



HCLS Board of Trustees Meeting Minutes

June 15, 2022 ♦ 7 pm
Virtual

Board members present were: Tom Munns, Chair; Antonia Watts, Vice Chair; Rob Mentz; and Kelly Smith. Also present were leadership team staff members/citizens including Dorna Anderson, Halima Bashir, Angela Brade, Mary Brosenne, John Drayton, Stacey Fields, Cari Gast, Rohini Gupta, Tasheena Harris, Beth Haynes, Allison Jessing, Nay Keppler, Nina Krzysko, Addison Landers, Christie Lassen, Suki Lee, Steve Lewicky, Diane Li, Tanya Malveaux, Brooke McCauley, Lauren McCloskey, Emma Ostendorp, Nana Owusu, Julie Parham, Ben Sfanos, Stephanie Shane, and Tracy Yamamoto.

Tom called the meeting to order at 7:02 pm.

The Board unanimously approved the March 16, 2022 Board meeting minutes. I presented the FY 23 Operating Budget which was approved by the Howard County Council, pointing out the increases in salaries/benefits, contracts, and curriculum, The Board approved the budget which had not changed from the original presentation to the County Executive. I then introduced discussion of the latest Financial Status Report, explaining that the remaining funds would be expended by fiscal year end.

The Operations Update followed, starting with Project Literacy presented by Emma Ostendorp. She gave a historical background of the initiative then outlined the major activities to include the National External Diploma Program where HCLS can award high school diplomas, Career Pathways for Skilled Immigrants to help find advanced work for those that had technical training in their country of origin and U.S. Citizenship, where Project Literacy has helped more than 180 people become U.S. citizens. In response to Board questions, Emma explained that professional teachers and community members provide classes and one-on-one work with students. She further related that volunteers go through training to be able to tutor.

Cari Gast presented an update on Summer Reading which began June 1, which consists of reading books and doing activities to win prizes. She explained that the materials were translated into Korean, Chinese and Spanish. There will be an end of summer prize drawing for adults. Staff has been promoting Summer Reading in the schools and has distributed materials to all schools. There will be celebrations at individual branches throughout the summer. Cari then related that summer snacks will be provided at the Central Branch and summer meals will be provided at the East Columbia Branch thanks to our partners. HCLS will also provide activities at the Lisbon Family Food & Fun.

Christie Lassen summarized recent signature events including the HCLS Spelling Bee, Battle of the Books, and Evening in the Stacks, Input from the Board for Battle of the Books centered on the technical difficulties and length of time for the event. Christie solicited ideas for themes from the Trustees for next year's Evening in the Stacks. She then presented information on the website redesign project, noting its six phases as well as the wayfinding/signage project, which has five phases.

Angela and I related the status of HCLS Capital Projects, explaining that the County Council put funding for the Downtown Columbia Branch into contingency, noting what would be required to get funds out of contingency. I further noted that we pulled a grant application to the state capital program in light of the County Council's decision to not fund the Downtown Columbia Branch capital project in FY 23.

The new Chair of the Friends & Foundation of HCLS, Nana Owusu summarized recent Friends activities, notably

that the Friends exceeded their goal of individual member donations, yet didn't meet their overall revenue goal in light of lower Evening in the Stacks funding and grants. To offset these decreases, some of the expenses were not charged. He further explained that the Spring Fundraiser was successful and Friends received grants from the Community Foundation of Howard County and M&T Bank. He closed by noting that the Friends' FY 23 budget was approved and that Friends has applied for another grant with the Community Foundation of Howard County.

The Trustees approved the FY 23 slate of officers, which consists of Antonia Watts as Chair, Phillip Dodge as Vice Chair, and Kelly Smith as Treasurer. I recounted the proposed changes to Supplement 4. The Board approved the changes with an additional change of adding a "d" to the word welcome to make it past tense.

Rob thanked the HCLS team for their efforts. I then thanked Tom and Anne for their years of service on the Board, supporting and advocating for HCLS. Tom thanked all for attending, adjourning the meeting at 8:11 pm to reconvene in a closed session. Below is a summary of the closed session held on June 15, 2022.

1. Statement of the time, place, and purpose of the closed session:
 - a. Time of closed session: 8:16 pm – 8:48 pm
 - b. Place (location) of closed session: Virtual via zoom
 - c. Purpose of the closed session: to discuss personnel matters
2. Record of the vote of each member as to closing the session:
 - a. Names of members voting aye: Rob Mentz, Tom Munns, Kelly Smith, and Antonia Watts
 - b. Members opposed: none
 - c. Members Abstaining: none
3. Statutory authority to close session: This meeting was closed under the following provisions of General Provisions Art. § 3-305(b): \ Topic #1: § 3-305(b) (x) ◇ Topic #2: § 3-305(b) () ◇ Topic #3: § 3-305(b) () (add others as needed)
4. Listing of each topic actually discussed, persons present, and each action taken in the session:
 - a. Topic description: Personnel Matters
 - b. Persons present for discussion: Stacey Fields, Steve Lewicky, Rob Mentz, Tom Munns, Kelly Smith, and Antonia Watts
 - c. Action Taken/Each Recorded: Action was taken on Tonya's review for FY 2022.

The next regular Board meeting is scheduled for 7 pm on **Wed., September 21, 2022** and will be virtual unless otherwise noticed.

Respectfully submitted,



Tonya Aikens
President & CEO