

BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY
MINUTES OF THE MEETING
May 21, 2019

A meeting of the Board of Library Trustees was held in the Board Room of the Administrative Offices, Tuesday, May 21, 2019. The meeting was called to order at 8:34 am by Board President John Holman. Other Board members present were Jane Eickhoff, Paul Schwab, and Maureen Walsh David.

Others in attendance were: Paula Miller, James Cooke, Natalie Edington, Jen Evans, Emily Gamertsfelder, Ann McElroy, Cindy Pol, Krista Register, Helen Rowe, Julie Saxenmeyer, Conni Strittmatter, and Tyler Wolfe. A list of those in attendance, but not presenting to the Board, will be kept on file for one year.

COMMUNICATIONS

Minutes

The minutes for the April 16, 2019 meeting were approved **(Eickhoff/Walsh David)**.

Correspondence

Letters recommending two of the applicants for the upcoming trustee vacancy have been sent to the County Executive's Office.

A letter certifying Baltimore County's match of \$1.25 million, to be added to \$500,000 from BCPL's fund balance, and a FY 20 State Library Capital Grant of \$1.1 million was received from the Office of Budget and Finance for a renovation of the Catonsville Branch.

Public Comments

None.

Upcoming Events

The Summer Reading Program will kick off on Sunday, June 16, from 1:00 pm to 4:00 pm at the Owings Mills Branch.

REPORTS

Director's Report (Miller)

Director Miller shared highlights from the written Director's Report for April, 2019. April included BC Reads; Julie Saxenmeyer, Marketing & Development, shared that the Taste of the Town event, hosted at the Cockeysville Branch this year, was attended by about 350 people and showcased 17 restaurants. Youth and Family Engagement is finalizing preliminary work for the Summer Reading Program. Virtual and Media Services and the Office of Information Technology are finishing the transition to SharePoint, which is up and being used by some staff. More are added as they are trained.

Director Miller shared additional staff highlights. Zeke White, Manager of Woodlawn, was featured in the newsletter of the Maryland Library Association for his experience with the newly formed Maryland Library Association Library Advocacy Interest Group. Mr. White also received an award from the County in recognition of his contributions to the Woodlawn community. Youth and Family Engagement's Leah Canner hosted a program at the Libraries, Games, & Play conference at American University. Youth and Family Engagement Manager Conni Strittmatter

presented on her work with MLA's Future of Libraries Interest Group at the spring meeting of the Maryland Association of Public Library Administrators. Julie Brophy, Adult and Community Engagement, and Wesley Wilson (Enoch Pratt Free Library) presented about the recent collaborative work with entrepreneurs to library staff from all over the state. Natalie Edington is just about to finish Leadership Baltimore County. James Cooke has been appointed to the Maryland State Library Capital Grant Review Committee.

Emily Gamertsfelder spoke briefly about Strategic Plan XI. A team is in place and community and staff surveys have been developed to gather input. The projected date of completion for Board approval is February or March of 2020.

Assistant Director (Cooke)

Mr. Cooke has been reviewing the contract and investigating vendors for sale of withdrawn and donated material. After speaking with both vendors who offer this service, Better World Books, our current vendor, was selected. An extension of their contract will reflect some changes. "Gaylord" boxes will be placed on the dock at larger branches. A dedicated truck from Better World Books will remove and replace them. Smaller branches will have small plastic bins that will also be picked up by this truck. Many branches will, where space allows, see a donations box placed in the parking lot. The profit margin for the library has been increased to 50% and a mechanism for community groups and non-profits to receive donations of materials will be in place. The contract will be in place by July 1.

Mr. Cooke shared facilities updates. Mr. Cooke and Ms. Miller attended the Design Review Panel meeting on the Towson Row development. The Greenburg Gibbons website has the particulars of the project. The Hereford parking lot planning has been completed. The total project cost is set to be \$517,000 coming from Library funds, with the project tentatively slated to begin in July. BCPL is waiting for final designs for the Reisterstown renovation, and we hope to begin the project in September. Work has begun on a marketing campaign to make the community, particularly parents of children who use the branch after school, aware of the yearlong closure. Baltimore County has committed to match the State Library Capital Grant received for the Catonsville renovation. That project will be revised to match the \$2.85 million allocated for the project. HVAC issues have surged around the system as the changeover for summer has begun: So far, there have not been major issues.

Staff Reports

Finance Report (Rowe)

Ms. Rowe reviewed the Financial Report. She noted that passport fees are up and usage of Sick and Safe leave remains below the anticipated level.

Staff Association (McElroy)

Ms. McElroy shared upcoming Staff Association social events with the Board.

Conferences (Pol, Register, Wolfe)

With the support of a grant from Maryland State Library, BCPL was able to send 33 staff members to the Maryland Library Association Conference. Of those staff, 18 served as hosts, hosted panels, or presented programs. Tyler Wolfe, Manager of the Towson Branch, and Krista Register, Collection Development, shared favorite programs with Board.

Board Reports

Board President

Mr. Holman congratulated staff for great work on the Taste of the Town event and on the Entrepreneur Academy graduation. Mr. Holman reminded the Board of the submission date for Financial Disclosure forms to the Ethics Commission (April 30th). The Board Finance Committee will be looking at ways to raise more Capital Funds for FY 21 and beyond.

