



HCLS Board of Trustees Meeting Minutes

June 21, 2023 ♦ 7 pm
Virtual

Board members present were: Antonia Watts, Chair; Phillip Dodge, Vice Chair; Elizabeth Banach; Rob Mentz; Julie Parham; and Kelly Smith. Also present were leadership team staff members/citizens including Ruba Abukhdeir, Dorna Anderson, Amanda Barrett, Lew Belfont, Angela Brade, Mary Brosenne, Kelly Clark, Tony Esho, Stacey Fields, Cari Gast, Kaila Hodge, Kelsey Hughes, Christie Lassen, Diane Li, Lauren Maddox, Tanya Malveaux, Lauren McCloskey, Kim Montenyohl, Nana Owusu, Ben Sfanos, and Stephanie Shane.

Antonia called the meeting to order at 7:00 pm.

Lauren Maddox of Due East provided an update on the strategic planning process, highlighting the first wave of community engagement, which secured feedback from 1,800 people. She highlighted the key themes from the surveys, interviews and listening sessions. Stephanie will forward the survey link to the Board as well as the demographics of the respondents to the survey.

The Board approved the minutes from March 15, March 28 and April 19 meetings.

I presented the FY 24 operating budget that was approved by the County Council, showcasing the funds allocated across objects. I further noted that 3% merit and 2% COLA increases were included in the approved budget. The Board approved the FY 24 operating budget.

I discussed the status of the FY 24 capital budget, explaining that the amendments to the County Executives FY 24 budget approved by the County Council give direction to County Administration, not the library, to respond by January. Angela described the work being done in response to the amendments.

The Board then reviewed the financial report as of May 31, 2023.

HCLS curriculum managers presented summer reading information. Cari Gast relayed that we are a third of the way through the program and have reached significant milestones. Children's participants are at 63% of goal, teens are at 60%, and adults are a whopping 245% of goal. Cari discussed the game boards and prizes for the Children's participants. Tony Esho highlighted the teen program, including the winning high school video for promoting the summer reading program. He further noted that HiTech summer classes begin on Monday. Cari described the adult summer reading program which features a travel log reading journal.

Christie provided an update on the Spelling Bee, Battle of the Books, and the H3 Carnival, as well as progress on the web site redesign and wayfinding/signage project. Discussion from the Board included wanting to see what web pages would look like on mobile devices, the use of QR codes, Beacon technology, and other icons for wayfinding/signage.

Nana discussed the Friends & Foundation efforts, namely that the Friends have exceeded their revenue goal for FY 23, having raised \$206K for the annual campaign. This has been accomplished through grants, a bequest, and individual donors. He highlighted additional revenue sources, including two seasonal fundraisers and Better World Books.

Kelly Clark spoke about the process for developing the new Organizational Equity Commitment Statement. This will be posted on the web site along with the mission and vision.

The Board approved the FY 24 slate of officers.

The proposed edits to Supplement 4 were approved, along with additional recommendations from the Board to remove photocopy charges, adding vaping to the smoke free workplace, and inserting marijuana to the substance abuse section.

The Board approved moving the June FY24 Board meeting to June 12 as June 19 is a holiday.

Antonia adjourned the meeting at 8:50 pm to reconvene in a closed session. Below is a summary of the closed session held on June 21, 2023.

1. Statement of the time, place, and purpose of the closed session:
 - a. Time of closed session: 8:52 pm – 9:22 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: Elizabeth Banach, Phillip Dodge, Rob Mentz, Julie Parham, Kelly Smith, Sabina Taj, 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 #7: § 3-305(b) (1) (add others as needed)
4. Listing of each topic actually discussed, persons present, and each action taken in the session:
 - a. Topic description: To discuss personnel matters
 - b. Persons present for discussion: Tonya Aikens, Elizabeth Banach, Phillip Dodge, Stacey Fields, Steve Lewicky, Rob Mentz, Julie Parham, Kelly Smith, Sabina Taj, and Antonia Watts
 - c. Action Taken/Each Recorded: The board discussed personnel matters and agreed on a course of action.

The next regular Board meeting is scheduled for 7 pm on **Wed., September 20, 2023**, and will be virtual unless otherwise noticed.

Respectfully submitted,



Tonya Aikens
President & CEO