

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF RETREAT  
DECEMBER 14, 2022**

The Frederick County Public Libraries Board of Trustees Retreat convened at 5:30 p.m. on December 14, 2022 at the C. Burr Artz Library – Administrative Conference Room, Frederick, Maryland.

**BOARD MEMBERS PRESENT:** J. D’Agostino, T. Lancaster, G. Mayfield, M. O’Leary, S. Sheppard, K. Spertzel and S. White.

**STAFF PRESENT:** J. Kelly, Director; C. Hall, Associate Director and J. Diaz, Branch Administrator – Brunswick Library.

**FCPL EDI Presentation and Discussion:** Jenny Diaz, Brunswick Branch Manager and EDI Lead, presented information about the EDI work at FCPL since 2020. The focus is to build awareness and understanding into the FCPL culture. Ms. Diaz outlined the phases that are being used to ensure transformational change. A “Brave Space Agreement” was introduced to make conversations more comfortable and meaningful. Jenny discussed the “Word of the Month” and other tools that were developed by her committee to drive learning and dialogue. An outside firm has been hired to perform an eight-week audit in February, 2023 to assess progress and provide information to help determine future steps.

**Board Effectiveness Survey/ Board Evaluation/ Benchmarking Discussion:** Mr. Kelly discussed the highlights and major takeaways of the 2021 Maryland State Library Board Effectiveness Report which had previously been provided to the FCPL Board of Trustees for review. The report is extensive and outlines areas of successes and suggested areas of improvement. Members of the Board discussed that a deeper self-evaluation might be one opportunity, especially to identify Board strengths and potential gaps which could assist in both future recruiting and selection of Board Members, as well as training opportunities. M. O’Leary and G. Mayfield will work together and present some ideas at a future meeting on how to accomplish a meaningful Board self-evaluation.

**Director Performance/Evaluation Process:** G. Mayfield presented a few changes in the Director Performance Evaluation Process. A few modifications have been made to the evaluation template but they were not substantive and the document can be reviewed in Basecamp. The mid-year and final evaluation dates will align better with Board meetings rather than the FCPL fiscal year so that the reviews can be done at times when the Board is in session.

**Second Term for Board Members:** Mr. Mayfield discussed second term appointments for Board members. One current member has expressed interest to remain on the Board after his five-year term ends in 2023. Additional conversations will be held to make certain the process for reappointment complies with both state and county regulations. Mr. Kelly and Mr. Mayfield will also discuss the issue and possible paths for reappointment with our Frederick County Council Liaison, Jerry Donald.

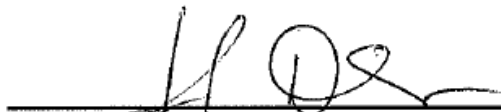
**AOB:** James gave a brief Director's update on several topics. He mentioned the library's calendar year 2022 accomplishments which show the strength and health of FCPL. He informed members of the Library Board of Trustees that the Frederick County Sheriff's office has decided

not to continue a partnership with FCPL and the Adult Detention Center. There are several different models in the state on how libraries are run in conjunction with detention centers and some do not partner with their local library system. The final update was a proposal to draft legislation which is under discussion among several Maryland state library bodies which would outline the path for library employees statewide to collectively bargain. Mr. Kelly noted that if a decision is made to move forward with this, a bill would be introduced in the next General Assembly session.

It was thereafter noted that the next FCPL Board of Trustees meeting will take place on January 4, 2023 at 7:00 p.m. at the C. Burr Artz Library – Community Room.

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

The meeting adjourned at 6:50 p.m.



---

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