

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
APRIL 10, 2024**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on April 10, 2024 at the C. Burr Artz Library – Community Room.

BOARD MEMBERS PRESENT: S. Sheppard, T. Lancaster, K. Spertzel, G. Mayfield, and J. D’Agostino.

BOARD MEMBERS ABSENT: M. O’Leary, S. White, and J. Donald, County Liaison.

STAFF PRESENT: J. Kelly, Director; C. Hall, Associate Director; B. McDermott, Finance Manager; M. Currens, Library Collections Manager; J. Marshall, Manager – Systems; A. Archibald, Personnel Supervisor; B. Heltebridle, Branch Administrator – C. Burr Artz Library; R. Cox-Steib, Branch Administrator – Myersville Library; A. Whitney, Branch Administrator – Thurmont Regional Library; D. Spurrier, Branch Administrator – Emmitsburg Library; S. Yates, Branch Administrator – Urbana Regional Library and Point of Rocks Library; C. Krogh, Facilities Coordinator; B. Watts, Staff Development Coordinator – Admin Coordinator; E. Gambrell, Youth Services Coordinator; C. Fitz, Teen Services Supervisor – Walkersville Library; P. Stockton, Library Associate; G. Carr, Library Technician; N. Dowlearn, Library Specialist; B. Hoover, Library Associate; E. Kirunova, Library Specialist; M. LeBlanc, Library Associate; and M. Fowle – Technical Services Coordinator, acting as Recording Secretary.

CITIZEN REMARKS: None

APPROVAL OF MINUTES: J. D’Agostino made a motion to approve the Minutes of March 06, 2024; seconded by K. Spertzel. No further discussion. VOTE: Unanimous.

CHAIR’S REPORT: The Chair was happy to hear how many people received eclipse glasses from the library. The service of providing those glasses for free shows that the library fills more needs in the community than just books.

DIRECTOR’S REPORT:

Mr. Kelly introduced Deb Spurrier, the new Branch Administrator for the Emmitsburg Library.

Mr. Kelly provided an update on the new Middletown branch, confirming that the old branch is now closed and the collection has been moved to the new branch. Mr. Kelly thanked both the Middletown Staff and the rest of the system who have stepped up to support the opening. Mr. Kelly then reminded the Board that the grand opening is May 4th, 2024.

Mr. Kelly discussed the three bills that staff have been tracking: the Freedom to Read bill, the State Library Resource Center (SLRC) bill, and the Collective Bargaining bill. All three bills have been forwarded to the Governor. If signed, the SLRC bill and the Collective Bargaining bill will take effect July 1st. The Freedom to Read bill is an emergency bill and would take effect immediately.

Mr. Kelly then shared ways that library staff have exemplified the three tiers of the strategic plan, including changes to programming scheduling to increase participation, and working with several community partners throughout the last month.

Pivoting to statistics, Mr. Kelly shared the numbers as of February 2024, highlighting foot traffic totals, which exceeded the February 2019 numbers.

BUDGET/CIP UPDATE:

Regarding the FY25 Budget, Mr. Kelly confirmed that the County Executive (CE) has until Monday to submit her budget, at which point staff will know if the library's appeals were included. Division directors will meet with the Council about proposed budgets. Then, the Council will finalize and adopt the budget in May.

Mr. Kelly provided an update on the West Frederick branch. He reminded the Board that the feasibility study is complete, and the CE shared the study with the City. Once the City provides feedback, there will be a joint press release. The CE earmarked funding for design, but before that work can begin, Mr. Kelly reminded the board that the Alderman must vote to rezone site. This vote is not scheduled yet. In the meantime, Mr. Kelly confirmed that staff are working on grant applications to support FY26 construction costs.

In closing, Mr. Kelly reminded the Board of two important dates: the next board meeting will be Wednesday, May 1st, and the Middletown Grand Opening will be Saturday, May 4th.

The Board requested clarification regarding the process and scheduling of meetings with the Council should library appeals not be included. Mr. Kelly confirmed if the library's appeals are not included in the CE's budget, he may not have a meeting with the Council.

The Board also requested clarification about what type of review the City is performing on the West Frederick feasibility study.

