

HCLS Board of Trustees Meeting Minutes

June 15, 2016 ♦ 7 pm
HCLS Administrative Branch

Board members present were: Tom Munns, Vice Chair; Treasurer, Louise Riemer; Richard Alexander; Anne Markus; and Bruce Rothschild; along with Andy Dalal, Chair, via teleconference. Also present were Steve Lewicky, Counsel to the Board, and staff members/citizens Angela Brade, Stephanie Darby, Stacey Fields, Ann Gilligan, Valerie Gross, Barry Johnson, Holly Johnson, Christie Lassen, Suki Lee, Diane Li, Phil Lord, Tanya Malveaux, Stephanie Shane, and Ron Wilson.

Mr. Munns called the meeting to order at 7:05 pm, welcoming everyone. The Board unanimously approved the March 16, 2016 Board meeting minutes, then reviewed and unanimously approved the FY 17 Operating and Capital Budgets as approved by the County Council, including the FY 17 salary schedules.

The Board unanimously approved Supplement 4 of the *HCLS Board of Trustees Policies*, which was proposed with no changes, along with the slate of FY 17 Officers – Tom Munns as Chair, Louise Riemer as Vice Chair, and Richard Alexander as Treasurer.

Ms. Brade summarized capital projects underway, noting that (a) the Central Branch is slated to reopen in August, followed by the closure of the East Columbia Branch; (b) the East Columbia “Express” Branch (temporary modular units in the branch’s parking lot that will house a small browsing collection, a classroom, and areas for research and the passport center) will open in September; (c) the Elkridge “Express” Branch (temporary modular units located in the Elkridge Landing Middle School parking lot) will open in July, at which time demolition of the existing branch will begin; and (d) as branches close, their collections are being stored at the former Safeway building in the Long Reach Village Center.

Ms. Gilligan explained that local resident Sylvia Bloch had called requesting a tribute to the late Marvin Thomas, who served with distinction as HCLS Director from 1963 – 1996, in the form of a building or room named in his honor. After reviewing the Board’s naming policies, it was determined that the naming of a meeting room would be possible. The main meeting room at the East Columbia Branch seemed most fitting, as Mr. Thomas opened that branch, and his office was located there. With Mr. Rothschild’s prompting, the Board ultimately determined that before voting on the matter, in order to follow Board policy, Ms. Bloch should submit a written request to me, and that, once received, I should submit a written recommendation to the Board for its consideration at the next Board meeting. The Board further recommended that an inventory of named rooms in HCLS branches should be compiled for reference purposes.

The Board discussed their HCLS email addresses, deciding to continue existing protocol, with Executive Assistant Stephanie Shane receiving and forwarding emails addressed to the Board. Mr. Dalal requested that his personal email be added as an alias to the distribution list.

Mr. Belfont summarized HCLS’ Professional Development Day 2016, Simply Superlative, which focused on the power of appreciation. He explained that the day centered on discussion and exercises pertaining to *The Five Languages of Appreciation in the Workplace*, a book by Gary D. Chapman and Paul E. White. He noted that staff responses have been overwhelmingly positive, adding that the Leadership Team will be following up with the

groups they facilitated at Professional Development Day throughout the summer, to take stock on progress in showing greater appreciation.

Highlights from my report included Battle of the Books, Rube Goldberg Challenge, Children's Discovery Fair, Culture Fest, Elkridge Branch Groundbreaking, Summer Reading Kickoff, "Say Hi" Campaign, HCLS Spelling Bee, children's and teen classes, HiTech, most popular titles, Choose Civility, ARTSites 2017, the Enchanted Garden, adult classes, passport stories, Friends Garden Party, social media statistics, publicity and presentations, and a recent request from a customer regarding an HCLS Branch in the Southwest portion of the county.

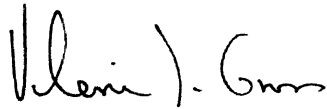
Ms. Lassen described elements for next year's Choose Civility initiative under the theme "Kindness is Contagious: Creating Community" to include a Main Street Dinner series in Historic Ellicott City and elsewhere, a Hackathon on November 5 in partnership with the HoCo Tech Council, Hi Ambassadors, and Random Acts of Civility.

The Board reviewed the financial and statistical reports. Miscellaneous Board packet items were noted, including the spring *Team Update*, events calendars, recent event programs, and *HCLS in the News*.

Mr. Munns thanked everyone for attending, adjourning the meeting at 8:14 pm, which was unanimously approved to reconvene in Executive Session pursuant to §10-508 of the State Government Article, Annotated Code of Maryland, in order to discuss personnel matters.

The next regular Board meeting is scheduled for 7 pm on **Wednesday, September 21, 2016** at the Administrative Branch.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Valerie J. Gross". The signature is written in a cursive style with a large initial "V".

Valerie J. Gross
President & CEO