

FREDERICK COUNTY PUBLIC LIBRARIES
BOARD OF TRUSTEES
RETREAT MINUTES
AUGUST 28, 2024

The Frederick County Public Libraries Board of Trustees Retreat convened at 7:00 p.m. on August 28, 2024 at the Administrative Offices – Administrative Conference Room.

BOARD MEMBERS PRESENT: D. Grisgraber, T. Lancaster, G. Mayfield, M. O’Leary, M. Richmond, S. Sheppard

BOARD MEMBERS ABSENT: J. D’Agostino

STAFF PRESENT: J. Kelly, Director, S. McDuff, Associate Director, C. Smith, Executive Assistant, B. Heltebridle, Branch Administrator, A. Knight, Branch Administrator

The following items were discussed:

1. J. Kelly welcomed new Board members M. Richardson and D. Grisgraber, as well as the new Executive Assistant, C. Smith.
2. J. Kelly gave an update on Capital Improvement Projects: West Frederick, North Frederick, East Frederick. He will provide more information and dates for each at the September Board meeting.
3. J. Kelly discussed the FY24 statistics and Strategic Plan benchmarks. G. Mayfield expressed the Board’s request for clarification on FCPL’s working relationship with County HR and possible implication for staff demographics.
4. J. Kelly provided an update on FY25 funded appeals. Two appeals were put into the budget and funded by the County: the Branch Services Manager position and an increase in the materials funding formula. J. Kelly pointed out the growth in the County and correlating needs to follow that growth within available library resources. J. Kelly envisions the FY26 budget will ask for the remaining unfunded portion of the funding formula request.
5. J. Kelly gave an update on collective bargaining throughout Maryland and Frederick County, in particular. He explained the historical context of unionized counties within the state and the likelihood of those same unions reaching out to staff within FCPL. J. Kelly discussed the preparations that may be necessary in terms of legal counsel.
6. J. Kelly explained the development in outlining the working relationship between FCPL and Frederick County, especially considering the library’s status as a component unit. He referenced other charter governments which serve as an aspirational model for FCPL’s goals, including increased capacity within the relationship to gain greater autonomy. He also pointed out the way the current relationship, particularly with HR, impacts DEIB work and staff demographics.
7. J. Kelly updated the Board on the staff demographics and explained that Partnership for Action Learning and Sustainability through the University of Maryland has selected FCPL’s proposal. He expressed that he is looking forward to hearing the team’s recommendations and working with the County to improve the HR process in order to implement ways to recruit, hire, and retain people of

color countywide. The Board discussed the benefits and limitations of using County HR processes. S. McDuff expressed the complexity of this issue and the Board acknowledged the difficulty FCPL faces when aspiring to improve the diversity of staff demographics.

8. J. Kelly provided context for the need to develop a Board DEIB statement and proposed the Board members consider creating one of their own. The Board expressed interest in reviewing a prepared draft statement and weighed the implications of releasing such a statement in the current and future political climate.
9. S. McDuff presented work group updates, highlighting the Emerging Technologies Workgroup and their focus on AI, the Strategic Plan Workgroup, and the DEIB Workgroup.
10. B. Heltebridle and A. Knight provided insight into the process of reviewing and affirming policies. They presented a proposed update to the library's Policy Manual. The Rules of Conduct will be replaced with a more comprehensive Code of Conduct which the Board will review and vote to update at the next Board meeting, as well as to reaffirm all other existing policies as is done this time of year.
11. The Board discussed committee assignments which will be announced at the September Board meeting and the Co-Chair and Secretary positions will be voted on.

M. Richmond made a motion to adjourn; seconded by G. Mayfield. No further discussion.

VOTE: Unanimous.

The meeting adjourned at 9:00 p.m.



S. Sheppard, Chair

Frederick County Public Libraries Board of Trustees