



HCLS Board of Trustees Meeting Minutes

November 15, 2023 ♦ 7 pm
Virtual

Board members present were: Kelly Smith, Chair; Sabina Taj, Vice Chair; Elizabeth Banach; Phillip Dodge; and Rob Mentz. Also present were staff members/citizens including, Sabeela Ally, Dorna Anderson, Amanda Barrett, Michaela Baxter, Lew Belfont, Jean Boone, Angela Brade, Mary Brosenne, Sahana Callahan, Kelly Clark, Erica Coady, Sarah Cooke, Larra Cuffley, Vera Davies, Robin Ford, Stacey Freedman, Cari Gast, Tracey Gelner, Katie George, Brandon Harris, Christopher Heady, Eliana Holgate, Kelsey Hughes, Kaila Hodge, Ky Jim, Dan Kenney, Kathleen Klebba, Christie Lassen, Eric Laun, Jen Lechner, Diane Li, Lauren Maddox, Tanya Malveaux, Brooke McCauley, Lauren McCloskey, Eben McCullough, Kim Montenyohl, Stevia Morales, Nana Owusu, Kristina Pasteur, Gabriela Penalozza, James Sanders, Ben Sfanos, Stephanie Shane, Margaret Smith, Cherise Tasker, Tiwa Turton, Ruth Utz, and Ruth Vargas.

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

Dan Kenney of Mitchell & Titus presented the June 30, 2023 audit of Howard County Library System. He referenced the audit report that was mailed to the Trustees as well as summarized the audit results which found no material deficiencies or any issues. I thanked Dorna and the Accounting team for their efforts.

Turning to the Strategic Plan, I presented the Road Map which reflected new mission and vision statements as well as three priorities for the next few years leading to 3-5 year results and five foundational values that prop it all up. I went more in depth on the priorities, identifying the goals for each. The Board approved the Roadmap.

Lauren Maddox, Brandon Harris, and Kaila Hodge of Due East Partners then presented the draft narrative. They provided background information including surveys and engagement sessions and brought data to the results in the narrative. Due East will work with Christie's team to develop a print version of the narrative.

Board follow-up discussion focused on teen data. I noted that we have a stronger complement of teen instructors and are looking at making dedicated teen spaces at each HCLS branch. We are further looking at graduate students from local universities with specific skill sets to engage youth. Additional conversation yielded that we are looking to have plan ambassadors promote specific parts of the strategic plan.

The Board unanimously approved the September 20 Board meeting minutes.

Ben Sfanos updated the Board on the status of wireless printing at the branches which was launched on October 10 and currently represents 5% of the print jobs with the expectation that this successful enterprise will grow. He thanked the public services team at the branches and the communications team for promoting this.

I noted the financial report ending October 31.

Christie informed the Board of upcoming events, including Evening in the Stacks, the HCLS Spelling Bee and Battle of the Books. She also provided an update on the website redesign. We are in the content migration stage. Next up will be testing with staff, board, and customers. The aim is to launch the first quarter of 2024.

Angela related ongoing efforts related to the Lakefront Library. Interviews for the County's Owner Representative have concluded, and location and land discussions continue. The Board approved the extension of the FY 25 Capital Budget request which requests the release of the \$10 Million put in reserve.

Nana Owusu presented on behalf of the Friends & Foundation of HCLS. He thanked Sabina Taj for a \$10K donation from the Reis Foundation in honor of her service on the HCLS Board, plus thanked Phillip for the proceeds of his band's performance to go to the Friends. He relayed that the Friends are well on their way to their goal of raising \$163K this fiscal year. Keepsake sales have been going well and Friends of the Library Week brought in \$1K. Two grants have gone out, one for \$7,500 to the Community Foundation of Howard County for early literacy and another \$11K to M&T Charitable Foundation to cover various initiatives. The Friends are planning on doing a strategic planning exercise.

The Board approved no recommended changes to Supplement 2.

Kelly adjourned the meeting at 8:08 pm to reconvene in a closed session. Below is a summary of the closed session held on November 15, 2023.

1. Statement of the time, place, and purpose of the closed session:
 - a. Time of closed session: 8:09 pm – 8:38 pm
 - b. Place (location) of closed session: Virtual via zoom
 - c. Purpose of the closed session: to discuss public security
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, Kelly Smith, and Sabina Taj
 - 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) (10) (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 personal security
 - b. Persons present for discussion: Tonya Aikens, Elizabeth Banach, Angela Brade, Phillip Dodge, Rob Mentz, Kelly Smith, and Sabina Taj
 - c. Action Taken/Each Recorded: The board discussed public security at HCLS branches and agreed on a course of action.

The next regular Board meeting is scheduled for 7 pm on **Wed., January 17, 2024**, and will be virtual unless otherwise noticed.

Respectfully submitted,



Tonya Aikens
President & CEO