



## HCLS Board of Trustees Meeting Minutes

March 15, 2017 ♦ 7:30 pm  
HCLS Administrative Branch

Board members present were: Tom Munns, Chair; Louise Riemer, Vice Chair; Richard Alexander, Treasurer; Andy Dalal; Stacie Hunt; Anne Markus; and Bruce Rothschild. Also present were Steve Lewicky, Counsel to the Board, and staff members/citizens Lew Belfont, Angela Brade, Mary Brosenne, G. B., Stacey Fields, Cari Gast, Valerie Gross, Christie Lassen, Nina Krzysko, Suki Lee, Phil Lord, Chris Mancini, Sydney McCoy, Mike Riemer, Stephanie Shane, Susan Stonesifer, and Ron Wilson.

Mr. Munns called the meeting to order at 7:06 pm, welcoming everyone. The Board recognized new COO Sydney McCoy, who gave a brief introduction, and Ms. Hunt for her induction into the Howard County Women's Hall of Fame. The Board unanimously approved the January 18, 2018 General and Executive Session meeting minutes.

I summarized the County Executive's FY 18 Operating Budget Work Session that Mr. Munns, Ms. Brade and I attended, noting that the County indicated that a COLA may need to be implemented midyear, and that other minor reductions may need to be made.

Ms. Brade distributed a proposed amended FY 18 Capital Budget that reflected the County's feedback. The modifications were to (a) omit the request for the Elkridge Branch & DIY Education Center due to favorable construction bids; (b) increase the East Columbia Branch number to \$515,000; and (c) increase the Glenwood Branch number to \$730,000. The Board approved these numbers, along with two options for the Southwest Branch:

- Option A: \$285,000 in FY 18, \$2.605M in FY 19, \$2.606M in FY 20, \$32.96M in FY 21, and \$2.575M in FY 22; or
- Option B: \$285,000 in FY 18, with the remaining amounts delayed a year (\$0 in FY 19, \$2.605M in FY 20, \$2.606M in FY 21, \$32.96M in FY 22, and \$2.575M in FY 23).

The Board unanimously approved the FY 18 HCLS Closings and Board meeting dates, and edits to Supplement 3 of the *HCLS Board of Trustees Policies*, modifying sections A – D of VIII. Lending Policies to read as follows:

### VIII. Lending Policies

#### A. Borrowing Limit

1. The President & CEO may establish borrowing limits for materials both as to the number of items per visit, the maximum number of items, and the age to borrow items.
2. Branch managers may impose a borrowing limit within any call number, author, subject area, or format.

#### B. Loan Periods

The President & CEO may establish loan periods appropriate to the collection item.

#### C. Renewals

1. The President & CEO may establish the parameters for the renewal of materials.
2. Fines accrued at the renewal date will be added to the accounts of customers

#### D. Returns

The President & CEO may designate certain items that must be returned directly to HCLS. Other materials may be returned to any Maryland public library.

The Board unanimously approved the Nominating Committee for FY 18 Officers.

Ms. Brade summarized the progress on capital projects underway, noting that (a) finishing touches continue on the Central Branch, including adding solid areas of carpet, artwork to the walls, and soft-seating couches, along with installation of a glass cube on the second floor to create another quiet study area; (b) the East Columbia Branch renovation is on schedule with a targeted mid-November opening; and (c) construction of the Elkridge Branch & DIY Education Center continues on schedule for a March 2018 Grand Opening. She further noted that the Express Branches for both projects are much appreciated by customers. Children's Instructor & Research Specialist Chris Mancini added that the teens frequenting the East Columbia Express Branch are taking ownership of their small area of the trailer, ensuring the classroom is in order.

I next introduced Ms. Mancini as the staff member who inspired the Student Design Centers—areas for students to collaborate on projects, and where they have access to materials free of charge, such as poster board, glue sticks, and markers—we are adding to all Homework Centers systemwide. She provided an overview of one of the East Columbia Branch Homework Center components: Homework Club. Thanking the Board for its support of the initiative, she related that 20 tweens and 25 teens rotate through the classrooms at the Express Branch each day to benefit from homework assistance, participate in activities (she described the postcard project as an example), and play board games that foster strategic thinking and civility.

Head of Children's & Teen Curriculum Cari Gast presented the vision for our forthcoming HCLS Ukulele Curriculum. She began by outlining Phase I: a collection of 24 ukuleles available for borrowing on July 1 at our four full-curriculum branches, and a second collection of 10 "Teaching Tool" ukuleles for use by staff in classes and for demonstrations. Providing a sample "show & tell," she explained that each ukulele will be housed in a case that also includes a tuner, and that spare tuners, batteries, and strings will be disseminated to the branches. She noted that basic "how-to-play-a-ukulele" videos will be posted to the HCLS web site, as well as the new online tool, ArtistWorks, which features recorded music lessons—including the ukulele. Ms. Gast concluded by describing Phase II of the rollout: a line-up of fall classes and events. Ms. Hunt suggested cross-promotion with the Strathmore, which will be highlighting ukuleles this August.

Highlights from my report included Evening in the Stacks, systemwide Homework Centers, Brainfuse, HCLS Spelling Bee, HiTech, Summer @ Your Library, most popular titles, HCLSNOW!, Choose Civility, Enchanted Garden, Columbia Mall Sleep In, adult classes and events, passport news, Professional Development Day, HCLS University, Hi logo revision, HiJinx podcast, social media statistics, visibility of note, the County Executive's State of the County address, and customer comments.

Ms. Lassen presented Choose Civility initiatives, including the Longest Table, the Human Library project, and HiTails Ambassadors. Ms. Lee and Ms. Brosenne recounted passport stories for their respective branches.

The Board reviewed the financial and statistical reports. Miscellaneous Board packet items were noted, including the FY 17 events calendar, Mr. Munns' and my testimony from the County Executive's Second Public Hearing, HCLS' 2016 Annual Report, the latest Laws of Maryland relating to Public Libraries, and *HCLS in the News*.

Mr. Munns thanked everyone for attending, adjourning the meeting at 8:30 pm, which was unanimously approved to reconvene in Executive Session pursuant to §10-508 of the State Government Article, Annotated Code of Maryland to discuss personnel matters.

The next regular Board meeting is scheduled for 7 pm on **Wed., June 21, 2017** at the Administrative Branch.

Respectfully submitted,



Valerie J. Gross  
President & CEO