



HCLS Board of Trustees Meeting Minutes

September 16, 2015 ♦ 7 pm
HCLS Administrative Branch

Board members present were: Andy Dalal, Chair; Tom Munns, Vice Chair; Treasurer, Louise Riemer; Richard Alexander; Stacie Hunt; Anne Markus; and Bruce Rothschild. Also present were Steve Lewicky, Counsel to the Board, and staff members/citizens Dorna Anderson, Lew Belfont, Angela Brade, Mary Brosenne, Stacey Fields, Cari Gast, Ann Gilligan, Valerie Gross, Alli Jessing, Cindy Jones, Nina Krzysko, Christie Lassen, Suki Lee, Jen Lester, Diane Li, Phil Lord, Tanya Malveaux, Stephanie Shane, Susan Stonesifer, and Ron Wilson.

Mr. Dalal called the meeting to order at 7:01 pm, welcoming everyone, and thanking Leadership Team staff members for having attended the immediately preceding celebratory dinner in their honor. Grim + