

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF VIRTUAL MEETING
OCTOBER 7, 2020**

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

BOARD MEMBERS PRESENT: C. Greenway, M. O’Leary, S. Sheppard, C. Smith, S. White and J. Donald, County Liaison

BOARD MEMBERS ABSENT: J. D’Agostino and K. Spertzel

STAFF PRESENT: J. Kelly, Director; S. McDuff, Associate Director; C. Hall, Associate Director; S. Lauchner, Manager – Library Collections; J. Marshall, Manager-Systems; B. Hissong, Community Services Manager; D. Frank-Rice, IT Coordinator; B. McDermott, Finance Manager; B. Heltebridle, Branch Administrator – C. Burr Artz Library; L. Branson, Circulation Supervisor – C. Burr Artz Library; Mindy McDonnell, Librarian – C. Burr Artz Library; H. Hart, Children’s Supervisor – Walkersville Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: S. White made a motion to approve the Minutes of September 2, 2020; seconded by C. Greenway. No further discussion. VOTE: Unanimous

CHAIR’S REPORT: Mr. O’Leary noted that there has been a lot happening over the last few months and turned the meeting over to James Kelly.

DIRECTOR’S REPORT:

a. FCPL – Update: Mr. Kelly welcomed two special guests from Citizens for Maryland Libraries – Executive Director, Lynn Wheeler and Treasurer, Patty Sundberg. They are joining the meeting this evening to recognize a member of FCPL’s team.

Lynn Wheeler expressed that she and Patty were delighted to attend tonight’s meeting representing Citizens for Maryland Libraries. Citizens for Maryland Libraries is an organization that is over 30 years old and its sole and only purpose is to advocate for libraries. Citizens for Maryland Libraries has a wonderful relationship with all of the individuals and organizations such as Frederick County Public Libraries to help and make sure that citizens are playing a role in promoting new services and advocating for the needs of libraries. She noted that one very special thing that Citizens for Maryland Libraries does every year is to recognize outstanding achievement and tonight we are very, very honored to present an outstanding employee award to one of Frederick County Public Libraries’ employees. To present that award will be Patty Sundberg. Patty is the Branch Manager of the Mt. Airy Library and Treasurer of Citizens for

Maryland Libraries.

Patty Sundberg thanked James Kelly, the Library Board of Trustees and, particularly, Beth Heltedbridle who wrote a beautiful letter on behalf of the Circulation Supervisor at the C. Burr Artz Library, Levi Branson. She noted that under normal circumstances she and Lynn would be at the library in person and they would actually hand him the statue. She promised Levi that the statue will be delivered to Levi next week. Patty congratulated Levi on his award. She noted that Beth Heltebridle used to work at Carroll County Public Libraries and she is a tough cookie and has very high standards. The letter that was written by Beth was beautiful. Beth noted that one of the things she really appreciated about Levi was that he helped facilitate a major culture change at the library branch. Beth also noted how wonderful Levi is with the customers and how he tries to get to know them. An additional thing Beth noted in her letter was that Levi encouraged employees to walk towards the fire. She also said that Levi created a training for staff on setting boundaries of kindness. Patty noted that this is just lovely and that is what we are here for. Patty offered her congratulations to Levi Branson.

Lynn Wheeler noted that Levi Branson will be featured in The Citizen, which is our newsletter, and it will be coming out later this month. Ms. Wheeler further advised that Citizens for Maryland Libraries will be having their annual meeting via Zoom on October 17, 2020 and we will be recognizing Levi Branson at that meeting as well. Ms. Wheeler thanked Levi Branson, James Kelly and members of the FCPL Board of Trustees for allowing her and Patty to join the meeting this evening to present the award to Levi. Ms. Sundberg noted that she forgot to mention that there is a cash award also so Levi Branson will be receiving the cash award along with the statue within the next week.

Levi Branson advised that he is humbled and honored and is so grateful to do what he does, especially at this time, and he is grateful for the people that he gets to do it with. We have a unique opportunity in library services to really impact people's lives and it is a very fortunate opportunity that he gets to do what he does for Frederick County and, ultimately, the State of Maryland. He added that he really appreciates this honor and recognition but noted it is really the work that everyone has been doing at FCPL and he is grateful to be a part of such a forward-thinking organization who has heard him and embraced him.

Mr. Kelly thanked Lynn and Patty for coming to tonight's meeting. He also congratulated Levi Branson on his award.

He added that just a few years ago, FCPL committed themselves to a set of core values. These are values that guide the priorities of our organization and, more importantly, how we work with each other and with the community. In big ways and in small, Mr. Kelly noted that he has observed Levi living these values. Mr. Kelly stated that he is grateful for his example every day and for his leadership in our organization.

Mr. Kelly thanked Citizens for Maryland Libraries for recognizing Levi's commitment and hard work and holding it up as an example for others in the Maryland library community.

Mr. Kelly noted that we are all looking forward to the Citizen for Maryland Libraries Annual Conference for Friends, Trustees and Library Supporters on Saturday, October 17, 2020. We are excited for Dr. Hayden's keynote. He noted that, as he mentioned to the Board last month, this year's conference will be hosted on Zoom from 10:00 a.m. – 12:30 p.m. and registration will be open until October 14, 2020.

Mr. O'Leary stated that his "home" library is the C. Burr Artz Library and he has met Levi on a number of occasions and is so impressed with his energy, commitment and passion. As Levi stated earlier, Levi is not only representing himself but the entire staff of FCPL.

Mr. Kelly thereafter noted that the big question for libraries nationwide is, of course, reopening – when is it safe to do so and what does service look like in the next phase of reopening? Mr. Kelly advised that he met with County Executive Gardner and Chief Administrative Officer, Rick Harcum, last week. He advised that they reviewed FCPL's phase 2 plan which follows an appointment-based service model. While no firm date has been set for reopening our libraries, we know what phase 2 will look like. For now, Mr. Kelly advised that he remains in contact with the County Executive and Public Health Officer as we continue to watch pandemic trends. We look forward to the day when we can safely reopen our buildings to the public in some capacity.

Moving on, Mr. Kelly stated that he hopes everyone has been seeing some of the media mentions of late. There has been coverage of our "Learning from Home" initiatives in the newspaper, on TV and in radio interviews. Some of the initiatives were mentioned at our last meeting and that included Brainfuse Help Now. This product provides live tutoring help, writing assistance and test prep for the community. In addition to the media coverage, there was a recent Letter to the Editor praising our team for continuing to provide services even while our doors are closed. Mr. Kelly also noted that he saw a post on Facebook which read "Thanks, FCPL. Getting library books is just about the only thing in my life right now that is not difficult."

Mr. Kelly noted that at our last meeting Mr. O'Leary requested that I provide a few more details about the Read-A-Book Ball. This was our inaugural year for this gala and it happened in mid-August. All of the proceeds of the Read-A-Book Ball benefitted FCPL's greatest need fund which allows FCPL to provide the best possible library services and remain responsive to community needs in times of crisis. There were over 300 donors who helped raise \$20,000 for FCPL's greatest need fund and more than one-half of those donors were first time donors. It is hard to pinpoint exactly why the initiative was so popular but, in part, he noted it was lighthearted, playful and allowed folks to participate through social media from the safety of their homes. It included children, teens, and adults and it was a gala for everyone (not your typical gala).

Mr. Kelly shared another bit of good news – Senator Chris Van Hollen nominated FCPL for the 2021 National Medal for Museum and Library Service. This annual award is presented by the Institute of Museum and Library Services to institutions that demonstrate extraordinary and

innovative approaches to community service. The next step for FCPL is to complete the application process. Winners will be notified in the spring of 2021. A total of 15 libraries and 15 museums are recognized annually. It is an honor just to be nominated for the award and Mr. Kelly noted that he wanted to share this news with everyone in recognition of the hard work of FCPL's team.

Mr. Kelly thereafter reviewed statistics. He noted that FCPL tracks physical and virtual visits. Since FCPL's physical spaces remain closed to the public, the line for physical visits is low and the number listed is basically staff coming in/out of the building. Virtual visits were close to 80,000 in August and are trending upward.

He added that e-content circulation accounts for 54% of our total circulation. Sharon Lauchner will be taking a deep dive into the current e-content landscape in a report later this evening. As for physical circulation, that was 46% of the total. About half of that (38,000) was from renewals of physical items and the remaining (42,000) was from curbside pick-ups. He noted that some customers know exactly what they want to borrow and place their own holds but other customers, especially those who miss browsing the collection, are looking for recommendations. These customers have been using our Personalized Picks service in which our team curates a small number of items based on a customer's reading or viewing preferences. He added that FCPL had the highest number of Personalized Picks in August – almost 323 requests.

Mr. Kelly stated that the wifi numbers have been increasing since we closed in March and August was the highest month yet. This is without being open to the public and without our widespread marketing of wifi accessibility outside of the library. Mr. Kelly stated that, as noted previously, FCPL hasn't actively marketed the wifi service for two reasons: 1) because the range of wifi varies greatly from branch-to-branch and 2) where the range is extremely narrow, we didn't want to encourage folks to congregate during a time of social distancing. In response to this, Mr. Kelly noted at the September meeting that we were exploring a plan to expand wifi at the three regional libraries. He added that he thought this would be a nice way to help customers who are looking for access. Mr. Kelly reported that FCPL has received preliminary approval from the County that COVID relief funds will cover wifi expansion not only at the three regional libraries but at all nine of our branches. Once the project is complete, the range of the wifi will extend much further out from our buildings and we can begin actively promoting this service. Mr. Kelly noted that this is important because there are many folks who rely on the public library for their internet connection either because of the cost to have the service installed at their house or because broadband service is simply unavailable where they live in the county. These customers use the library's internet access to research and submit homework assignments, complete government forms, pay bills or search for jobs, all of which are very important at this time. FCPL is looking forward to this expansion of the wifi service and be able to help the community even while our doors remain closed to the public.

Thereafter, Mr. Kelly reviewed programming statistics. He noted that there was a spike in August attendance. This is because in August, we account for registrations in our Summer Challenge program. It is important to note that the program trends reflected in the August

Dashboard are not out of the ordinary. Traditionally, we see a higher number of programs offered in the summer, we see an attendee spike in August, and we see the numbers track back down in terms of volume of programming offered and attendees in September. Having said that, Mr. Kelly said that this year is far from typical. He noted that we will have to follow these numbers in the coming months to see whether these trends hold.

Mr. Kelly reminded everyone of the Citizens for Maryland Libraries virtual conference that will be coming up in just a few weeks. He noted that the next board meeting will be held on November 4, 2020 at 7:00 p.m. Mr. Kelly also noted that members of the Finance Committee of the FCPL Board of Trustees will be meeting at 6:00 p.m. on November 4, 2020 to hear a presentation by the auditors. This happens every year at our November meeting. Committee assignments will be discussed later this evening by Mr. O'Leary so, if you are one of the individuals on the Finance Committee, please note that the audit meeting will be held at 6:00 p.m. on November 4, 2020. Mr. Kelly added that it is likely that these meetings will be virtual but if anything changes, everyone will be advised.

b. CIP/Budget – Update:

Mr. Kelly noted on the capital side of the budget the Middletown project is moving along. As was mentioned last month, HBM led community input sessions on design. Since our last meeting, HBM also gathered input from staff. This feedback helps inform design conversations which are ongoing with HBM and Noelker and Hull.

As far as the Linganore project is concerned, Mr. Kelly noted that he had a meeting this past week with DPW and the developer regarding the roughly 3-acre parcel under consideration. Those two groups are working together now to determine whether the site can accommodate our requirements for a 25,000 square foot single level site with adequate parking. There is another meeting scheduled at the end of October where Mr. Kelly will learn if the site meets County needs. Mr. Kelly advised that he will provide an update to everyone at the November meeting.

Ms. Smith noted that as far as reopening, it was mentioned about limiting appointments for people to come into the building and she inquired if there anything specifically that is holding that up. She noted that the Governor has noted that based on individual needs, we can do more things like that. She questioned Mr. Kelly as to the criteria that is being looked at to allow the public into the building at whatever limited capacity that might be. Mr. Kelly noted that there are a number of things but, most particularly, with the projections that are coming out nationally, we are waiting to see what the implications are going to be locally. There are some reports that are showing an additional spike in COVID cases as we move into the colder months and there are projections that there might be another 100,000 folks that may succumb to this disease. The last thing that we want is to open early and have to close because of the spike or because folks are not wearing masks. These are things that we have seen happen in the State of Maryland and in Anne Arundel County, specifically. They opened and were forced to close because of some of the variables that they saw at their branches and after conversations that they had with the Public Health Officer. Mr. Kelly advised that he continues to meet with the County Executive, Chief

Administrative Officer, and Public Health Officer. We continuously review this matter and it is a pretty tricky time since we are moving into cold weather. FCPL has a plan in place and it has been reviewed with Winchester Hall so it is a matter of when we will be able to launch phase 2. This is not limited to just libraries. Libraries are county buildings but there are other county buildings as well and caution is being applied to all of them – not just something unique to FCPL.

Ms. Smith stated that she is just looking forward to when the public will be able to get back to the library. Mr. Kelly stated that staff are eager as well and we are looking forward to the day when we can have people in the library safely. He also noted that FCPL has been adding some sort of innovation every two weeks under the confines of our phase one limitations.

Ms. White inquired whether everyone on staff is continuing to be paid. Mr. Kelly noted that there have been no furloughs. Mr. Kelly added that even though FCPL is closed to the public, it takes a lot of hours and labor to provide the services that we are providing. We rotate staff coming into the building, books are continuing to be checked out, staff are providing Personalized Picks services, and answering questions over the phone.

Mr. O’Leary reiterated what Mr. Kelly stated earlier “that works goes on”. He added that The Frederick News Post did an article about curbside pickup. He further added that he was impressed that during the last reporting period there were somewhere between 40,000 – 50,000 curbside pickups. Mr. O’Leary noted that this is a very intensive process. He added that he normally does self-check-outs, when he visits the C. Burr Artz Library, but that can’t be done right now so it takes a considerable amount of staff time in each of those transactions. He noted the number of visits are increasing and digital card numbers are continuing to increase as well. The wifi use is wonderful but people are driving up to the buildings and parking next to the building. He noted that it is wonderful the library is providing wifi services but it is very sobering that people in Frederick County have to avail themselves to that type of internet access which has become a tier below power and water services as a public utility. The expansion of the wifi range will help this. Mr. Kelly stated that he thinks the expansion of the wifi will really help especially with students. The schools are providing hardware (laptops) so if FCPL can provide better wifi access to the students, this will be of extreme assistance to them. The schools are sending out some hot spots but we have learned that even with hot spots, there are some areas of the county where they do not work so having a reliable source for people to access the internet will be helpful.

Mr. O’Leary noted that FCPS noted their plan for going forward and that includes a hybrid model and, if that is implemented, a large number of students for a significant portion of time, will not be in the brick and mortar schools and will be dependent upon virtual access. FCPL provides wifi access through the internet extension and the new sweep of services. It will be really interesting to see how those are used as we finish 2020 and continue into 2021. Ms. Sheppard added that FCC will be mostly virtual next semester as well. Mr. O’Leary noted that he worked at FCC and S. Sheppard and he were colleagues. We have seen the adoption of virtual services

for the Kindergarten through Grade 12 system and it has been a little bumpy. FCC and other community colleges were involved in this decades ago. Now that we have this sudden crisis, institutions like FCC, that have had a very robust and widespread virtual program, had an easier transition than many other places.

NEW BUSINESS:

a. Financial Report: B. McDermott reviewed financial statements which contain tentative data through August 31, 2020. The data was pulled on September 17, 2020. Revenues are at 2%. FCPL did receive their first quarterly payment from the Maryland State Education Grant of \$270,000. There was also an increase in library fines and miscellaneous operating revenue. She pointed out that donations and the ending fund balance are only recorded as revenue at the end of the year so there will be no year-to-date change on the financial statement throughout the fiscal year as we move forward. Expenditures are at 12%. She noted that the equipment maintenance increase is due to prepaid expenses recognized from the previous fiscal year. Material purchases and other operating expenditure increases are due to the increased demand of e-content and software purchases for the year so far. She added that some larger purchases are encumbered quarterly but the figures will even out throughout the year. Thereafter, she noted that the only notable change is the \$11,000 noted in donations. Most of the increase is due to the Read-A-Book Ball campaign. Next month, the full amount of donations will be seen because it takes about a month for everything to be processed through the county financial system.

b. Summer Challenge Update: Mindy McDonnell and Heather Hart provided an update and PowerPoint presentation on the Summer Challenge 2020. Ms. McDonnell noted that between June 1st and August 31st, we invited community members to Explore, Invent and Transform Their Story. As we know, 2020 was not the traditional summer so we had to determine how to encourage community members to read books, complete fun activities, and explore their community but to do all of this in a safe manner. The decision was made that we would have a digital Summer Challenge this year. This really wasn't much of a stretch for FCPL because we have been increasing the digital access of Summer Challenge over the past few years. In 2018 and 2019, we had more and more of our participants who chose to largely engage with the Summer Challenge through the Beanstack app.

Ms. McDonnell noted that we had 3,152 participants this year and this is quite a decrease in the number of participants from previous years. This was not unexpected due to the circumstances of library closures. When reviewing the statistics for this year, we found a lot of interesting things that excited us about trends for the future. She stated that FCPL had 1,224 participants in the Kindergarten through Grade 5 age group. That is always our largest group. We were very excited to see the number on the opposite side of the displayed graph. There were 1,000 adult participants. This is very exciting to us because one of our goals for the last few years was to increase adult participation. We have been working very hard to make sure the community knows that the Summer Challenge is a program for all ages. We are making a lot of great strides in reaching that goal.

Heather Hart noted that there was an overall completion rate of 46%, which is an increase over the 37% in 2019. You will also see that adults were the largest group of finishers at 49%. She added that not only do we ask participants to complete fun activities, we also ask that they log their minutes toward our “minutes read” goal. This year’s goal was 2,000,000 minutes. The 3,152 participants read for a total of 3,276,811 minutes.

Ms. McDonnell shared some comments that FCPL received from some participants. One patron stated that “My experience gets better every time I sign up.” She noted that this is one of our goals for this program. Another comment from a patron was “Thanks for trying to make it great during this unique time.” She noted that there were library systems that made the determination not to have a Summer Challenge this year but when we see feedback like this from our patrons, we are grateful that we decided to move forward with the Summer Challenge this year. The Summer Challenge can give individuals an incentive to read. There were comments from families stating that they loved doing some of the fun activities with their children during the summer. Another comment from a patron was “We loved it. Thank you for all that you do.”

H. Hart noted that FCPL had 149 community partners and she thanked them for supporting the library by being a community destination or program partner. Although we had limited access to community destinations, our participants explored their virtual community 10,624 times. One patron stated how much they enjoyed exploring the virtual community. Additionally, she thanked the 51 corporate donors. It is because of these donors that we can give away all of the awesome prizes and offered a virtual ticket raffle. The prizes were well-received. Thereafter, she thanked the Summer Challenge Sponsors because without their support, there would not be a Summer Challenge.

Mr. O’Leary inquired, just to make sure he understood, that the number of participants was lower but the reading minutes were higher. Ms. McDonnell stated that this is correct. We kept the goal at our 2019 goal of 2,000,000 minutes and our participants actually beat the 2018 and 2019 goals.

c. Author Events: B. Hissong advised that he will be speaking about virtual events at FCPL. He noted that we are living in unusual and uncertain times. Because of COVID-19, we have been unable to have in-person programs since March. As a result, we have been doing programs through Zoom Webinar. We did a large program on September 10th with author, Fredrik Backman. It was in partnership with Maryland Humanities, Curious Iguana, and The Weinberg Center for the Arts. Initially, we were to have the author at an in-person event at The Weinberg Center but obviously that didn’t work out. However, we were contacted by Simon & Schuster who said they would like to pivot and try this event virtually. We all got together and decided to give it a try. The event turned out really well. We had 1,070 people who watched the program. Everyone really seemed to enjoy the program. Folks from all around the world were able to tune in and view this program. It was a very successful program.

Mr. Hissong noted that he just came from introducing Lisa See for the One Maryland, One Book event which is done every year. The book that was chosen this year was The Island of Sea Women. FCPL hosted her virtually. The event is still going live as we speak.

Mr. Hissong stated that we will continue to do this sort of programming for Frederick Reads. Frederick Reads was supposed to be in April but we weren't able to do the program in April. It was rescheduled for October 19th and 20th. The author will be Wes Moore. This is our 15th year and we will be hosting this event virtually through Zoom Webinar. This is a collaborative effort between FCPL, FCC, and The Weinberg Center for the Arts. We are looking forward to this event. The event will take place on October 19th at 7:00 p.m. and FCC will have their session the next day on October 20th at 11:15 a.m. This is a great time to have Wes Moore as part of Frederick Reads. His book, Five Days – The Fiery Reckoning of an American City, was released in September. It is about Baltimore, Maryland in 2015. Although we don't have the intimate face-to-face aspect, this does allow a lot of people to get together and share ideas and conversations and that is what is important at any time, but extremely important now.

C. Smith inquired whether these programs are recorded so if someone cannot attend in-person, they could go back and listen to the program. Mr. Hissong stated that if it is on Facebook, it is automatically recorded. Wes Moore has asked, at this point, that it not be recorded and it not be pushed to Facebook. We may go back to him as sign-up numbers increase to see if he will reconsider. Mr. Hissong noted that Shemica Sheppard will be interviewing Wes Moore on October 19th.

