

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
MAY 01, 2024**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on May 01, 2024 at the C. Burr Artz Library – Community Room.

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

BOARD MEMBERS ABSENT: K. Spertzel, M. O’Leary, S. Sheppard, 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; K. Cambrel, Communications Manager; 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; A. Knight, Branch Administrator – Middletown Library; L. Branson, Branch Administrator – Walkersville Library; C. Krogh, Facilities Coordinator; B. Watts, Staff Development Coordinator – Admin Coordinator; C. Brohawn, Project Coordinator; and M. Fowle – Technical Services Coordinator, acting as Recording Secretary.

CITIZEN REMARKS: None

APPROVAL OF MINUTES: G. Mayfield made a motion to approve the Minutes of April 10, 2024; seconded by S. White. No further discussion. VOTE: Unanimous.

CHAIR’S REPORT: The Chair thanked all staff for the hard work that went into opening the new Middletown branch.

The Chair acknowledged the passing of the Collective Bargaining bill and told Board members that more information regarding implications to the Board will be disseminated when available.

DIRECTOR’S REPORT:

Mr. Kelly introduced Levi Branson as the new Branch Administrator of the Walkersville Branch.

Mr. Kelly acknowledged that all three bills staff were tracking have been signed. Mr. Kelly then explained his understanding of the Collective Bargaining bill as it might affect library functions. The Board and Mr. Kelly discussed implications should library staff decide to follow this path.

Mr. Kelly then shared ways library staff have worked in service of our strategic priorities.

Finally, Mr. Kelly shared statistics from the third quarter.

BUDGET/CIP UPDATE:

Mr. Kelly provided an update regarding the West Frederick branch. He confirmed that the Alderman invited library staff to their workshop to discuss the release of the study. This workshop is tentatively scheduled for Wednesday, May 15th.

Mr. Kelly reminded the Board that Middletown's Grand Opening is Saturday, May 4th, and the next Board Meeting is June 5th.

NEW BUSINESS:

Financial Report:

Ms. McDermott shared the current FY24 budget, with numbers tentative of March 31, 2024.

FY25 Budget Update:

Mr. Kelly confirmed that both appeals were included in the County Executive's proposed FY25 budget.

Mr. Kelly confirmed that the budget also includes a robust building plan for libraries. The Board and Mr. Kelly discussed specifics regarding future building projects in the plan.


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 June 5, 2024.

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

The meeting adjourned at 7:30pm.



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