NEW BUSINESS:

LATI Recognition:

Mr. Kelly provided background about the Library Associate Training Institute (LATI) program. Mr. Kelly then introduced the five employees who have completed the LATI program: E. Kirunova, G. Carr, M. LeBlanc, B. Hoover, and N. Dowlearn.

The Chair thanked the graduates on behalf of the Board.

Financial Report:

Ms. McDermott presented the current FY24 budget, with numbers tentative as of February 29, 2024. Revenue is at 45%, with no total revenue percentage change from the previous board meeting. There was a transfer to the County in-kind revenue of \$61K. Passport revenue increased by \$11,830. There were 338 passport applications processed in February, and YTD, 1531 were processed, which is an increase of 230 from last year. Miscellaneous Operating Revenue increased by \$7K, of which \$4K was for miscellaneous kiosks services.

FCPL's expenditures are at 53%.

Since the last board meeting, there has been no change to the grants awarded or grants submitted. Staff continue to make progress with each FY24 grant as FCPL moves towards the final reporting period of each grant.

Donations are at \$123,640.

Myersville Library Report:

Ms. Cox-Steib presented a review of the Myersville Branch for the previous year. Beginning with statistics, Ms. Cox Steib shared that card holders have increased by 25% over last year.

Ms. Cox-Steib then shared ways in which the branch staff and the community exemplify the strategic plan, through programming, partnerships with community groups, collaborating with Middletown staff, and introducing new exchanges of materials, such as puzzles and Chromebooks.

Ms. Cox-Steib closed by sharing upcoming Spring and Summer programming.

Summer Reading Challenge:

E. Gambrell and C. Fitz presented about the upcoming Summer Challenge. The Challenge will begin June 1 and end August 15th. There will be three drawings for prizes.

The Summer Challenge provides the opportunity to build relationships with partners in the community, and this summer staff are expanding the list of partners, including FCC and Hood, at the suggestion of S. Sheppard.

As transportation and access may be a barrier for some members of the community, this year there is cross-promotion between programming and destination visits, so that branches and programs can be counted as “destinations.”

E. Gambrill shared statistics from the post-pandemic years of Summer Reading, including a large increase in adult participation. This year’s focus will be on increasing youth participation. Staff are working directly with the public school system to get more investment from students and teachers.

C. Fitz reminded the Board of how participation in the Summer Challenge works through use of the Beanstack app, which the library also uses for 1,000 Books Before Kindergarten.

The Board discussed how the Friends groups support and participate in the Summer Reading Challenge.

Board Member Reappointment:

G. Mayfield confirmed that J. D’Agostino expressed an interest in extending her appointment. S. Sheppard made a motion to reappoint J. D’Agostino to the FCPL Board of Trustees; seconded by K. Spertzel. No further discussion.

VOTE: Yes – T. Lancaster, G. Mayfield, S. Sheppard, and K. Spertzel.

Abstain: J. D’Agostino

Nominations for new board members:

G. Mayfield reminded the Board that there are two positions open: a 2-year term, and a 5-year term.

G. Mayfield advised that members of the Nominating Committee interviewed six candidates, chosen from twenty-eight applications. Members of the Nominating Committee would like to nominate Daryl Ellen-Grisgraber for the two-year term, and Mary-Jo Richmond for the five-year term.

G. Mayfield made a motion to nominate Daryl Ellen-Grisgraber to fill the two-year vacancy on the Board; seconded by T. Lancaster. No further discussion. VOTE: Unanimous.

G. Mayfield made a motion to nominate Mary-Jo Richmond to fill the five-year vacancy on the Board; seconded by S. Sheppard. No further discussion. VOTE: Unanimous.

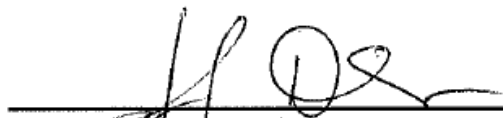
Board questions and comments: None.

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 May 1, 2024.

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

The meeting adjourned at 7:50pm

A handwritten signature in black ink, appearing to read 'Jenny D'Agostino', is written over a horizontal line.

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