



## HCLS Board of Trustees Meeting Minutes

September 25, 2019 ♦ 7 pm  
HCLS Elkridge Branch + DIY Education Center

Board members present were: Anne Markus, Chair; Robert Mentz, Vice Chair; Andy Dalal, Treasurer; Tom Munns; and Antonia Watts. Also present were staff members/citizens Steve Lewicky, Counsel to the Board, Sara Baily, Michaela Baxter, Lew Belfont, Judy Boman, Angela Brade, Stacey Fields, Rohini Gupta, Alli Jessing, Christie Lassen, Holly Learmouth, Phil Lord, Lauren McCloskey, Stephanie Shane, and Geneka Young.

Dr. Markus called the meeting to order at 7:00 pm, followed by a round of introductions for the benefit of HCLS staff participating in Library Associates Training Institute (LATI).

The Board unanimously approved the June 19, 2019 Board meeting general and executive session minutes. Following up on the electronic draft copy of the Master Plan development the Board received in August, Ms. Brade and I updated the Board on progress to-date, asking the Board to submit comments/edits by Sunday evening, as the report is due to the state on September 30. Ms. Brade noted that HCLS has accomplished almost everything called for in the previous master plan which was developed in 2004. The new plan is addressing the tremendous growth in Howard County, which was not anticipated in the previous plan, and which calls for additional facilities to match the state's recommended per capita footprint to adequately service the community. The new plan will provide more details on a proposed Southwest Branch, as well as a new downtown Columbia Branch, together which could count for the needed 150K square feet to meet recommended square footage. Features being considered for new branches are an incubator space, auditorium, and teaching kitchen. Andy Dalal suggested pursuing the shuttered turkey farm in the Fulton Area as a potential site for the Southwest Branch.

Regarding the status of capital projects underway, Ms. Brade referenced a PowerPoint slide which showcased planned improvements to the Glenwood Branch, to include a new STEM classroom, smaller customer service desk to allow for the additional of small seating areas, a new passport office, and a relocated café at the back of the teen space. Ms. Brade noted that the Downtown Columbia Branch is to be built in conjunction with the Housing Commission who recently released an RFP that is due back in October. The selected firm will do design work for both the Housing Commission and HCLS, which is reflected in the line item in HCLS' proposed capital budget to cover design. Build of the new facility will be covered by Housing Commission bonds. Ms. Brade continued discussion of the rest of the proposed capital budget, which include a number recommended by DPW to cover furnishings and build out of renovations for the Glenwood Branch, planning for the Southwest Branch to cover outside architecture firms and engineers, and a proposed MakerSpace for STEM education as part of a shared use facility in the Safeway building that is currently used for storage.

I presented the initial plans for a proposed FY 21 Operating Budget that would include allocations for (1) staff merit and COLA increases, as well as additional positions (a full time position recommended from last year plus 1.5 position for the Long Reach facility); (2) addressing publisher increases, to include covering potential hikes from epublishers; and (3) nominal increases to professional development, furniture, and equipment.

The Board unanimously approved the proposed FY 21 Capital Budget, totaling \$8.747M.

I introduced the rollout of a new strategic plan development process, since we are in the final year of Vision 2020. The new plan will be founded in Asset-Based Community Development (ABCD) and will cover two to three years to allow HCLS to be nimbler in responding to changes in the community. Lew Belfont outlined the process for soliciting community input to include community conversations held at each branch, an online survey, internal

discussions, presentations to underrepresented groups, as well as a facilitated session for community leaders with ABCD facilitator Paul Schmitz that is being funded through a state grant.

The Board tabled discussion of updates to Supplement 1 to allow for further review of county laws authority over library board policy. The Board then reviewed the timeline for filling the upcoming At-Large vacancy when Bruce Rothschild's term ends in June.

In the interest of time, I suggested that the Board review the HCLS Happenings document on their own. Alli Jessing presented recent curriculum focused on military families and veterans to include a writing workshop and an art class to reconstitute military uniforms into artwork, passing around two samples of the latter. We will be sending trustees a link to the written pieces, as well as look into ways to display veteran artwork. This spring, we will be launching VROCs at two branches, where military representatives will offer guidance to veterans and their families.

Additional items reviewed included financials, updated locations of FY 20 board meetings, this summer's winning bookmarks, and *HCLS in the News*. I noted that statistics will be forthcoming as we are retooling the format. I thanked all involved with the highly successful HiTech Carnival that drew 1,200 attendees.

Dr. Markus thanked everyone for attending, adjourned the meeting at 8:20 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., November 20, 2019** at the Central Branch.

Respectfully submitted,



Tonya Aikens  
President & CEO