

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
OCTOBER 2, 2024**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on October 2, 2024 at the C. Burr Artz Library – Community Room.

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

BOARD MEMBERS ABSENT: G. Mayfield, J. Donald

STAFF PRESENT: J. Kelly, Director; S. McDuff, Associate Director; C. Hall – Associate Director; B. McDermott, Finance Manager; J. Marshall, Manager – Systems; A. Archibald, Personnel Supervisor; C. Brohawn, Project Coordinator; K. Cambrel, Communications Manager; M. Currens, Library Collections Manager; C. Krogh, Facilities Coordinator; J. El-Zeftawy, Development Officer; E. Gambrell, Youth Services Coordinator; J. O’Brien, Librarian; B. Heltebridle, Branch Administrator – C. Burr Artz Library; L. Branson, Branch Administrator – Walkersville 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; B. Brannen, Branch Administrator – Thurmont Regional Library; J. Diaz, Branch Administrator – Brunswick Library; J. Spiegel, Special Project Manager – Frederick County Government Budget Office; L. Moody, Library Associate; A. O’Neal, Library Associate; C. Smith, Executive Assistant and Recording Secretary.

CITIZEN REMARKS: None

APPROVAL OF MINUTES: J. D’Agostino made a motion to approve the Minutes of September 4, 2024; seconded by T. Lancaster. No further discussion. VOTE: Unanimous.

J. D’Agostino made a motion to approve the Minutes of the August 28, 2024 Board Retreat; seconded by M. Richmond. No further discussion. VOTE: Unanimous.

CHAIR’S REPORT:

The Chair acknowledged Banned Books Week and noted her appreciation for the way public libraries, especially FCPL, and their staff work to provide diverse literature that represents everyone and advocate for the freedom to read.

DIRECTOR'S REPORT:

Mr. Kelly reported on the success of Library Card Sign Up Month in which staff signed up 2,305 people for first their first library card, surpassing last year's total by over 500.

Mr. Kelly shared ways that library staff have worked in service of the strategic priorities. The library is expanding access by continuing to prioritize community partners serving families with unique needs. To build bridges, FCPL is aligning with county initiatives to build a culture of antiracism and inclusion, as well as by facilitating customers' connections to other community services. To spark excitement, the library is producing events that celebrate our diversity and inspire growth.

Finally, Mr. Kelly reported on the statistics for August, highlighting the success the staff had registering new borrowers.

BUDGET/CIP UPDATE:

Mr. Kelly confirmed that November 6th is when the Board's Finance Committee will meet to hear the County's presentation of our FY24 audit. Regarding FY26, the County will send out budget instructions and, in the meantime, work has begun to prepare the draft operating budget for presentation to the Board's Finance Committee in January and a vote in February.

Mr. Kelly reminded the Board that October 14th is Staff Day, the Finance Committee will meet for the audit presentation on November 6th, and the next Board meeting will be on November 20th. The two-week gap between the Committee and Board meetings will provide time for any questions that surface to be addressed by County Finance.

NEW BUSINESS

Financial Report:

Ms. McDermott shared FY25 budget actuals through August 31, 2024.

The Chair inquired if the library is expecting a decrease in funding from the state this year. B. McDermott stated that we received an increase and J. Kelly explained that if the General Assembly made any adjustments to the state aid funding formula, they would be reflected in next year's state aid package. The Chair also asked if the library has ASL interpreters on staff and J. Kelly responded that the County has a contract with an interpreting service for requests.

Summer Reading Challenge:

E. Gambrill and J. O'Brien presented a review of the Summer Reading Challenge. Ms. Gambrill shared several examples of the value and impact of the Summer Challenge on participants and their families. Ms. O'Brien reported record breaking participation and a high finisher rate which point to the success of the program. Ms. O'Brien reviewed the numerous community partners that

participated, highlighting the increase in community visits in part due to the inclusion of FCPL branches and the virtual-only destination to provide more access.

M. Richmond made recommendations for next year's program to further expand access to communities in need.

C. Burr Artz Library Update:

B. Heltebridle provided an overview of the past year at C. Burr Artz, highlighting an increase in foot traffic by 50,000 from the previous year.

Ms. Heltebridle then shared the ways in which the branch staff and the community exemplify the strategic plan. Through outreach and partnerships with community groups, like the Health Department's Community Peer program, the library was able to expand access by providing resources to customers in need. Bridges are built and excitement is sparked by offering unique programming such as Fandom Fest to bring people together across various interests, as well as How-To Fest with over 580 attendees.

Ms. Heltebridle closed by sharing CBA's goals to expand outreach, partnerships, programming, and staff development.

Strategic Plan Annual Updates:

C. Hall shared a strategic plan update as it relates to the current and upcoming plans. She explained the purpose of the plan as well as its value for the everyday work of FCPL. Ms. Hall also emphasized the importance of planning and mission alignment.

Ms. Hall described the ways we measure the success of the plan using data and personal stories, such as social media engagement, program attendance, etc. S. Yates and J. Diaz are leading the team that will gather and evaluate the data needed to produce the FY26-28 strategic plan. This draft plan will be presented to the Board for adoption in early spring 2025.

Policy Revision:

Ms. McDuff recapped the lengthy discussion that took place at the last meeting regarding the changes being proposed to the Rules of Conduct. The newly drafted document, the Code of Conduct, was presented to County Legal and they expressed no concerns. There was one minor change: adding vapes to the list of things guests are to refrain from using while in the library.

M. Richmond made a motion to approve the Code of Conduct; seconded by J. D'Agostino. No further discussion. VOTE: Unanimous.

Board questions and comments:

None.

Other Citizen remarks: None

The Finance Committee will meet on November 6, 2024, at 7:00 p.m. at the C. Burr Artz Library – Community Room. The next FCPL Board of Trustees meeting will be held at the C. Burr Artz Library – Community Room at 7:00 p.m. on November 20, 2024.

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

The meeting adjourned at 8:00pm.



S. Sheppard, Chair

Frederick County Public Libraries Board of Trustees