JUNE 1, 2022**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on June 1, 2022 at the C. Burr Artz Library.

BOARD MEMBERS PRESENT: J. D’Agostino, G. Mayfield, M. O’Leary, S. Sheppard, K. Spertzel, S. White and J. Donald, County Liaison

BOARD MEMBERS ABSENT: C. Smith

STAFF PRESENT: J. Kelly, Director; S. McDuff, Associate Director; C. Hall, Associate Director; B. McDermott, Finance Manager; J. El-Zeftawy, Development Manager; B. Hissong, Community Engagement Manager; S. Jones, Communications Manager; B. Heltebride, Branch Administrator – C. Burr Artz Library; A. Moser, Assistant Branch Administrator – C. Burr Artz Library; A. Whitney, Branch Administrator – Thurmont/Emmitsburg Libraries; R. Frecker, Branch Administrator, Walkersville, Library; S. Yates, Branch Administrator – Urbana Regional Library; R. Cox-Steib, Branch Administrator – Myersville Library; M. Currens, Library Collections Manager; J. Marshall – Systems Manager; L. Gubala, Community Bookmobile Manager; T. Leberherz, Early Start Bookmobile Manager; J. Muller, Library Associate – Bookmobile; S. Tetreau, Library Associate – Walkersville Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: Public comment was heard from the following individuals:

John Clapp
Colleen Clapp
William Cochran
Heather Fletcher

APPROVAL OF MINUTES: K. Spertzel made a motion to approve the Minutes of May 11, 2022; seconded by S. White. No further discussion. VOTE: Unanimous.

CHAIR’S REPORT: Mr. O’Leary noted that this is his last Board Meeting as Chair. He thanked staff for all their services to our customers. He also noted where the responsibility of the Board stops and where the authority of the library picks up is ambiguous and sometimes not even there. The governing documents contain broad statements but they don’t necessarily pertain to events that may crop up. This subject has been a frequent discussion between Mr. O’Leary and Mr. Kelly.

DIRECTOR'S REPORT

FCPL – Update: Mr. Kelly welcomed everyone to the June meeting. He noted that early last month, FCPL hosted a program called Human Library. This program is based on the idea that every person has a story. Customers are invited to check out a “human book” and have a conversation about their experience.

At these events, which have been hosted in over 80 countries, some examples of living books are: young mothers, differently abled people, refugees, soldiers struggling with PTSD, people from various religious backgrounds, individuals experiencing homelessness, or people who have faced discrimination because of their race, gender, or sexual orientation. Our first event was in 2019 and, after a pause during the pandemic, we hosted our second event in May. Opportunities to sit across from someone with a different lived experience and share a genuine conversation are sadly rare in our society. That’s what makes this program special. Human Library is a great example of how FCPL is leading with our core values in mind and how we are a platform for the community to build bridges with us and with each other.

You may have seen the great coverage of this event in [The Frederick News Post](#), but what surprised us was learning yesterday that the story was picked up by the [Baltimore Sun](#) and, if that was not enough, we learned this morning that news of FCPL’s Human Library program was picked up by newspapers in Washington State, New Hampshire, and Vermont. Mr. Kelly publicly thanked members of FCPL’s team who coordinated the event: Bryan Hisson, Mary Mannix, and Becca Reeves. He also acknowledged FCPL’s community partner on the event – the Unitarian Universalist Congregation of Frederick. Thereafter he thanked all of the members of the Frederick County community who attended the event.

Mr. Kelly thereafter reviewed statistics. He noted that in-person branch visits are up 12% from March. Virtual branch visits were also up. This was not only due to folks looking for e-Content to borrow, but also thanks to people looking for program details via Library Calendar and reserving meeting rooms. It is worth noting that since January, FCPL has circulated over a quarter of a million items every single month and April was no exception. Circulation of both print and electronic content remains strong. Wi-fi usage came in at 31,000 sessions, our highest to date. Program attendance soared in April to heights not seen since before the pandemic. As was the case last month, we had a number of programs with over 100 attendees. Clearly, folks are excited about library programming and feeling increasingly more comfortable to come out for events.

Budget/CIP Update: Mr. Kelly advised that the County Council approved the FY23 budget. Among the highlights for the library were...

- Increases to our per capita funding formulas for Collections and General Operating expenses to adjust for population increases over the past year
- Funding for Middletown staffing
- Approval of our budget appeal for four new Teen Services positions at the following libraries: C. Burr Artz, Thurmont Regional, Walkersville and Urbana Regional.

On the Capital side of things, the six-year CIP includes...

- Middletown construction funding in FY23
- West Frederick design in FY23 and construction in FY25
- Funds for a feasibility study of a proposed North Frederick City branch in FY24
- East County Regional library design in FY26 and construction in FY27.

