

BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY
MINUTES OF THE MEETING
February 18, 2020

A meeting of the Board of Library Trustees was held in the Wilson Room of the Administrative Offices, Tuesday, January 21, 2020. The meeting was called to order at 8:02 am by Board Vice President Paul Schwab. Other Board members present were: Yara Cheikh, Maureen Walsh David, Jane Eickhoff, Michael Netzer, and Anne West.

Staff in attendance were: Paula Miller, Julie Brophy, James Cooke, Doug Beatty, Natalie Edington, Jen Evans, Paula Gallagher, Emily Gamertsfelder, Ann McElroy, Helen Rowe, Liz Sundermann. The sign-in sheet of those in attendance, but not on the agenda, will be kept on file for one year.

COMMUNICATION

Minutes

The minutes for the January 21, 2020 meeting were approved **(Eickhoff/West)**.

Correspondence

None.

Public Comments

None.

Upcoming Events

The March Board Meeting will be held at the North Point Branch, with a start time of 8 am. Mr. Schwab encouraged Trustees to attend the County Executive's Town Halls in February and March, and the Library Supporter's Meeting on March 19. Please contact Mr. Slater if you wish to attend the Towson Chamber Toast of the Town event. Financial Disclosure forms are due in April.

REPORTS

Director's Report (Miller)

Director Miller highlighted several items included in the written Director's Report, including implementation of system-wide fax service; a social media primer program offered to seniors at Towson; two sessions at Reisterstown on "Environmental Literacy for Children and Families" which will also be presented at the Public Library Association Conference and the Maryland Library Association Conference; and Tax assistance at select branches. She also highlighted Media Support Services, which has been supporting a variety of video projects for Baltimore County Departments, including a year-end video for the County Executive and Census promotional videos to be aired in Baltimore County theaters. Author Heather Dune Macadam discussed her book *999*, on the first transport of women to Auschwitz, at Pikesville. Sharon Langley and Amy Nathan, authors of *A Ride to Remember: A Civil Rights Story* about the first African American child to be allowed to ride the Gwynn Oak carousel in 1963, did a program at Woodlawn. Brenda Johnson-Perkins, a Towson librarian, is now the Secretary to the Black Caucus of the American Library Association. The Staff Art Show was very successful. Statistical trends remain unchanged.

Mr. Schwab commented that he was amazed at how much the library does for the community each month.

Assistant Director's Report Facilities (Cooke)

Mr. Cooke reported that North Point Builders, who was the construction company for the Hereford renovation, has won the contract for the Reisterstown renovation. There has been some water damage at Owings Mills due to a burst pipe.

Staff Reports

Finance Report (Rowe)

Ms. Rowe reviewed the Financial Report.

Staff Association (McElroy)

Ms. McElroy reviewed recent social and fundraising events hosted by the Staff Association. Included events were the Polar Bear Plunge and staff Paint Night. A complete list of upcoming events is available on the Staff Association webpage. The Staff Association has elected officers for 2020 and 2021. Ms. McElroy will be President for 2020 with Mr. Joey Schenning becoming President in 2021. Caitlyn Jones is Vice President, Carl Land is Treasurer, and Anna Carroll is Secretary.

Board Reports (Schwab)

Mr. Schwab highlighted a busy month for Board members, including attendance at the Rosedale Federal recognition event for the Rosedale Teen space; attendance by Mr. Schwab and Ms. West at the reception for Maryland Library Legislative Day; approving testimony on Senate Bill 524; and work by the Finance Committee on the FY 21 Budget. Mr. Schwab thanked Mr. O'Neil (Office of Budget and Finance) for his guidance during the new budget process.

OLD BUSINESS

BCPL FY 21 Budget Proposal (Rowe, Miller)

Director Miller and Ms. Rowe met with the County Administrative Office on February 3 and presented the FY 21 base budget, as well as a request for Tier 1 (expanded initiatives) and Tier 2 (new initiatives). A second meeting with the Budget Office and CAO will be held in February, after which the proposal will go to the County Executive. The County Executive's Budget for Baltimore County is due to be presented on April 15.

