

BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY

MINUTES OF THE MEETING

April 19, 2022

A meeting of the Board of Library Trustees was held on Tuesday, April 19, 2022, at the Towson Library. The meeting was called to order at 8:01 am by Board President Maureen Walsh David. Other Board members present were: Yara Cheikh, Jane Eickhoff, Paul Schwab, and Aaron Slater.

Staff in attendance: Sonia Alcántara-Antoine, Director; James Cooke, Assistant Director; Natalie Edington, Assistant Director; Will Carroll, Staff Association President; Jen Evans, Administrative Assistant; Linda Frederick, Marketing & Development Manager; Helen Rowe, Fiscal Services Manager, and Mary Wilson, Human Resources Manager.

COMMUNICATION

Minutes

The Board approved the minutes of the March 15, 2022, meeting **(Slater/West)**.

Correspondence

None.

Upcoming Events

BCPL will be launching a version of the Entrepreneur Academy for teens. This will be a four-week program after school at the Woodlawn and Lansdowne Branches. BCPL already provides this training for adults in both English and Spanish.

Comments from the Public

The Board heard from Nicole Dvorak who stated that she was there as a staff member and staff would continue to come to the Board meetings.

Ms. Walsh David thanked her for her remarks.

REPORTS

Director's Report (Alcántara-Antoine)

Director Alcántara-Antoine shared a verbal Director's Report. She highlighted how BCPL was able to transform the Reisterstown Branch during the recent renovation. That project had recently won an architectural award. The Catonsville Branch is the next branch that will be transformed for the community with renovation. However, the average age of BCPL facilities is 50 years, and BCPL has struggled to keep pace with needed updates and library trends. She was pleased to announce that, with the help and support of Speaker Adrienne Jones, BCPL will be receiving \$900,000 from the state of Maryland for much needed upgrades. Included in this funding will be \$450,000 for use to renovate the Woodlawn Branch. Additionally, BCPL's

partners at Cornerstone have been working with the Director to strengthen BCPL's relationship with state legislators. The Board will receive a legislative update from Cornerstone in May.

The County Executive's FY 2023 Budget has proposed \$1 million for a future feasibility/design study for the Essex Branch as well as \$13 million to renovate and expand the Woodlawn Branch. The renovation will include a community input component for the first time, and the funding level will allow BCPL to include more of what the community wants.

Director Alcántara-Antoine also announced that the FY 2023 budget includes funding for the hiring of a Director of Development, who will lead a department that is separate from Marketing. This new position will amplify the work done by Ms. Frederick and her team in Marketing & Development who have laid the groundwork for the upcoming Capital Campaign.

Director Alcántara-Antione thanked the County Executive for his support of the FY 2023 budget request.

Ms. Walsh David thanked her for a wonderful report.

Mr. Schwab requested the dates of the library's hearing before the Council, if held, be sent to the Board.

Statistical Dashboard

As Ms. Gamertsfelder was not available to review the Statistical Dashboard with the Board, members were asked to send Director Alcántara-Antoine any questions they might have so Ms. Gamertsfelder can address them at the next meeting.

Facilities Report (Cooke)

Mr. Cooke reported that the first steps of the design phase for the Woodlawn renovation have been taken. Baltimore County has engaged two architectural firms, Gannett Fleming and Quinn Evans for this project. Quinn Evans has a great deal of experience working with libraries and will lead the community input portion of planning. The funding for this renovation is the most BCPL has ever received, and the project is anticipated to take 133 weeks to complete.

The exchange of space with Baltimore County's 311 center has taken place. Currently, the Media Creation Services Department has moved into the space previously occupied by 311, and 311 staff are now working out of the old Media Creation Services space. An additional BCPL department will be moving into the space with Media Creation Services in the future.

The replacement of the meeting room floor at Loch Raven is now completed. The planning phase of the single service desks at Cockeysville and Perry Hall has wrapped up, and it is anticipated that the project will be completed over the summer and take 15 weeks. The Catonsville renovation project continues to make progress and it is anticipated that construction will begin in the fall. A project to replace the flooring in the Randallstown meeting room lobby and stairway is underway. The Pikesville restroom renovation should begin soon.

