



HCLS Board of Trustees Meeting Minutes

September 20, 2023 ♦ 7 pm
Virtual

Board members present were: Kelly Smith, Chair; Phillip Dodge, Vice Chair; Elizabeth Banach; Julie Parham; Sabina Taj; and Antonia Watts. Also present were leadership team staff members/citizens including, Mikki Baxter, Lew Belfont, Eric Blair, Kerry Bloom, Angela Brade, Mary Brosenne, Kelly Clark, Larra Cuffley, Mindy Dunn, Stacey Fields, Cari Gast, Rita Hamlet, Brandon Harris, Eliana Holgate, Kelsey Hughes, Nancy Kelly, Kathleen Klebba, Christie Lassen, Suki Lee, Steve Lewicky, Diane Li, Phil Lord, Lauren Maddox, Tanya Malveaux, Brooke McCauley, Lauren McCloskey, Kim Montenyohl, Stevia Morales, Amanda Mulford, Ahmad Ndir, Emma Ostendorp, Nana Owusu, Peg Prentice, Kelly Sertilippi, Ben Sfanos, Stephanie Shane, Fraser Shaw, and Tracey Yamamoto.

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

The Board unanimously approved the June 21 Board meeting minutes.

Mindy Dunn of Ayers Saint Gross presented activities around the interior wayfinding/signage project. The team has completed Pre-Design Analysis along with Schematic Design and Design Development. They are now 90% through Detail Documentation which will lead to Construction Administration. The overall scheme will feature color coding of key destinations and icons that will be helpful to all members of our diverse, multilingual community. The project will first be implemented at the Elkridge Branch before rolling out to the other branches. I clarified that funding for the design work and this implementation is covered in the FY 24 budget.

Lauren Maddox of Due East provided an update on the strategic planning process, highlighting the activities that have been completed, what's in progress and what the next phase will consist of. Feedback received from the community, board, and staff have led to new elements in the mission and vision. She presented priorities and strategies leading to 3-5 year results as well as values. Due East will be layering in strategies over the next couple of weeks and will send out an update next month.

Lew gave background on the TEDCO Makerspace Grant which HCLS was awarded to conduct a feasibility study of incorporating a Makerspace in the new downtown Columbia branch. Initial plans for this space include an entrepreneur aspect as well as an extension of HiTech. An RFP has gone out with responses due in October. The aim is to have the feasibility study completed in May 2024.

Angela related activities surrounding the Downtown Columbia branch, explaining that the County is pursuing an Owner Representative/vendor to manage the project, having released an RFP that they are evaluating responses for. She anticipates that conversations around this branch will resume in early October.

Christie invited Board members to attend the Longest Table which is happening next Saturday at HCC.

I referred to the Board packets that contained the FY 25 Budgets both operating and capital plus the Budget Process Timeline. With regards to the FY 25 Operating Budget, we propose requested increases in October 1 to cover Merit and COLA, Object 3 to cover publisher increases and increased customer demand, and Object 4 to support staff professional development. There are no proposed increases to Objects 2 and 5. With regards to the Capital Budget, this represents the same ask as last year with the hope that the County Council will release funds for the Downtown Columbia branch. The Board approved both FY25 budgets as well as the Budget Process Timeline.

I presented the financial report as of August 31, noting that it is early in the fiscal year and that we are educating the team on being fiscally strategic.

Christie gave an update on the website redesign project, with the launch slated for the first quarter of 2024.

Nana presented on behalf of the Friends & Foundation of HCLS. The Friends have already raised \$24,000 toward the annual campaign, which is a large increase compared to this time last year. He noted the grants that have been received, including one from M&T Bank and Truist. He also related that the Friends have four new Board members.

I related that there are no proposed updates to Policies and Supplement 1. I referred to the Board packets which contained recommended updates to the Supplement 3 Appendix: How We Choose, which comprised the addition of the video game collection, cleaning up of verbiage and aligning the policy with intellectual freedom. The Board unanimously approved the changes to the Appendix.

I presented proposed updates to the FY 24 calendar to include swapping the Saturday of the Christmas Holiday with the Tuesday and moving the Professional Development Day to October 5. The Board unanimously approved these changes to the calendar.

The meeting adjourned at 8:07 pm.

The next regular Board meeting is scheduled for 7 pm on **Wed., November 15, 2023**, and will be virtual unless otherwise noticed.

Respectfully submitted,



Tonya Aikens
President & CEO