



## HCLS Board of Trustees Meeting Minutes

November 15, 2017 ♦ 7 pm  
HCLS Administrative Branch

Board members present were: Louise Riemer, Chair; Richard Alexander, Vice Chair; Anne Markus, Treasurer; Robert Mentz; and Thomas Munns. Also present were Steve Lewicky, Counsel to the Board, and staff members/citizens Lew Belfont, Angela Brade, Mary Brosenne, Cari Gast, Gigi Ippolito, Alli Jessing, Christie Lassen, Suki Lee, Jennifer Lester, Diane Li, Phil Lord, Tanya Malveaux, Stephanie Shane, Kelli Shimabukuro, Susan Stonesifer, and Ron Wilson.

Ms. Riemer called the meeting to order at 7:02 pm, welcoming everyone.

The Board unanimously approved the September 20, 2017 Board meeting general and executive session minutes, as well as Supplement 2 and 3 sections of the *HCLS Board of Trustees Policies* with the former proposed with no changes, and the latter proposed with changes related to adding items from the DIY Education Center to the HCLS collection.

I presented a draft of our proposed FY 19 Operating Budget that would include allocations for (1) staff merit and COLA increases, (2) addressing publisher increases and further restoration of funds for curriculum materials; and (3) nominal increases to professional development, furniture, and equipment. I noted that there was a decrease in the contracts line item due to a decrease in property insurance. I explained that this is a starting point for a future meeting with the County, hopefully in January, to discuss the availability of County funding.

Following a discussion of the merits of closing on one date as compared to another, the Board approved a modification to the FY 2018 Closing schedule to accommodate the Winter Holiday falling on a Sunday, which is not a full work day. The Board voted to approve closing on Saturday, December 23, 2017, as a holiday. HCLS will remain closed on Sunday, December 24, although staff will not be paid.

COO Angela Brade summarized capital projects underway, providing a presentation of the ongoing renovation of the East Columbia Branch as well as construction of the new ElkrIDGE Branch & DIY Education Center. We plan to have a Grand Re-opening for the former on January 27, 2018, with a formal ribbon cutting by the County Executive and special classes throughout the day. Stephanie Shane will be sending an email out to Board members to schedule a sneak peak of the Branch prior to this date. The Grand Opening of the ElkrIDGE Branch is slated for March 10, 2018, two months ahead of schedule. Ms. Brade then thanked the Board for their approval of an additional \$850K for renovations to the Glenwood Branch. She explained that work on this project will commence once the County Council approves the FY 19 Capital Budget, allowing us to determine how much work can be accomplished with the funding provided.

Staff presented highlights from recent and upcoming events, including 1) Director of Public Relations Christie Lassen featuring Evening in the Stacks and HCLS Now!; b) Events & Seminars Manager Alli Jessing discussing the Choose Civility Hackathon and 100K Book Challenge; and c) Interim COO Lew Belfont detailing the recently initiated Response to Active Assailant staff training.

The Board reviewed the financial and statistical reports. They additionally looked over the FY2017 Audit Report, with CFO Ron Wilson providing a very brief summary of findings. Miscellaneous Board packet items were noted, including a Recent Highlights sheet, the fall Team Update, and an updated Calendar of Events.

Ms. Riemer thanked everyone for attending, then adjourned the meeting at 8:20 pm, which was unanimously approved.

The next regular Board meeting is scheduled for 7 pm on **Wed., January 17, 2018** (with a snow date of January 24) at the Administrative Branch.

Respectfully submitted,



Ann T. Gilligan  
Interim President & CEO