Ms. Walsh David asked if Cockeyville and Perry Hall were the only branches with multiple service desks. Mr. Cooke responded that once these branches are updated, only multi-floor branches will have multiple service desks as Cockeyville and Perry Hall are the last single floor locations not updated. Ms. Walsh David also asked if HVAC issues continued to be a problem. Mr. Cooke reported that this past month saw few issues with the HVAC and more issues will the plumbing.

Finance Report (Rowe)

Ms. Rowe provided the Board with the March financial summary. Revenues have picked up since last month with additional revenue from passport services and grant reimbursements. BCPL received another payment of \$300,000 from the Fink estate, of which BCPL is a beneficiary. Expenses remain on track.

Ms. Walsh David asked if more materials were coming in. Ms. Rowe responded that a number of open purchase orders were being fulfilled.

Foundation Report (Frederick)

Ms. Frederick updated the Board on recent and upcoming activities of the Foundation. As this is the third year that the fundraising event Taste of the Town will not be held, a new event needed to be developed. This will be The Big Give, a single day of giving on May 18, 2022. This event will have a celebratory atmosphere in branches, with staff who will act as Foundation Ambassadors as well as Foundation Board members available to talk with potential donors. Marketing worked with a local company, Zest Social Media Solutions, to develop a page on the Foundations website for this event. Current sponsors include M&T Bank, Playaway, T. Rowe Price, and an anonymous donor will sponsor a match.

The Foundation will also be funding a Capital Campaign feasibility study. This will be a four-month process which will assist in developing key messages and identifying community leaders to support the campaign.

Ms. Walsh David thanked Ms. Frederick for all the work she and her team have done over the pandemic to develop new models for fundraising. Ms. Walsh David expressed the Boards appreciation and support of the upcoming Capital Campaign.

Board Report (Walsh David)

Ms. Walsh David congratulated Director Alcántara-Antoine on her recent win of the presidency of the Public Library Association. This is an achievement for both Director Alcántara-Antoine and BCPL.

Ms. Walsh David and Ms. West attended the PLA Conference and came away very inspired by the work being done by public libraries. They attended a session on board diversity and intellectual freedom. The Board will receive a report on BCPL's Intellectual Freedom efforts in May.

The search for a trustee to replace Mr. Schwab continues.

OLD BUSINESS

None.

NEW BUSINESS

Operational Plan (Alcántara-Antione)

Director Alcántara-Antoine spoke briefly about the Operational Plan. This document tracks BCPL's progress through Strategic Plan XI goals and objectives. A report on the Operational Plan will be given quarterly.

The Board found the layout of the plan easy to use. They asked additional questions about the constraints of funding, and how BCPL will identify which were the areas of greatest success and what did we learned about what the public enjoyed the most. Director Alcántara -Antoine shared that BCPL does track program statistics to best allocate resources and to be sure goals are attained. The Strategic Plan XI is an ambitious, but attainable plan. The Board requested a report at the end of the fiscal year to see progress for the year rather than just the 4th quarter.

Gift Acceptance Policy (Frederick)

Ms. Frederick presented the Gift Acceptance Policy. This policy will provide guidance to staff and prospective donors by establishing fair and consistent approaches to the stewardship of gifts to BCPL and the Foundation.

There was a brief discussion. The Board asked for a slight revision which will be made. The Naming Policy will also be updated to align with the Gift Acceptance Policy.

The Board approved the Gift Acceptance Policy with the discussed amendment (**Cheikh/Slater**). The policy will now go to the Foundation Board for review.

CLOSED SESSION AND ADJOURNMENT OF PUBLIC MEETING

Ms. Walsh David called for a motion to close the public portion of the meeting under General Provisions Article § 3-305 (b) to discuss a personnel issue. Additionally, under General Provisions Article § 3-305 (b) the Board would discuss matters related to collective bargaining negotiations (**Schwab/Cheikh**). Aye: Walsh David, Cheikh, Eickhoff, Schwab, Slater. Absent: West, Netzer. Also present in the closed session will be Director Alcántara-Antoine, Helen Rowe, Mary Wilson, and Sean Malone.

The meeting adjourned at 8:42 am.

Submitted by

Anne West

2022-018

Secretary to the Board of Library Trustees