



## HCLS Board of Trustees Meeting Minutes

June 24, 2020 ♦ 7 pm  
Virtual

Board members present were: Anne Markus, Chair; Robert Mentz, Vice Chair; Phillip Dodge; Tom Munns; and Antonia Watts. Also present were staff members/citizens Dorna Anderson, Lew Belfont, Angela Brade, Stacey Fields, Christie Lassen, Ben Sfanos, Stephanie Shane, and other members of staff and the public who dialed in.

Dr. Markus called the meeting to order at 7:03 pm.

I praised the entire HCLS team who worked hard on the effort to establish contactless pickup which will begin on Monday, June 29. I announced that during a national virtual meeting on June 19 HCLS was one of four libraries recognized by the American Library Association (ALA) as exhibiting reopening best practices in response to COVID-19. We were lauded for our focus on staff wellbeing, including training, team building and focus on self-care.

Members of the HCLS team addressed current activities in response to COVID-19. Lew related his experience viewing the check-in process at the Miller Branch this week, noting staff efficiency in clearing the backlog of materials returned since HCLS closed. Angela spoke of readying HCLS branches, which included relocating and removing furniture such as soft seating, affixing directional signage to facilitate physical distancing, and working with facilities to ensure optimal cool temperatures inside the branches. Current planning centers on signage and affixing barriers when branches open for customer visits in later phases. In response to a question on the process for staff returning to work, Stacey explained that she has received a handful of requests regarding high risk exceptions. She will continue to work with staff through the CARES Act, making sure that treatment for all staff is fair and equitable. Ben related that the IT team has configured keyboards and mice in a protective carrying case for each member of HCLS' team to use at workstations. They are further working on procuring a self-check out app for customers to use in later reopening phases.

The Board unanimously approved the April 15, 2020 Board meeting general and executive session minutes, along with the May 28 executive session minutes. I then shared an updated FY 21 closings calendar which now includes the furlough dates.

Discussion turned to proposed changes to Supplements 3 and 4 of the *HCLS Board of Trustees Policies*, which respectively addressed fine free procedures for materials other than the DIY and Art Collection and the addition of a racial equity statement. With regards to going fine free, discussion reflected that the fine free bill will likely be reintroduced in the House and Senate bills in the next fiscal year, fine free libraries in Maryland and nationally have seen that being fine free does not lead to greater loss of materials, fines typically affect the most vulnerable, and that all other HCLS polices are still in effect, including blocking a customer account from borrowing without overdue fees. The Board unanimously approved the proposed changes, with additional changes to Supplement 4 to replace the word "respect" with "equity" and fixing the Table of Contents.

The Board approved the slate of officers for FY 21, which are Rob Mentz as Chair, Andy Dalal as Vice Chair and Tom Munns as Treasurer. Stephanie noted the upcoming Board vacancies with Andy, Anne and Tom's terms expiring over the next two years.

Angela summarized capital project activity, providing an update on the Glenwood Branch renovation. Optimally, the majority, if not all, of the work will be done this fall prior to fully reopening the branch to customers. A meeting is scheduled later this week regarding the forward strategy for the Downtown Columbia branch.

Dr. Markus thanked everyone for attending, adjourned the meeting at 7:55 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.

The next regular Board meeting is scheduled for 7 pm on **Wed., September 16, 2020** at the Administrative Branch.

Respectfully submitted,

A handwritten signature in blue ink that reads "Tonya Aikens". The signature is written in a cursive, flowing style.

Tonya Aikens  
President & CEO