



HCLS Board of Trustees Meeting Minutes

September 26, 2018 ♦ 7 pm
HCLS Administrative Branch

Board members present were: Richard Alexander, Chair; Robert Mentz Treasurer; Andy Dalal; Tom Munns; and Bruce Rothschild. Also present were Steve Lewicky, Counsel to the Board, and staff members/citizens Yao Aziabu, Lew Belfont, Angela Brade, Stacey Fields, Cari Gast, Alli Jessing, Christie Lassen, Suki Lee, Diane Li, Phil Lord, Emma Ostendorp, Stephanie Shane, Susan Stonesifer, and Ron Wilson.

Mr. Alexander called the meeting to order at 7:07 pm, welcoming everyone.

The Board unanimously approved the June 20, 2018 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.

I provided an update on the Board's at-large vacancy, explaining that I forwarded the Interview Committee's unanimous recommendation of candidate Antonia Watts to the County Executive, whose office informed me that the County Council would not be introducing any appointments until after the November election. At that time, we will resubmit Ms. Watt's name for consideration.

I presented the initial plans for a proposed FY 20 Operating Budget that would include allocations for (1) staff merit and COLA increases, as well as additional positions (a part time HCLS Project Literacy and two analyst positions to ensure effective distribution of HCLS funds and efforts); (2) addressing publisher increases and further restoration of funds for curriculum materials; and (3) nominal increases to professional development, furniture, and equipment.

Regarding our curriculum focus over the next five years, I highlighted several goals for the remainder of the five-year strategic plan and beyond. For Pillar I, this includes enhancing access to tools other than print materials, creating early learning spaces, increasing educational exhibits, and launching an art collection. COO Angela Brade summarized the intent to expand beyond the 250 photos we have in our collection to include framed prints from local artists, which would be loanable for a period of time to be determined to customers who would display the pieces as discussion points in their homes or businesses. I further noted plans to expand this into the realm of community-based art with partners. Under Pillar II, a major focus will be to identify the educational goals of our adult students. For Pillar III, HCLS is looking for ways to be more immersed in the community, identifying ways to reach underserved areas of our community, such as those with language or transportation barriers. Solutions could involve partnerships or mobile/pop up services.

The Board unanimously approved the proposed FY 20 Capital Budget, totaling \$1,223M. Ms. Brade presented the components as follows:

- HCLS Glenwood Branch: an additional \$535K, plus \$200K for a grant based on DPW's designated FY20 budget to cover the cost of construction, new carpet for the building, and new furniture for renovated parts of the building.
- HCLS Southwest Branch: keeping the site survey in FY 2022 based on the County's projections.
- Future HCLS Central Branch & Business/Arts Education Center: pushing up the design phases to FY 20 and FY 21 per discussions with Howard Hughes and DPW. Costs for construction phases will be added in later years once design occurs.

I noted the enclosed Budget Process Timeline for Board member reference.

Regarding the status of capital projects underway, Ms. Brade summarized the progress on Glenwood Branch renovations, including the completion of a high-level design phase. I summarized recent meetings with Howard Hughes and the Housing Commission regarding the relocation of the Central Branch within the Downtown Columbia plan, which is currently slated for Area III. Several potential challenges have been identified, to include lack of integrated parking, accomplishing the square footage needed to provide optimal operations within the allocated footprint, and location adjacent to protected land which may prevent expanding the footprint. Ms. Brade and I will be visiting Maryland libraries that have been successfully integrated into mixed use space to discuss opportunities and challenges. Bruce Rothschild spoke to the historical context of the Downtown Columbia vision, noting that the Central Branch was always part of the plan to be included in the redevelopment.

Referencing the HCLS Happenings document, I introduced staff to present highlights from recent events, including a) Head of Children's & Teens' Cari Gast for Summer Meals at the Central and East Columbia Branches; b) Director of Communication's & Partnerships Christie Lassen for the Undesign the Redline exhibit at the Central Branch; and c) Branch Manager Phil Lord for the Elkridge Branch + DIY Education Center's recent award of 2018 Innovation Honoree by the Urban Libraries Council.

The Board reviewed the financial and statistical reports, where I explained that going forward managers will have ownership for every budget line item to enable HCLS to be intentional and strategic about our spending and to identify capacity for new initiatives. I further pointed out the enclosed FY 19 Calendar of Events, with Alli Jessing noting that the Jason Reynolds Author Event "sold out" (all free spots reserved) in four minutes. Ms. Brade updated the Board on the completion of the mural reinstallation at the Elkridge Branch with planned unveiling for October 20.

Mr. Alexander thanked everyone for attending, adjourned the meeting at 8:00 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 14, 2018** at the Administrative Branch.

Respectfully submitted,



Tonya Kennon
President & CEO