

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF VIRTUAL MEETING  
JUNE 3, 2020**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on June 3, 2020 via a virtual meeting.

**BOARD MEMBERS PRESENT:** Logged in as Participants: J. D’Agostino, C. Greenway, G. Laugelli, M. O’Leary, C. Smith, and S. White. Logged in as Attendees: K. Spertzel and County Liaison, J. Donald.

**STAFF PRESENT:** J. Kelly, Director; S. McDuff, Associate Director; C. Hall, Associate Director; B. Hissong, Community Services Coordinator; J. El-Zeftawy, Development Officer; S. Lauchner, Manager – Library Collections; J. Marshall, Manager-Systems; D. Frank-Rice, IT Coordinator; B. McDermott, Finance Manager; C. Brohawn, Project Coordinator; B. Heltebridle, Branch Administrator – C. Burr Artz 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; R. Goetz, Supervisor, Children’s Services – Myersville Library; M. McDonnell, Librarian – Children’s Department – C. Burr Artz Library; H. Hart, Children’s Supervisor – Walkersville Library, B. Han, Library Associate – Urbana Library; K. Peterson, Library Specialist – Middletown Library; D. Stefanick – Library Technician (Substitute); and L. Tibbs, Recording Secretary. Note: In addition, there were 23 anonymous attendees.

**CITIZEN REMARKS:** None.

**APPROVAL OF MINUTES:** G. Laugelli made a motion to approve the Minutes from March 4, 2020; seconded by J. D’Agostino. VOTE: Unanimous. Ms. Smith added that L. Tibbs will sign the physical copy of the minutes for her with her permission.

**CHAIR’S REPORT:** C. Smith noted that this is her last time as Chair of the FCPL Board of Trustees and she was very happy to have served temporarily in this position for one year. She added that she is not leaving the Board but noted that this meeting will be the last meeting for G. Laugelli. His term expires as of June 30, 2020.

Ms. Smith commended FCPL staff for their outstanding performance through the COVID-19 situation. Her Facebook lights up every day with such things as story times, Mary Mannix talking about ancestry and genealogy, etc. It is a bright spot in her day which can otherwise be a pretty dark time in our day-to-day lives these days. She thanked everyone for all of the wonderful online programming that has continued and services that have been given to the community during this time.

## **DIRECTOR'S REPORT:**

**a. FCPL – Update:** J. Kelly thanked C. Smith for her year as Board Chair and stepping in to help us out in that way.

He thanked everyone for attending the June meeting. This is the first FCPL Board of Trustees Meeting that we have conducted in an online environment. He thanked our Producer, Donny Frank-Rice, who helped us to get the Teams platform up and running for this meeting. After yesterday's practice, he noted that he is confident that everything will go smoothly. If there are any bumps, Mr. Kelly noted that we will work through them tonight. In the event we need to use this platform for the September meeting, we will have two more months to tweak things and share best practices.

Mr. Kelly recognized G. Laugelli and noted that this is his last Board meeting. He thanked Mr. Laugelli for his tireless advocacy and years of service to this community. Mr. Laugelli's leadership and support have been a stabilizing source during a time of great change for our library system. He further stated that as he thinks about what Mr. Laugelli has seen during his tenure with the FCPL Board of Trustees, he noted major building projects, the turnover of the previous administrative team, and how we have evolved as an organization, adopting and adapting our services and our policies to become more customer-focused.

Mr. Kelly noted that what he has appreciated most is Mr. Laugelli's calm, pragmatic approach to the many challenging issues that are brought before the Board. Mr. Laugelli has always valued traditional library services but understood that libraries must continually evolve, if they are to survive.

Thereafter, Mr. Kelly noted that as a token of our appreciation, J. El-Zeftawy purchased a gift for Mr. Laugelli on the library's behalf. He advised that the gift is being delivered directly to Mr. Laugelli's home and should arrive sometime over the next week. Mr. Kelly added that he will not spoil the surprise but it was a gift that was carefully chosen for him to thank him for his contributions to the library. On behalf of our entire team, Mr. Kelly thanked Mr. Laugelli for his service.

