

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
SEPTEMBER 4, 2024**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on September 4, 2024 at the C. Burr Artz Library – Community Room.

BOARD MEMBERS PRESENT: O’Leary, S. Sheppard, T. Lancaster, J. D’Agostino, G. Mayfield, M. Richmond, D. Grisgraber, and J. Donald, County Liaison

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: J. Kelly, Director; S. McDuff, Associate Director; B. McDermott, Finance Manager; Bryan Hissong, Community Outreach Manager; J. El-Zeftawy, Development Officer; J. Marshall, Manager – Systems; A. Archibald, Personnel Supervisor; K. Cambrel, Communications Manager; C. Lingrel, Communications Specialist; J. Añez, Communications Specialist; R. Cox-Steib, Branch Administrator – Myersville 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; C. Krogh, Facilities Coordinator; B. Watts, Staff Development Coordinator – Admin Coordinator; J. Diaz – Branch Administrator – Brunswick Library; T. Miller – Library Associate; L. Neuman – Library Associate; K. Galler – Library Associate; S. Weishampel – Library Associate; and C. Smith, Executive Assistant and Recording Secretary.

CITIZEN REMARKS: None

APPROVAL OF MINUTES: G. Mayfield made a motion to approve the Minutes of May 1, 2024; seconded by M. Richmond. No further discussion. VOTE: Unanimous.

CHAIR’S REPORT:

The Chair introduced herself and provided context to her connection to library, as well as Frederick County. The Chair emphasized the important role of the library in the community and expressed her gratitude for the opportunity to serve on the Board.

DIRECTOR’S REPORT:

Mr. Kelly introduced new staff from the Marketing and Communication department, C. Lingrel and J. Añez.

Mr. Kelly shared ways that library staff have worked in service of the strategic priorities. The library is expanding access by helping underserved community members overcome barriers, building bridges that connect people to vital community resources, and sparking excitement by nurturing creativity.

Finally, Mr. Kelly shared statistics from the fourth quarter and the annual snapshot.

BUDGET/CIP UPDATE:

Regarding the FY25 budget, Mr. Kelly provided an update that the County Executive's budget included both of the library's appeals: the Branch Services Manager position and a request to increase the materials funding formula.

Mr. Kelly shared CIP updates for FY25 through FY30 and out years. Funding appears in West Frederick to be designed in FY25 and constructed in FY26, East Country Regional to be designed in FY27 and constructed in FY29, North Frederick to be designed in FY29 and constructed in FY31, CBA remodel to be designed in FY31 and constructed in FY33.

Mr. Kelly reminded the Board that planning for FY26 has already begun, as well as internal conversations to develop priorities of FCPL's draft operating budget, which will be presented for consideration in the early part of 2025. He also reported on upcoming dates to note: the next Trustees meeting on Oct 2 and the Annual Citizens for Maryland Libraries Meeting on Nov 2.

NEW BUSINESS

LATI Recognition:

Mr. Kelly provided background about the LATI program and recognized S. Weishampel for completing the LATI program.

Financial Report:

Ms. McDermott shared the current FY25 budget, with numbers tentative of July 31, 2024.

Holiday Schedule:

Mr. Kelly reviewed the proposed 2025 holiday schedule and noted that there are no additional dates or holidays added.

M. O'Leary made a motion to accept the holiday schedule for 2025; seconded by T. Lancaster. No further discussion. VOTE: Unanimous.

Policy Affirmations:

Ms. McDuff noted that at the recent retreat she presented details and recommendations for updates to the library's policies, specifically the newly expanded Code of Conduct.

M. O'Leary made a motion to approve the changes, G. Mayfield seconded, discussion followed. VOTE: 7 votes to oppose, the motion did not carry. The Board requested changes to the wording, as well as approval from the County Attorney.

M. O'Leary made a motion to reaffirm all other policies except for the Code of Conduct; seconded by J. D'Agostino. No further discussion. VOTE: Unanimous, all in favor.

Development Update:

Ms. El-Zeftawy reintroduced herself to the Board and her role within the organization. She noted the upward trajectory over the past three fiscal years of philanthropic success, especially with the recent capital campaign to raise funds for the new Middletown Library.

Ms. El-Zeftawy shared stories of several key donors, a scholarship grant winner, and constituents of FCPL which highlight the impact the library has on the community. She then presented the upcoming campaigns: the 5th Anniversary of Myersville Community Library and Giving Tuesday.

The Chair noted their appreciation for the inclusion of Gio, the scholarship grant winner, due to her relationship with the student.

Bookmobile Updates:

Mr. Hissong shared data that showed the number of visitors and interactions, as well as highlighting the specific work his team does to serve Frederick County. Mr. Hissong provided updates on each of the ways FCPL reaches out to communities: the Bookmobile, the Early Start Bookmobile, the Book Bike, and the Rover which will be making semi-regular stops at the Hill Street Skate Park.

South County Updates:

Ms. Yates presented a review of the Urbana and Point of Rocks branches for the previous year. She noted the increase in Wi-Fi usage and library card holders at both branches. The Zip Code Study was a pilot project in partnership with Project Coordinator, Courtney Brohawn to identify where needs were being met and where there could be opportunity to expand access. The Urbana Branch opened a new passport office and have received an overwhelming response in its use. The Point of Rocks Branch hosted a fieldtrip from a local elementary school. New and returning events brought excitement and increased program attendance at both branches.

Officer Appointments:

The Chair proposed that G. Mayfield be appointed as the Vice Chair and M. O'Leary as the Secretary. M. Richmond made a motion to approve the appointments; J. D'Agostino seconded. VOTE: Unanimous.

Committee Assignments:

The Chair shared committee assignments: the Finance Committee – M. O'Leary as Chair, D. Grisgraber, M. Richmond, with S. Sheppard and J. Kelly as ex officio; the Nomination Committee – G. Mayfield as Chair, J. D'Agostino, T. Lancaster, with S. Sheppard and J. Kelly as ex officio.

Board questions and comments:

County Liaison J. Donald expressed gratitude to all staff involved in the opening of the new Middletown Branch.

M. Richmond shared her appreciation to those who drafted the policy changes.

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.



S. Sheppard, Chair

Frederick County Public Libraries Board of Trustees