NEW BUSINESS

Senate Bill 524 (Miller)

Director Miller gave an overview of Senate Bill 524 which seeks to remove barriers to children in Maryland by making children's library materials exempt from overdue fines. There is still discussion on language regarding how to do so, while maintaining the control of local library boards, as outlined in state law. Maryland libraries support this effort in concept, though concern about language and fiscal impact exist, even with the additional \$0.40 per capita that would be added to the statewide public library funding formula.

Mr. Schwab was pleased that an increase in State Capital Funds of Libraries is included in the bill. The amount of funding for library projects would go from \$5 million to \$7.5 million. BCPL

has been awarded significant funds from this program for renovations around the system including funding for the upcoming Reisterstown and Catonsville projects.

Director Miller added that the Bill also includes scheduled per capita increases for the State Library Resource Center (SLRC).

Written testimony to “Support with Amendments” was provided by Director Miller on February 13, subsequent to a discussion with the Board’s Finance Committee as well as the County Executive and Baltimore County Governments’ Chief legislative officer. If accepted by state legislators, the Bill will become law, but will not go into effect until FY 22.

BC Reads Report (Brophy, Beatty, Gallagher)

BC Reads is the library’s annual community-read event on a topic or theme that will resonate with the community. BC Read’s mission is to promote community-wide discussion through reading and the arts. Ms. Brophy discussed how the theme of BC Reads 2020: The Opioid Epidemic was chosen, and Ms. Gallagher and Mr. Beatty gave a brief synopsis of the book titles and author events that will be part of the program. Board members expressed appreciation to the team for selecting a difficult, but important, theme and for great choices in the book titles selected.

Policies

Public Fax Policy Update (Edington)

A revised Public Fax Policy was presented to the Board by Assistant Director Natalie Edington. The revisions removed language about the ability to receive faxes at BCPL, which is not an available service, due to privacy issues. The revised policy also clarifies that customers are charged per page and that use of a cover sheet will incur a page charge. The Board approved the changes to the Fax Policy and Fees **(Cheikh/Netzer)**.

Electronic Communications Policy Update (Sundermann)

Ms. Sundermann presented the Board with two sections of the Staff Handbook; the Section 2-7 Email Accounts, and Section 8-7 Use of Business Equipment. Minor edits were made to reflect references to electronic tools (rather than only e-mail) available and to clarify that all electronic communication using BCPL tools, is the property of BCPL. The Board approved the changes to these staff policies **(Cheikh/West)**.

Capital Improvement Projects Presentation to Planning Board (Cooke, Miller)

Earlier this month Director Miller and Assistant Director Cooke made a presentation to the Baltimore County Planning Board outlining BCPL’s Capital Project funding needs for FY 21- FY 26. Board Vice President Schwab attended the Planning Board meeting that evening, and noted the impact of annually emphasizing BCPL’s building needs and our libraries high usage levels. The Planning Board was very complimentary of the Library’s services, both in the libraries and the community.

Draft Strategic Plan XI Presentation (Gamertsfelder)

Ms. Gamertsfelder reviewed the draft of Strategic Plan XI which was developed in conjunction with the Baltimore County Strategic Plan. The goals for this plan will be: Equitable Access; Education and Lifelong Learning; Quality of Life; Organizational Wellness. The Board was asked

to provide feedback on the goals and objectives by March 2. The final plan will be presented to the Board in March for approval. This plan will then be filed with the Maryland State Library.

Members of the Board and Director Miller complimented Ms. Gamertsfelder and the team for their work on distilling the Plan into manageable and measurable goals.

ADJOURNMENT

The meeting adjourned at 9:10 am **(West/Walsh David)**.

Submitted by

Jane Eickhoff

Secretary of the Board of Library Trustees