Mr. Kelly advised members of the FCPL Board of Trustees that Janet Vogel has accepted a position as Library Director at Hiram College in Ohio. She and her husband left last week and, in typical Janet fashion, she has taken no downtime. She left FCPL last week and her first day was Monday. She is already in Ohio. Mr. Kelly noted that he wished Janet could have had one last in-person Board meeting to give the Board an opportunity to publicly acknowledge all of her contributions but her timeline for moving and the pandemic conspired to make this an impossibility, unfortunately. Thankfully, as members of the Library Board, you are aware of the tireless work that Janet did in a number of roles for FCPL. Mr. Kelly noted that thanks, in part, to Janet's hard work and countless initiatives that she shepherded for FCPL, this library system is seen as a valued community partner in Frederick County and our system is highly regarded across

Maryland and nationally.

Finally, Mr. Kelly noted that so much of the positive culture change we have seen at FCPL – the energy, the resilience, the customer focus, the positivity, etc. – was exemplified by Janet even before we began using the language of culture change. Unfortunately, she is not here to hear it, but Mr. Kelly wanted to acknowledge publicly, in front of the Library Board, the contributions that Janet made to set us on the right path. Mr. Kelly noted that he is confident that she will do great things in her first Directorship and she is already missed here at FCPL.

Mr. Kelly thereafter noted that it is hard to believe that our last board meeting was way back in March, 2020. He added that he provided members of the FCPL Board of Trustees with a few updates over that time. As everyone is aware, when this pandemic ramped up, there was never a time that FCPL went radio silent. Mr. Kelly stated that he is proud of the way that our team quickly pivoted and continued to provide service to the community. This was not the same across Maryland Libraries and he reiterated that he is very proud of the work that was done by the FCPL team.

While our buildings were closed, Mr. Kelly noted that we built more robust digital collections, ensured greater access to that content by increasing the number of check-outs on some platforms, by completing a website redesign and by launching a digital library card program. Staff also developed a wide variety of popular online programming. Our work did not stop in mid-March. On tonight's agenda, C. Hall will share details about some of this work that we have been doing, who we reached, and what we learned.

Mr. Kelly noted that on Monday, June 1, 2020, FCPL launched Stage 1 of our tiered reopening plan which included opening book drops, telephone reference assistance and contactless curbside service for the pick-up of holds. The Public Services Staff have done a remarkable job setting this service up at each of our locations and Support Services worked quickly to ensure that the infrastructure was in place – from phone trees to repurposing existing software for curbside reservations. He added that while we're only a couple of days in, the response from the public has been overwhelmingly positive and we are excited to offer this next level of customer service, remaining mindful of the safety of our community and our team.

Thereafter, Mr. Kelly reviewed statistics. The April Dashboard was included in the packet that was sent to members of the FCPL Board of Trustees. It reflects the first full month of data we have while our doors were closed to the public. He noted that so much of what he touched on earlier, and which Catie Hall will dig into more deeply momentarily, has ripple effects on the numbers you see. In addition, let us also remember that not long before the pandemic, we eliminated fines on children's materials. The full impact of these changes is not yet fully realized and things will look different for at least the next few months of statistics.

Mr. Kelly noted that there is a lot he would like to share with everyone in terms of what we have seen with virtual program numbers, online card registrations and e-content and database trends since March, but he stated that he didn't want to steal Catie's thunder. He thereafter noted that

he will highlight briefly a few of the interesting things on the Dashboard. Circulation of physical materials still accounted for 59% of April's total. He noted that you may wonder how this can be with our doors closed but he reminded everyone that customers had items that were checked out before we closed our doors and those items have been renewed. E-content circulation was 41% of our total circulation. It had been hovering around 25-30% of total circulation in the fall and winter but after our doors closed, the jump went up to 40%, which is completely understandable. Mr. Kelly noted that it may even climb higher when the May Dashboard is available because we really found traction with our marketing through April.

Thereafter, Mr. Kelly reviewed Wi-Fi use. He noted that although wi-fi usage was down significantly when compared to a regular month, there are two factors that contributed to us having 3,500 wi-fi users. The first factor is that we still had staff entering buildings in April to do solo work and check on facilities. These folks were accessing the wireless network during visits. The second factor is that we have customers who routinely use the signal by stationing themselves just outside of our facilities. Mr. Kelly advised that even in the days before the pandemic, we saw students and others using the wi-fi signal in this way. As you know, schools were closed but students were expected to complete online assignments, so it is possible that closed public libraries were the only access that some students had for a reliable internet connection which could account for some of the 3,500 wi-fi users that we saw. Mr. Kelly noted that with the Governor's Stay-At-Home Order, it would not have been responsible for FCPL to market this access broadly as it would fly in the face of social distancing guidelines but some regulars still clearly found their way to us and used wi-fi by being near our buildings.

