

## HCLS Board of Trustees Meeting Minutes



September 21, 2016 ♦ 7 pm  
HCLS Administrative Branch

Board members present were: Tom Munns, Chair; Louise Riemer, Vice Chair; Richard Alexander, Treasurer; Andy Dalal; Stacie Hunt; Anne Markus; and Bruce Rothschild. Also present were Steve Lewicky, Counsel to the Board, and staff members/citizens Geoff Baker, G. B., M. B., Angela Brade, Mary Brosenne, Stacey Fields, Cari Gast, Cheryl Gillette, Herb Gillette, Ann Gilligan, Eva Granzow, George Groman, Susan Groman, Valerie Gross, Joel Hurewitz, Alli Jessing, Nina Krzysko, Christie Lassen, Suki Lee, Diane Li, Phil Lord, Nancy Schweiss, Stephanie Shane, Betsy Singer, Ron Wilson, and Dennis Wood.

Mr. Munns called the meeting to order at 7:02 pm, welcoming everyone. He introduced a citizen who had requested input into the agenda. Said citizen asked that the record reflect only his initials. G.B. testified in favor of a “pragmatic approach to open display censorship,” calling for a modification of HCLS Board policy to stipulate against political displays. Mr. and Ms. Groman, Mr. Gillette, and Ms. Schweiss spoke from the audience supporting this argument, relating that the Jewish community in Howard County was offended by a recent exhibit at the East Columbia Branch. Mr. Munns thanked everyone, explaining that the Board would take their comments into consideration as part of its ongoing assessment of Board policies.

During the solicitation of audience comment, Mr. Hurewitz asked the Board to review Howard Hughes plans regarding the current vision for where a future new HCLS Central Branch would be situated as part of Downtown Columbia redevelopment plans. Mr. Munns thanked him, noting that the Board had received his written comments regarding this topic.

The Board unanimously approved the June 15, 2016 Board meeting general and executive session minutes, as well as the Policies and Supplement 1 sections of the *HCLS Board of Trustees Policies* that were proposed with no changes.

Ms. Gilligan presented the initial plans for a proposed FY 18 Operating Budget that would include allocations for (1) staff merit and COLA increases, as well as additional positions (e.g., HCLS Project Literacy and the new HCLS Elkridge Branch & DIY Education Center); (2) addressing publisher increases and further restoration of funds for curriculum materials; and (3) nominal increases to insurance policies, professional development, furniture, and equipment. Regarding our curriculum focus over the next five years, Ms. Gilligan highlighted new A+ initiatives (e.g., joint library card/HCPSS student ID, Student Design Center at ECO, homework clubs at all six branches), STEM education for all ages, Cultural Connections, Enchanted Garden, ukulele collection, history education, the integration of Images of Howard County into the collection, and Choose Civility. She emphasized *Vision 2020: Education for All*, HCLS’ strategic plan, then concluded with capital projects.

After noticing inadvertent scaling inaccuracies displayed in the proposed capital budget (*millions* cited in the FY 2021 and FY 2022 columns rather than the intended *thousands*), the numbers were corrected, and some text clarifications were made. The Board unanimously approved the proposed FY 18 Capital Budget as amended, totaling \$4.177M. Ms. Brade presented the components as follows:

- HCLS Elkridge Branch & DIY Education Center: \$2.4 M to complete construction of the new branch
- HCLS Central and East Columbia Branches: \$500,000 to complete the renovation of the East Columbia Branch due to unexpected and costly issues at the Central Branch (e.g. leaking pipes, flooring replacement, and telephone re-wiring) that have taken prior allocated funding, and to bolster the project’s contingency budget from its current 3% to 5%.

- HCLS Glenwood Branch: \$500,000 to renovate for quiet study areas, a Homework Center, and to update the Customer Service + Research Desk.
- HCLS Southwest Branch: \$277,000 for a site survey and feasibility study of a new branch in Howard County's Southwest region as per the *HCLS Facilities Assessment & Master Plan* as well as customer requests.
- Future HCLS Central Branch & Business/Arts Education Center: \$488,000 in FY 2021 and \$487,000 in FY 2022 to begin design for a relocated branch necessitated by Downtown Columbia redevelopment plans.

Ms. Brade summarized capital projects underway, noting that (a) the Elkridge "Express" Branch near the Elkridge Landing Middle School opened August 27 and has been heavily used; (b) the Central Branch is slated to reopen October 22; (c) the East Columbia Branch will close October 31; and (d) the East Columbia "Express" Branch, which will be located in the East Columbia Branch parking lot, is scheduled to open November 1.

The Board unanimously approved naming the HCLS East Columbia Branch lobby meeting room in memory of HCLS' first Director, Marvin Thomas.

Mr. Munns introduced the idea of the HCLS Board hosting a Valentine's Day event for staff. With the tag line "Heartfelt thanks for all you do," the event would thank staff with pizza (delivered systemwide) and a brief presentation at each venue (e.g., remarks from Board/ Leadership Team members). Receptive to the idea, the Board suggested that logistics be arranged.

Multimedia Producers and Instructors Mr. Baker and Mr. Woods delivered presentations, with Mr. Baker showcasing a pilot "Virtual Tour" of the HCLS Miller Branch that will be posted on our website, while Mr. Wood presented the new sound booth certification courses and HiJinx podcast.

Highlights from my report included the Elkridge Express, STEM Youth Conference, HiTech for adults, Kindergarten Here We Come!, Movin' Up to Middle School, most popular titles, e-materials, Howard County Fair Iron Chef Competition, Enchanted Garden, adult classes, test proctoring, and staff-delivered presentations at state and national conferences.

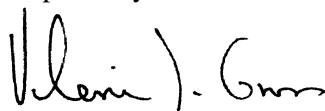
Ms. Lassen summarized this year's Choose Civility initiative, including the theme, "Kindness is Contagious: Creating Community," a Random Acts of Civility gathering, a book-pass-along campaign, and a Hackathon. She also announced plans for Evening in the Stacks on Feb. 25, 2017, envisioned as "An International Affair."

The Board reviewed the financial and statistical reports. Miscellaneous Board packet items were noted, including an invitation to a retirement celebration honoring Ann Gilligan, the spring events calendars, bookmarks, *source*, programs from recent events, and *HCLS in the News*.

Mr. Munns thanked everyone for attending. He congratulated Ms. Gilligan on her pending retirement, then adjourned the meeting at 8:46 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 and obtain legal advice.

The next regular Board meeting is scheduled for 7 pm on **Wed., November 16, 2016** at the Administrative Branch.

Respectfully submitted,



Valerie J. Gross  
President & CEO