Mr. O'Leary noted that he is looking forward to the Wes Moore event.

d. E-content Updates: Sharon Lauchner provided a PowerPoint presentation on E-Content Update. E-content is always evolving. The demand is greater than ever. Services are always changing and the budget always comes into play. There are lots of challenges.

The demand for e-content is going up more quickly than the budget. If we had a sufficient budget, the e-content use would be even higher. We just don't have enough funds to purchase everything that we would like to. We were hoping for county budget appeals in Fiscal Year 2021 to help meet the demand but those were put on pause due to COVID and also due to COVID, FCPL had to pivot and adjust our budget allocations the last quarter of Fiscal Year 2020 and for Fiscal Year 2021. We have done a lot of adjusting and reallocating as well. As we plan for Fiscal Year 2022, we are keeping all of that in mind as well. We are having to reallocate some of our funds from physical formats to digital formats. This is all happening within the confines of our current budget.

She noted that e-content usage was increasing over the past several years but due to the COVID impact, it has been increasing incredibly. In Fiscal Year 2021, e-content usage is going to be significant. Most of the e-content usage is with e-books but the other e-content formats are very popular too. Since COVID, there has been an increase in children and teen digital titles so we have adjusted our purchasing to accommodate those needs. No one vendor provides all of the digital materials for these formats so we have to use different vendors and different platforms to be able to provide all of these formats because some vendors have "exclusives".

Ms. Lauchner reviewed the factors that FCPL selectors have to consider for any given title. They have to look at physical and digital formats and the variations involved with both of those. These days digital has become the primary consideration. In the past, it was more secondary. For any given title and format, there are various factors we have to consider depending upon the publisher, vendor, costs, ordering procedures, etc. – it is a balancing act to meet the needs of our customers. FCPL selectors do a phenomenal job within the budget constraints. Ms. Lauchner noted that our physical formats are not arriving as quickly as they used to or on time because the vendors/distributors are having to practice COVID safety procedures so everything gets delayed as far as physical formats. She noted, however, that digital formats are available on the day of publication. Another thing the selectors are constantly doing is monitoring holds and they order additional copies accordingly. Digital orders are available within two hours of when the order is placed.

Ms. Lauchner noted that the big five publishers all have metered purchasing terms so we have to continue to monitor all of the titles/copies to determine how many more copies we need to reorder once the title has expired. They are metered by time, number of check-outs, etc., and this is determined by the publisher. The publishers change their terms from time-to-time. She added that MacMillan dropped their embargo on e-books in March at the beginning of COVID and that was really fortunate. Prior to that, libraries were having to wait eight weeks after the publication date before we could purchase the material. We want to get these titles to our customers as soon as possible so this is something we keep working on. Digital services are more important than ever.

Ms. Lauchner stated that there has been an increased interest in genealogy and Ancestry has been allowing access from home. This has proven so popular. Previously, it was only available inside the library. FCPL added Newspaper Archive because that includes 400 years of newspapers and obituaries from many countries and it includes The Frederick News-Post archive so those doing genealogy love that service as well and it has been very popular.

FCPL is not only attempting to meet increasing demand but we are always trying to anticipate needs as well. In particular, learning from home is at the forefront now. FCPL just added Brainfuse – Help Now and Job Now. Those will support students and job seekers. FCPL was able to add Brainfuse services because of state library funding. If it was not for that funding, FCPL would not have been able to provide these services.

Another edition that was made by FCPL was the online version of The Washington Post. This has proven to be very, very popular. Another change that is about to happen deals with RB Digital Magazines. The same company that owns RB Digital and Overdrive has decided to transition the RB Digital e-audio and e-magazine platforms to Overdrive. It is one company that owns those two and this is what they have chosen to do. The e-audio has just occurred and the e-magazine transition is going to occur in early 2021. At that time, you won't see RB Digital as one of our platforms but everyone will still have all of the content but it will be in the Overdrive platform – just a switch of platforms.

Ms. Lauchner noted that the services are always changing and evolving. Staff are constantly monitoring, investigating and evaluating the needs of the community. We want to provide this service to meet the needs of the community. We always have budget concerns and there is never enough money but we do the best we can with the budget we have and make adjustments as they evolve.

Ms. Lauchner shared comments from customers about how much they love the e-content collection.