Mr. Kelly added that the counts for visits and public computer usage both tanked because our doors were closed. He noted that as he mentioned earlier, Catie Hall will be touching on some of the other topics like programs and registrations later this evening.

Mr. O'Leary inquired how far outside of the building does the wi-fi signal extend. Mr. Kelly advised that the signal does not go very far but it depends on the location. Some libraries have parking lots directly against the building so people can park in their cars and stay there for a while but other places like the C. Burr Artz Library, people would have to sit on the steps of the library. FCPL does not have their signals boosted in any way so it does not extend very far out from the buildings.

Mr. Kelly noted that the next Board Meeting is scheduled for Wednesday, September 2, 2020. As the date gets closer, we will have a better idea of whether that meeting will be an in-person meeting or whether we will meet on a virtual platform but we will remain in contact throughout that time.

**b. CIP/Budget – Update:** Mr. Kelly advised that the County Council did approve County Executive Gardner's proposed Fiscal Year 2021 budget. It includes a step increase for all county employees. In the County Executive's own words she noted that this is a "lean, sensible" budget. It focuses on funding county mandates. Budget appeals from divisions across the county, including the library, went unfunded. He noted that as a reminder as to what that means for

FCPL, is a per capita funding formula to support library materials, a per capita funding formula to support operating expenses, and additional positions to support Bookmobile services, Sunday hours at two branches (Brunswick and Walkersville) and teen services went unfunded. He noted that Fiscal Year 2021 appeals may be revisited mid-year once the county has a clearer picture of the impact the pandemic will have on county revenues but, at this point, it is uncertain. Mr. Kelly added that having heard from Library Directors in other states and throughout Maryland, he stated that he is grateful that funding for the library is flat and not cut.

On the capital side, he noted that in previous updates County Executive Gardner proposed moving construction of the Middletown Library up a year in the CIP. The design year stayed the same (Fiscal Year 2021) but the construction year did move up from Fiscal 2023 to Fiscal Year 2022. This makes a faster track for the Middletown Library. FCPL's other capital projects included an updated integrated library system that is the backbone of everything we do. That funding is spread out over two years with some funds coming in Fiscal Year 2021 and the bulk of the funds in Fiscal Year 2022. This will allow FCPL, should we select a vendor other than the one we have currently, to do a migration in the upcoming fiscal year instead of waiting two years. He further noted that the Linganore Library remains in the out-years of the plan. The Linganore Regional Library is planned for the corner of Eaglehead Drive and Rt. 144, which will serve the Monrovia/Libertytown areas essentially, where we have a big gap in service.

C. Greenway noted that the statistics she has are based on April numbers and inquired whether the May numbers are available. Mr. Kelly advised that because of the way the board meetings fall, you will always see numbers from two months previous. The May numbers are currently being collected and they would normally be presented in July but we don't have a meeting in July or August.

C. Greenway further inquired whether there are any updates on the legislative things that were discussed in the previous minutes. Mr. Kelly noted that the legislation was passed but the Governor was not funding any new initiatives. Even though it got the vote, it didn't get the funding, so it was pulled. He further noted that we may see it come back but as of right now with the County not funding new initiatives, the State is doing the same thing.

J. D'Agostino stated that she has been very impressed with Mr. Kelly and his team pulling everything together during the pandemic. She noted that she just picked up her first curbside pick-up and her children were ecstatic that they had new books that they could hold. It has been great that staff has pulled everything together so fast. Mr. Kelly noted that he cannot compliment the team enough. Again and again, these things come up and we ask staff to develop a plan since they are closest to the front-line. He noted that he was glad that Ms. D'Agostino had such a positive experience and was able to share that with the rest of the Library Board. Mr. Kelly also noted that he will pass along her compliments to all staff who may not be watching this evening.

