



## HCLS Board of Trustees Meeting Minutes

June 12, 2024 ♦ 7 pm  
Virtual

Board members present were: Kelly Smith, Chair; Elizabeth Banach; Phillip Dodge; Rob Mentz; Julie Parham; and Antonia Watts. Also present were staff members/citizens including, Lew Belfont, Angela Best, Angela Brade, Mary Brosenne, Piyali Callahan, Alishia Chandler, Shannon Chilcoat, Kelly Clark, Vera Davies, Stacey Fields, Robin Ford, Cari Gast, Caitlin Griffin, Eliana Holgate, Christie Lassen, Steve Lewicky, Diane Li, Ian Lyness-Fernandez, Kim Montenyohl, Stevia Morales, Nana Owusu, Megan Royden, Ben Sfanos, Stephanie Shane, Penelope Stockton, Marluay Torres, and Tracy Yamamoto.

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

The Board unanimously approved the Board meeting minutes for March 20.

I presented the County Council approved operating budget for FY 25, noting the substantial increase in Object 4 for Professional Development, a result of post-COVID return to conferences for staff. The Board approved the FY 25 operating budget.

Angela Brade presented the County Council approved capital budget for FY 25. She explained the funds for the Southwest Branch would be designated for feasibility and site tests and that we are hoping for a release of contingency funds for the Downtown Branch. The Board approved the FY 25 capital budget. Angela related that we are working with the County to secure automatic doors for the Glenwood Branch and a shared campus sign to encompass the library, senior center and Parks and Rec fields at the East Columbia Branch.

Lew Belfont presented the results of the Makerspace Feasibility Study for Downtown Columbia funded by a TEDCO grant. We contracted with John Stover and Associates who conducted a case study of best practices in seven makerspaces nationwide. They examined three target populations: community members, entrepreneurs and small businesses, and students. He tied the last group to the Blueprint which the state is obligated to fulfill. He further highlighted favorable comments that were captured from the community to the makerspace at Glenwood. The contractor concluded that there is a viable market for a Downtown Columbia makerspace. As a result, we applied for another TEDCO grant to continue work on this effort. We anticipate a full report on the initial grant by the end of the calendar year.

Christie Lassen announced that progress on the new web site continues, and we are at the stage of conducting user testing with the staff. We anticipate getting fixes back from Taoti, the website developer, by the beginning of August with a soft launch in September to Trustees and the community. This will allow us to continue tweaking the web site as we go along.

With regards to wayfinding and signage, a vendor, Gropen, has been selected for fabrication and installation at the Elkridge Branch, followed by Miller and the rest of the branches. I asked the Board to approve up to \$520K which would come partly from this year's remaining budget and the rest from the FY 25 budget. The Board approved the motion.

Christie summarized the recent spring events, including the Spelling Bee, Battle of the Books, and Project Literacy Graduation.

I presented the financial report up to May 30, 2024, noting that we are waiting on furniture with funding left to address signage and other items.

Nana Owusu gave an update on Friends & Foundation of HCLS activities. Friends has exceeded their goal for the annual campaign memberships with \$203K collected so far compared to \$180K last year. This includes 95 new donors and a \$15K grant from the Kahlert Foundation to support summer reading. He relayed that the Friends conducted a successful strategic planning session with a retreat planned to flesh out ideas for working on messaging, growing funding, and hiring administrative support. A new member, Ann Taubenheim, has joined the Board. We will follow up with details on the success of the flower basket seasonal fundraising campaign.

There are no changes proposed to Supplement 4 as we are in current negotiations with the Union and this supplement may change as a result of the final agreement. I explained that while Board policy supplements are evaluated at specific Board meetings throughout the year, we can take up a supplement at any time at Board discretion.

Kelly Smith presented the slate of FY 25 officers which was unanimously approved. Elizabeth Banach will serve as Chair, Kelly Smith as Vice Chair, and Sabina Taj as Treasurer.

Kelly adjourned the meeting at 7:44 pm to convene in closed session.

Below is a summary of the closed session held on June 20, 2024.

1. Statement of the time, place, and purpose of the closed session:
  - a. Time of closed session: 7:46 pm – 9:10 pm
  - b. Place (location) of closed session: Virtual via zoom
  - c. Purpose of the closed session: to discuss personnel matters and collective bargaining negotiations
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, Julie Parham, Kelly Smith, Antonia Watts
  - 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) (1) and (9) (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 personnel matters and collective bargaining negotiations
  - b. Persons present for discussion: Tonya Aikens, Elizabeth Banach, Phillip Dodge, Stacey Fields, Christie Lassen, Steve Lewicky, Rob Mentz, July Parham, Kelly Smith, and Antonia Watts
  - c. Action Taken/Each Recorded: The board received an update on collective bargaining negotiations and discussed personnel matters.

The next regular Board meeting is scheduled for 7 pm on **Wed., September 18, 2024**, and will be virtual unless otherwise noticed.

Respectfully submitted,



Tonya Aikens  
President & CEO