Ms. Eickhoff brought to the Board's attention that Ms. Beth McGraw-Wagner would celebrate 50 years of service at BCPL in June. She requested that the Board write a letter of commendation for Ms. McGraw-Wagner. The Board approved Ms. Eickhoff working with Ms. Pol to write the letter.

Nominating Committee Appointments

The Nominating Committee will be Mr. Holman, Mr. Schwab, and Mr. Slater.

OLD BUSINESS

FY 2020 Budget (Miller, Rowe)

The next step for the FY 20 Budget is final approval by the Council on May 23.

NEW BUSINESS

Grant Applications

MLSC Grant (Saxenmeyer)

If awarded, the Maryland Legal Service Corporation Grant of \$35,000 would be used in conjunction with the \$50,000 awarded by the American Bar Endowment, to fund a mobile vehicle that would, for the first year, bring legal services to underserved areas of Baltimore County. The Board approved the grant application (**Eickhoff/Walsh David**).

OMG Books Award Grant (Strittmatter)

If awarded, the grant from First Books would be in credits in their marketplace totaling \$15,000 to be used to purchase books from First Books to give to children and under-resourced educators. The Mobile Engagement Group of Youth and Family Engagement (YFE-MEG) would use the purchased books to provide a free book to each child at Head Start centers visited by YFE-MEG, and to provide classroom libraries for teachers. The Board approved the grant application (**Walsh David/Eickhoff**).

Policies

Library Materials Disposal Policy (Cooke)

After investigation of alternate vendor services, followed by renegotiation of BCPL's contract with Better World Books, some changes are being made to BCPL's current materials disposal policy. Where branch loading dock size allows, a 4x4 foot box will be placed on the dock for withdrawn material. In smaller branches plastic bins will be used. The boxes/bins will be picked up by Better World Books at no cost to BCPL. Select branches will have donation boxes outside the branch. Books will go to Better World Books for resale, with sale proceeds benefitting the Library. Requests for donations of withdrawn materials by local community groups that are charities or non-profits will be handled by Better World Books directly rather than through BCPL. The Board approved

the Library Materials Disposal Policy after an amendment to use the more generic term “vendor” in place of Better World Books (Schwab/Eickhoff).

Access to Mobile Service for Birth-to-19 (Edington)

The purpose of the “Access to Mobile Service to Youth” policy is to further the success of youth facing socioeconomic barriers, and to allow youth using the bookmobile at community stops to receive a limited access Mobile Youth Account. No parent or guardian will need to be present. Mobile Youth Accounts will provide access to BCPL online resources, allow for borrowing up to five print or audio recordings at one time, and accrue charges only for items damaged or not returned. Implementation will begin during community stops this summer. After a discussion of the potential impact of lost materials, the Board approved the policy (Eickhoff/Walsh David).

Faxing Policy (Edington)

With the roll out of the new multi-functional devices (copy machines) to branches, BCPL now has the ability to fax at all locations. All faxing will be done using the multi-functional device in the public area of each branch. Faxes sent to and received on the devices would be accessible to the general public, thereby infringing on customer privacy.

It is recommended that BCPL discontinue allowing customers to receive personal faxes at BCPL branches, and to reflect the Board’s approval on March 19, 2019 to offer faxing service at all branches. Fax service will be self-service and transmissions to the local calling area and toll free numbers would be \$1.00 per page. Long distance faxes will cost \$4.00 for the first page and \$1.00 per page for each additional page. Faxes to international numbers will not be allowed.

Additionally, library staff will fax up to 4 pages of requested information to a customer at home or a business for no charge. Customers needing longer documents are encouraged to visit the library. There will be no charge for information faxed to another library, including libraries outside of BCPL. The Board approved the Fax Policy and fees (Walsh David/Schwab).

Fee Revisions (Edington)

As part of the FY 2020 budget analysis and process, County agencies were asked to consider measures to increase revenue. During BCPL’s budget preparation, the Budget Advisory Team discussed various increases in fees. The following fee increases are recommended:

Color Copying Fees

Add a new fee of \$0.30 per page for color copies on the public copy machine. This per page fee will keep copying and printing charges aligned. This fee will go into effect immediately. The Board approved the fee increase (Schwab/Walsh David).

Interlibrary Loan Processing Fee

Increase the Interlibrary Loan Processing Fee from \$2.00 per item to \$5.00 per item. Items requested through Marina will continue to be provided for free, per the Maryland Public Libraries’ Resource Sharing/Interlibrary Loan Agreement. After a discussion of

the scope and impact of the change for customers, the Board approved the fee increase to be implemented July 1, 2019 (Schwab/Walsh David).

License and Permit Convenience Fee

Increase the Animal License and Plumbing Permit convenience fee charged by BCPL from \$2.00 per license/permit to \$5.00 per license/permit to be implemented July 1, 2019. The increase was approved by the Board (Eickhoff/Schwab).

The Board requested that staff report back on the impact of the fee increases next year.

ADJOURNMENT

The meeting adjourned at 9:44 am (Schwab/Walsh-David).

Submitted by

A handwritten signature in blue ink, appearing to read "James Eickhoff".

Secretary of the Board of Library Trustees