C. Greenway noted that she assumes passport income is gone for now. Mr. Kelly noted that it is not coming in right now.

C. Smith echoed what Jenny said earlier and the fact that the FCPL team was able to pull together this virtual meeting for this evening and the practice meeting yesterday. The team has their act together. Mr. Kelly said we have a great team.

### **NEW BUSINESS:**

**a. Financial Report:** B. McDermott reviewed financial statements which contain tentative data through April 30, 2020. She noted that revenues are at 72%, which is a 1% increase from the previous month. The 1% increase in revenues was a transfer from the county in-kind account. Expenditures are at 77%. The 6% increase in expenditures was for personnel, county in-kind appropriations and materials. She added that expenditures are slightly higher than revenues but this is, in part, due to the fact that FCPL's revenue sources are received quarterly and at year-end so at this point our numbers are right where we expect them to be as we move into the fourth quarter.

Grants awarded are at \$29,000 and grants submitted are at \$318,000. She noted that there were no changes from the previous month with grants awarded and grants submitted. Staff have been busy submitting for grants. There are a few that have been submitted to the County Executive's Office right now and we are waiting for approval to apply. One grant, for example, that has been submitted to the County Executive's Office for approval is the Maryland Library Association Conference Grant.

Donations are at \$148,000. This is an increase of \$5,000 in donations from the previous month. Other endowment revenues are at \$165,000 which amounts to no change at this time. Most of the endowment account revenues come in quarterly or every other month.

S. White inquired how the pandemic will impact FCPL's budget and she further inquired if there was unpaid leave given to employees. Mr. Kelly advised that the County Executive was committed to paying staff so through 1) a combination of all hours worked by some employees or 2) some hours worked by employees with supplemental administrative leave to balance out their hours, everyone remained paid throughout the pandemic. Mr. Kelly added that some library systems furloughed staff but FCPL did not see any of that with our team – everyone was paid.

**b. Summer Reading Challenge:** M. McDonnell, Children's Services Librarian at the C. Burr Artz Library, noted that she is serving as the lead on the Summer Challenge 2020 work group. H. Hart is also with us tonight and serves as the co-lead on this program. H. Hart is the Children's Supervisor at Walkersville Library.

The Summer Challenge 2020 is running from June 1<sup>st</sup> through August 31, 2020. It is open to kids, teens and adults; an all-age program. This year we are going to encourage participants to explore, invent and transform "your" story. The program is offered at no charge. Additional information can be found at FCPL's website at [www.fcpl.org/summer](http://www.fcpl.org/summer). Individuals can also link to Beanstack, our Summer Challenge software through the website or download the Beanstack app.

Summer Challenge is traditionally the largest program that FCPL offers. In the summer of 2019, we had almost 12,000 community members sign up to participate. She noted that the percentage of participants that completed the challenge last year rose across the board. For the summer of 2020, it is an unprecedented and challenging time. We want to make sure that we are able to provide a dynamic and engaging Challenge to allow the community to come together but at the same time be safe. The Summer Challenge 2020 will be digital this year. She noted that this year we will be socially distancing. Participants will still be earning points and translating those points into great prizes. The way that points can be earned will be the same – reading great books, completing the game board, and visiting destinations, when it is possible and safe to do so, or by virtual visits. She noted that the most visible difference this year will be the game boards. The game boards will be available for download on FCPL's website. The graphic on the cover page of the 2020 game board doubles as a coloring sheet. Although staff will not be mass distributing game boards like we have done in the past, staff will (at a patron's request) print out the game board and can include that as part of the curbside pick-up.

FCPL will continue to offer an enhanced calendar of virtual programs/experiences this summer. We will continue to offer virtual story times as well as some great performers who will be presenting online. Some of our community partners will also be presenting online. All of the programs can be accessed through FCPL's website or our social media platforms.

Ms. McDonnell thanked the Summer Challenge Sponsors. FCPL is very lucky that we have some great businesses and community organizations that support the Summer Challenge. Without their support it would be fair to say that the Summer Challenge would not be as successful as it always is.

Mr. O'Leary inquired whether participants are encouraged to explore digital resources. Ms. McDonnell responded by stating that on each of the game boards there are options where participants are directed to online resources. An example of this would be to download a movie through Kanopy or visit Libby through Overdrive to read a biography or Fairy Tale. This will provide a great opportunity to introduce digital resources to customers that have not had an opportunity to explore them fully yet.