C. Greenway inquired whether a synopsis could be sent to members of the FCPL Board of Trustees so they could review everything. Ms. Lauchner noted that she will speak with James Kelly about that and see what she can do. Ms. Greenway inquired whether there is a broadcast on the homepage of FCPL to let everyone know that these services are available. Ms. Lauchner stated that FCPL's Communications Department promotes the services through FCPL's website, social media, The Frederick News-Post, and we will be promoting Brainfuse in an upcoming radio slot.

Mr. O'Leary inquired whether there has been any coordination with the school system. Ms. Lauchner noted that there is a team of FCPL staff who are working specifically on learning from home resources and some are in direct contact with the school system so they are coordinating and communicating to make each other aware of needs and services. Mr. O'Leary noted that as Sharon mentioned, adapting the digital collections is very labor intensive.

e. Committee Assignments: Mr. O'Leary advised that he spoke with Mr. Kelly about committee assignments and they have decided to start from scratch. At this time, there are two standing committees: Finance and Nomination/Evaluation. He noted that the newest members of the FCPL Board of Trustees often serve on the Finance Committee which provides valuable information on the finances of the system. Usually we have three members of the Library Board serve on this committee and Mr. O'Leary inquired if Shemica Sheppard would be willing to serve on the Finance Committee. Ms. Sheppard agreed. Mr. O'Leary asked for other volunteers to serve on the committee. Suzette White volunteered to serve on the committee. Mr. O'Leary inquired of Candy Greenway whether she would like to continue to serve on the Finance Committee and she agreed.

Mr. O'Leary thereafter noted that over the summer Cheryl Smith, Karyn Spertzel and Jenny D'Agostino served on the Nomination/Evaluation Committee. C. Smith noted she would be happy to continue on the Nomination/Evaluation Committee and suggested that K. Spertzel or J. D'Agostino possibly take over as Chair for experience purposes. She noted that she would be willing to serve as Chair as well but possibly they should be consulted.

Mr. O'Leary stated that he would follow-up with Jenny and Karyn to confirm they would like to continue on the Nomination/Evaluation Committee. He noted that given the way the calendar works, members of the Finance Committee will be meeting to discuss the audit/budget and the Nomination/Evaluation Committee still has some work to do on the evaluation process.

C. Smith noted that she does not know what the time frame is for that and will speak with L. Tibbs to find out the timeline.

Mr. O'Leary added that he will send out a notification to members of the FCPL Board of Trustees with a proposed slate for the two committees to get feedback from everyone. If everyone is in agreement, he will confirm the respective memberships. C. Smith stated that this sounds like a good plan.

Mr. O'Leary summarized by stating the proposed members of the committees are:

Finance Committee: Candy Greenway, Suzette White and Shemica Sheppard

Nomination/Evaluation Committee: Cheryl Smith, Karyn Spertzel and Jenny D'Agostino

Mr. O'Leary noted that members of the Evaluation Committee did a good job over the summer since there were a lot of pieces to be put together for the virtual meetings and comply with the open meetings act but it turned out very well. He further stated that he will send out an e-mail to members of the FCPL Board of Trustees to see if everyone is comfortable with the proposed slate.

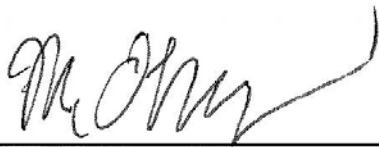
BOARD QUESTIONS AND COMMENTS: Ms. Smith advised that she checked out Five Days today since her name came up on the hold list and she registered for the program. She further noted that she is delighted that Shemica Sheppard will be participating in this event. Ms. Sheppard inquired whether C. Smith checked out Five Days via e-book. Ms. Smith stated that she does have the e-book and Ms. Sheppard noted that it is a very good read. Mr. O'Leary stated that he just looked it up and it is available from FCPL in various formats, including audio, and he noted that he would expect there is probably a good waiting list for it. Ms. Sheppard stated that she got it immediately; not a long waiting list. S. Lauchner advised that whenever there is a program like this, our selectors are always aware of that and they very closely monitor the hold list and will order additional copies so everyone can get copies before the program.

OTHER CITIZEN REMARKS: None

The next meeting will be held virtually on Wednesday, November 4, 2020 at 7:00 p.m.

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

The meeting adjourned at 8:25 p.m.



M. O'Leary, Chair

Frederick County Public Libraries Board of Trustees