Regarding West Frederick, the County Executive is coordinating a meeting which will include members of her team, our City partners, and FCPL administration for a discussion as a follow up to the May 2nd community meeting. This meeting should take place in late June and is envisioned as a roundtable discussion with public comment to follow. As you know, the Board does not meet in July or August, but Mr. Kelly advised that he will keep members of the FCPL Board of Trustees informed of any significant developments. Since all options with regard to West Frederick are still on the table as of right now, we are scheduled to meet next week with an architect hired by the County to meet with every agency who might possibly have a presence at Himes Ave. At that time space needs for a possible branch will be outlined and, in addition, we will share space needs for the potential relocation of FCPL's systemwide Support Services staff – currently housed here at Headquarters. This includes departments like Systems, Finance, Community Engagement, and Materials Selection. As a reminder, FCPL's Facility Master Plan calls for the eventual renovation of the C. Burr Artz library. By moving these back-of-house departments out of the downtown location, we can repurpose more than 20,000 square feet of space. This would allow us to increase our public space at the downtown location from 40,000 sq. ft. to more than 60,000 sq. ft.

Mr. Kelly noted that there are several factors which make Himes Avenue a great location for relocating these functions.

- Himes Avenue is at the junction of all of the region's major highways and is, therefore, ideal for daily deliveries of library materials from vendors and would serve as a home base for our system-wide delivery operations
- The ample space for parking gives us the first opportunity to consolidate our fleet into one place – currently, the library has a delivery van, 2 bookmobiles, a minivan, a Prius, and the forthcoming grant-funded Outreach Transit Van. These vehicles are currently scattered across multiple locations.

Mr. Kelly advised that the conversation about the Himes Avenue site is still unfolding. It could house a library branch and our system-wide support departments. It could include one of these, but not the other. It could include neither of these projects. What you see in this CIP is movement on every project outlined in our Facility Master Plan, a document that was only completed in 2019. This is a rare thing and we should be proud.

Mr. Kelly stated that the next Board meeting will be on September 7, 2022.

Mr. Kelly thanked Mr. O’Leary for his leadership the last two years. He noted that he looks forward to working with J. D’Agostino, the incoming Chair. Thereafter, Mr. Kelly thanked Councilman, J. Donald, for his support.

NEW BUSINESS

a. Financial Report: Ms. McDermott presented the Fiscal Year 2022 Financial Report. She noted that the data is tentative as of April 30, 2022.

Revenues are at 88%, a 30% increase from the previous board meeting. FCPL received a transfer to the County In-Kind of \$240,596 and a transfer from the County General Fund of \$5.6M. There was an increase of \$4,000 to miscellaneous operating and a \$7,000 increase to Passport Fee Revenue. The percentage collected for passport fee revenue is at 136%. The revenue collected has exceeded the proposed budget projection.

Ms. McDermott noted that as FCPL quickly approaches the end of the fiscal year, it has been working on wrapping up FY22 orders to meet the county's year-end deadlines. She pointed out that June 8th is the last day for the library to complete any library purchases for FY22 that require a requisition and June 23rd is the last day to purchase items using a county procurement credit card in order for the transaction to post against FY22. The new fiscal year will begin on July 1st.

FCPL’s expenditures are at 73%, a 6% increase from the previous board meeting. The most significant change was to Other Operating Expenditures of 17% as these expenditures are related to staff training/conferences and due to the county posting the quarterly mobile phone/fleet charge services. Ms. McDermott advised that a large percentage of the staff training/conference expenses are supported and reimbursed by the Staff Development and MLA Grants.

As FCPL ends the first month of the 4th quarter of FY22, the report reflects a 15% difference between revenues and expenditures primarily due to the timing of the revenue and expenditures being posted to the General Ledger.

Grants Awarded are at \$2,460,595 and Grants Submitted are at \$1,000,000. There are currently no new grants awarded or submitted at this time. Staff continue to make progress with each grant as FCPL moves toward the final reporting for each grant in FY22. She noted that staff have started working on grant applications to be submitted for FY23.

Donations are at \$152,730. Since the last board meeting, there was an increase of \$19,449 in donations to the Greatest Need Fund, Summer Reading Challenge, and the Branches. Ms. McDermott thanked the many board members who donated to the summer challenge campaign. She noted that there were 85 donors and \$9,100 was raised to benefit the summer challenge campaign which ran from 04/06/22 to 04/30/22.

Other endowment revenues are at \$276,387. There was no increase in other endowment revenue from the previous month.

This brings the total to \$2,889,711.

Discussion followed about the cost of passports.

b. Middletown Library Update: S. McDuff provided an update on the construction of the Middletown Library. The first slide she showed was the final site rendering of the new library from East Green Street. She noted that the tree line on the far right has been eliminated. Thereafter slides were shown displaying elevation levels for the north, south, east and west sides of the library. Slides were then displayed of interior sections of the proposed library. The north interior layout shows the entryway, restrooms, service point that is immediately available upon entering the library, staff workroom, public computers, quiet reading area and porch. Mr. Kelly added that there will be “after hours” lockers where patrons can collect their holds. These lockers will be outside of the building. The middle section layout shows the main vaulted area which includes an adult section, reading nooks and flexible reading/study spaces. She noted that there will be three study rooms and a large flexible meeting room with storage. The meeting room will have the capacity for 150 people. There will also be a moveable wall so we can make the large meeting room into two smaller meeting rooms. The study rooms will have glass so staff can see into them. The study rooms will also have the technology patrons are looking for. At the south end of that room, there is another moveable wall so that it can be opened up into the children’s area for large events. The south section shows the children and teen areas, family play/STEM space, a family restroom and additional storage. There is a garage door in the play/STEM space area that can be opened to provide additional space.