Ms. Smith stated that she participated somewhat in the Spring Reading Program on Beanstack and there were a lot of outside programs and online courses that were offered. She inquired whether that sort of thing will be available as part of the Summer Reading Challenge or will it be a local focus. Ms. McDonnell stated that all of the same things will be offered through the 2020 Summer Reading Challenge.

Ms. Greenway inquired whether there will be prizes awarded for this year's Challenge. Ms. McDonnell stated that there will be prizes available. Participants should check FCPL's website as of July 1, 2020 to get more information. There will be virtual tickets offered through Beanstack and starting on July 1<sup>st</sup>, participants will be able to choose online prize drawings. Those drawings will not take place until September 1, 2020 and will be distributed in the Fall.

Ms. Smith noted that she is excited about signing up for the 2020 Summer Challenge.

**c. Closure Review:** Catie Hall advised that she wanted to give everyone details about what FCPL has been doing since we closed our physical buildings. Times like these really bare the bones of an organization and the ability and willingness of the FCPL team to embrace and pivot together again and again over the last few months has been amazing to witness. As James Kelly pointed out earlier, this was not that surprising to us. This shows the hard work that we have been doing as an organization and a team over the last five years. We have been building relationships, making value-based decisions and rocking a culture of open-hearted service. She stated that FCPL is stronger today than it was twelve weeks ago and added that she will share some evidence of that strength with everyone tonight.

**Virtual Programming** – the hardest and fastest pivot we took was with the virtual programming. Our children’s staff were sharing story times and bedtime read-alouds on Facebook the day after we closed our doors. Since then our programming staff have developed a wide array of online experiences for our community and we have already had to reinvent the idea of virtual programming once already. Our most popular programs besides, of course, the story times, have been some of our shorter videos and self-paced adventures. Overall more than 150 programs were created while FCPL was closed and they were viewed more than 14,500 times through multiple platforms including social media channels and links on FCPL’s website.

As mentioned earlier, a very popular virtual experience has been the series of genealogy videos that Mary Mannix put together for us. Mary is FCPL’s Maryland Room Manager and there have been over 300 views for those genealogy videos that she has been doing. Our genealogists have really been spending time with FCPL while we have been closed. They have been taking advantage of some of our digital resources also. Ancestry.com temporarily allowed us to provide at-home access to their site through the library site and it has been used approximately 36,500 times since FCPL’s closing. To give everyone some perspective, in February, 2020, that site was accessed 3,000 times. She noted that similarly, Newspaperarchive.com, which FCPL acquired since we closed, has proven very popular with researchers and genealogists also.

**Digital Resources** – they made up over a quarter of our circulation statistics last year. During the last few months digital resources had the opportunity to drive the bus. Our material selectors wasted no time in taking stock of the needs of our customers who were no longer able to access physical materials. We increased access to our most popular platforms like Hoopla and Kanopy. We purchased more materials and copies in both Overdrive and Cloud Library. We also took advantage of the many generous offers that came from our vendors such as free Kanopy Kids and “bonus borrows” from Hoopla. We also wanted to make sure that our neighbors had access to all of these wonderful materials even if they weren’t library users. FCPL expanded access to a temporary online card. That proved to be very popular. FCPL issued more temporary, online cards in April of this year than physical cards issued last April. The digital card will not expire as long as it is being used. It also became clear to us that our website needed to change so that our customers would know what is available. In a matter of a few weeks, we redesigned many of



the key pages of our website. This is a project that, under normal circumstances, we would have allotted at least six months to bring this to completion and it was done in a matter of weeks.

Staff At Work – Speaking of the amazing feats of FCPL staff members, we couldn't be more proud of this team. In addition to all of the public examples that were just given, the staff have been working behind the scenes to learn new software and be able to work from home and stay in touch. In April, 2020, an entire week had been planned for staff appreciation during National Library Week and our work group was able to shift all of their plans to host a week-long celebration using our project management software, Basecamp. This allowed staff to have an online, shared experience and it proved so popular that we started another project that acts as a good news sharing place and a way for staff to stay connected while we are working remotely. Our staff also contributed to community-wide efforts by volunteering to make masks. They have made over 350 masks to date. Staff also delivered meals to seniors and provided support to an emergency shelter for health care workers.

The FCPL team has gone above and beyond to make sure our customers have amazing services while our buildings are closed. Our community has noticed all of this hard work and the amount of heart that our team has put forward. The County Executive has given us kudos on several occasions. Our reopening plan was even used as a template by the County's Chief Administrative Officer for other agencies within the County to follow. FCPL is also getting amazing feedback from our customers, especially on social media.

Ms. Hall stated that curbside pick-up was rolled out on Monday, June 1, 2020. It is a comfort for many of our customers during this difficult time to have this service in place. Our customers on social media were thrilled to hear about it. FCPL has received positive feedback so far. We will be expanding and broadening our approach as we move forward with curbside service. The County just made a public service announcement about FCPL's curbside service and Ms. Hall noted that she will provide the link to members of the FCPL Board of Trustees soon.

In conclusion, Ms. Hall stated that the World is so uncertain in so many ways right now and the FCPL team is so proud of the work they are doing by bringing a little brightness into our community with our services. It has been a true privilege.

Ms. Hall noted that she will provide an update on the Strategic Plan at the September meeting as well as an update on fine-free children's materials.

C. Smith inquired about the status of the bookmobile. Ms. Hall stated that although we cannot allow customers on the bookmobile at this time, we are currently working on a plan for our bookmobile customers.

S. White inquired what other nearby Maryland counties are doing and whether FCPL is on a similar path as other counties. Ms. Hall advised that there is not a uniform approach across the counties but there is a cooperative approach across the counties. We are all sharing lessons learned and those that are a few steps ahead of us, we are learning from them and for those that

are behind us they are learning from us. Most counties are taking a very similar approach with a tiered reopening and most are starting with some sort of contactless pick-up.

M. O'Leary stated that we cannot over emphasize how valuable and important these efforts have been. As mentioned, the contribution of the library and the recognition of that contribution will expand immensely. Ms. Hall stated that we have a very innovative and engaged staff. Mr. O'Leary noted that libraries have been developing digital content and delivery capabilities for many years and when they are really needed, here we are and ready to go.

Mr. O'Leary noted that he expects that some thought is being given to the components of Phase 2 and, at this time, we don't know when that will occur. Members of the Board would like to be kept abreast of what is going on. Mr. Kelly advised that he will keep everyone informed of any changes that are made. Mr. O'Leary stated that he thinks that the enhancements and initiatives by the library won't go away. Ms. Hall stated that we have definitely proved our relevancy. She further stated that it has been a privilege to serve our community during these uncertain times and bring a little brightness to everyone's day. She added that we want to throw open the doors but we are taking a safe, measured approach to that and go step-by-step.

Ms. D'Agostino inquired how the budget is looking so that we can continue to provide items digitally. Mr. Kelly stated that we are trying to stay flexible with the budget and we have had to reallocate funds from print to digital in the current year budget to make sure that we can support this. Some of these changes will be ongoing so it will be up to us to figure out the allocations in next year's budget as well for prioritizing digital over printed materials. At this point, we just need to remain flexible and make decisions as we have more information.

C. Smith inquired whether new materials are still being delivered during the shut-down. Mr. Kelly stated that we had to put the brakes on the delivery of materials because there was no one here to accept the materials. Our vendors put a hold on some of the orders but the selection still continued to happen over the last few months. Now that things are starting to ramp back up and we have staff in the building accepting those deliveries, it is just a matter of catch-up at this point.

Ms. Smith stated that Ms. Betsey will be the poster-child for FCPL online. Her evening story times are just wonderful.

**d. Election of Officers:** Ms. Smith noted that the Nominating Committee had two tasks that had to be taken care of. The first issue is on hold for now and the second issue is the election of new officers.

M. O'Leary, current Chair of the Nominating Committee, has been discussing the transition of officers. He noted that he will be moving to Chair of the FCPL Board of Trustees. In addition, there are two nominations: Candy Greenway for Vice-Chair and Karyn Spertzel for Secretary. He noted that the above two nominated individuals have agreed to serve in the noted positions.

M. O'Leary made a motion to accept the slate of officers presented; seconded by S. White. No further discussion. VOTE: Unanimous.