Thereafter, Ms. McDuff displayed slides showing the color finishes for the adult, teen and children’s area. The adult area will consist of warmer neutrals (gray, brown and blue). The teen area will play on the colors of the adult area but will have a little bit more of a pop of color that includes a bright yellow, bright blue, and green. The children’s area carpet has a ton of colors including bright green, bright blue, and purple. Paint colors will include a bright yellow and fuchsia.

Ms. McDuff thereafter displayed a slide with the anticipated timeline of construction. The bid and permitting process has been completed. The bids came in considerably over budget for the project. She noted that inflation is significant right now. The materials for construction are also very significant. The County Council will be requested to issue a budget adjustment for the project. As a result, the groundbreaking is on hold for now due to funding but we are tentatively planning for July, 2022. She advised that she will let members of the FCPL Board of Trustees know as soon as we receive a firm date. Mr. Donald inquired as to how much of a budget adjustment is needed. Ms. McDuff advised that it is \$1.4 million. Once the groundbreaking takes place, it is usually about 12 – 14 months of construction. Once construction is complete, there will be a punch list for the project and the library can then move in and get everything in order. She further noted that the grand opening is tentatively scheduled in the Fall of 2023 but this date is subject to change.

Ms. McDuff advised that the \$1,000,000 grant for the Middletown Library has been approved, however, it has not been awarded yet. The award will come in fiscal year 2023. The total funding from the State Capital Grant Program is \$3.6 million for the Middletown Library project.

Discussion followed about how long the current Middletown Library will be closed for the transition to the new building. Ms. McDuff noted that the transition period is usually about two weeks.

Mr. Donald inquired what will happen to the current Middletown Library. Ms. McDuff noted that since it is a County-owned building, the County will decide what they want to do with it.

Mr. O'Leary questioned how many parking spaces will be provided at the Middletown Library. Ms. McDuff advised that there are 74 parking spaces, which is considerably more than the parking spaces at Walkersville Library. Street parking is discouraged on East Green Street due to the busy nature of that road as a result of the school complex.

c. Election of Officers: K. Spertzel noted that there are two nominations on the table – Shemica Sheppard for Vice-Chair and Suzette White for Secretary. Ms. Spertzel made a motion to approve the nominations; seconded by G. Mayfield. No further discussion.
VOTE: Unanimous

d. FCPL Board of Trustees Recommendation: K. Spertzel advised that members of the Nominating Committee interviewed four candidates today. She noted that there were approximately nine candidates who had applied for the vacancy. Members of the Nominating Committee would like to nominate Terri Lancaster for the Board vacancy. She is a certified counselor and works at Head Start in Hagerstown. She used to live in Middletown and utilized the Middletown Library, however she has moved to Thurmont. Members of the Nominating Committee felt that she would bring an excellent perspective to the Board.

K. Spertzel made a motion to recommend Terri Lancaster to fill the vacancy on the Board; seconded by J. D'Agostino. No further discussion. VOTE: Unanimous.

Mr. O'Leary noted that he will send the recommendation to Joyce Grossnickle. Once the County Council approves the nomination, Ms. Lancaster will be notified and an orientation will be provided to her so she will be ready to go at the September meeting.

e. Bookmobile Update: B. Hissong, Community Engagement Manager, noted that this month's report will be an update on the Community Bookmobile and the Early Start Bookmobile. He noted that since these vehicles are so unique, we thought a video would be the best way to explain where we've been, where we are now, and where we will be going. A new schedule for the Community Bookmobile was provided to members of the FCPL Board of Trustees. A link for the shown video is: <https://youtu.be/EhY9PnOIXbU>.

Mr. Hissong thereafter introduced the bookmobile staff: L. Gubala, T. Lebherz and Jen Muller. He further advised that a new stop at Amber Meadows has been added to the Community Bookmobile.

BOARD QUESTIONS AND COMMENTS: Mr. O'Leary noted that Mr. Kelly has been giving full attention to Mr. and Mrs. Clapp regarding their concerns. We welcome comments

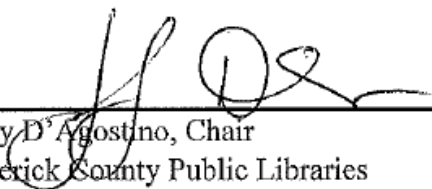
from members of our community and the library is following every step within the guidelines in each matter brought before the Board this evening.

OTHER CITIZEN REMARKS: None.

The next FCPL Board of Trustees meeting will be held at the C. Burr Artz Library – Community Room at 7:00 p.m. on September 7, 2022.

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

The meeting adjourned at 8:45 p.m.



Jenny D'Agostino, Chair
Frederick County Public Libraries
Board of Trustees