M. O'Leary also noted that members of the Nominating Committee have been giving attention to working on filling the upcoming vacancy on the FCPL Board of Trustees. The three candidates that submitted applications have been contacted to inquire whether they are still interested in the position and would they be available for a digital interview depending on the platform. All three candidates responded that they are still interested and would be available for a digital interview. The three candidates that submitted applications are very strong so Mr. O'Leary advised that it was felt by members of the Nominating Committee that there was no need to open additional solicitations for other candidates.

Mr. O'Leary noted that he is currently listed as Chair of the Nominating Committee and since he will now be the Chair of the FCPL Board of Trustees effective 7/1/20, would members of the FCPL Board of Trustees want to swap him out as Chair of the Nominating Committee since he will now be serving as ex officio. Mr. Laugelli stated that he thinks it is a good idea to have a mix of older and newer members of the FCPL Board of Trustees on committees so you have continuity of viewpoints. Mr. Laugelli inquired as to who is on the Nominating Committee as of now. Mr. O'Leary stated that Jenny D'Agostino and Karyn Spertzel are the other two members on the Nominating Committee. Mr. Laugelli suggested that either Cheryl Smith or Candy Greenway serve as the third member of the Nominating Committee. Cheryl Smith noted that she would be happy to serve as Chair of the Nominating Committee. Mr. O'Leary noted that he and Cheryl Smith would switch positions. Cheryl Smith would become Chair of the Nominating Committee and Mr. O'Leary would serve as ex officio. Ms. Smith stated that members of the Nominating Committee will continue to meet over the next few weeks. Ms. Smith requested that James Kelly keep members of the Nominating Committee informed whether the County puts out a WebEx platform that could be used as the official platform to conduct interviews or when there would be an opportunity to have a small gathering in a conference room at the library that would allow social distancing. Mr. Kelly advised that he will keep everyone informed on both of those subjects. He also indicated that he will speak with Donny Frank-Rice to see if the Teams platform would be something that could be used as well. Ms. Smith inquired whether someone can be invited to join a Teams Meeting without having an account. Mr. Kelly stated that he believes that it is possible by sending a link to the individual being interviewed.

Mr. O'Leary stated that things should proceed virtually as soon as possible so that we can fill the vacant position.

**BOARD QUESTIONS AND COMMENTS:** C. Smith thanked G. Laugelli for his participation on the Board. She noted that she and George came onto the Board at the same time. Ms. Smith noted that she still has two years left on her term because she originally filled an incomplete term and added that it won't be the same on the Board without George. She noted that she really appreciates all of the input provided by George and his input has been very valuable in making decisions.

M. O'Leary stated that he is a little uneasy moving into the position of Chair without relying on the guidance of George Laugelli. He added that during his tenure on the Board he appreciated the integrity and judgment of George and, above all else, his total commitment to what is best for FCPL. George has always been a staunch advocate for the purposes and contributions of the Board. Mr. O'Leary noted that whenever there is a tough question in the future, he will just say "What would George do?" He added that it has been a privilege to work with George during his couple of years on the Board and echoes the comments made by C. Smith.

G. Laugelli stated that one of the things that he has learned about over his ten years on the Board is, of course, the exemplary staff at FCPL. This library system has a great reputation and people want to work here. He noted that Catie Hall hit it perfectly when she stated that how staff works before a crisis shows how they will work during a crisis. FCPL has a terrific team and he hopes it stays that way. As far as being a Board Member, what has sunk in the most is the enormous importance of a library to the community. He never would have dreamed that a library would be so significant to people's lives. As a Board Member, it is our primary responsibility to maintain a level of community engagement. Libraries are important. He noted that next week he turns 75 and he has been through a lot and seen a lot over the last 75 years. There have been many dark hours before this last pandemic and we have gotten through them all and we will get through this. FCPL will be central to the recovery and it will be a joyous day when the doors open back up and people can get back into the library and meet together as a community. He thanked everyone and stated he enjoyed his time on the Board and would be up for a socially distanced lunch anytime.

C. Smith requested that Mr. Laugelli send everyone a picture of his gift, when it arrives.

**OTHER CITIZEN REMARKS:** None

The next meeting will be held on Wednesday, September 2, 2020 at 7:00 p.m. either virtually or at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

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

The meeting adjourned at 8:15 p.m.



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M. O'Leary, Chair  
Frederick County Public Libraries Board of Trustees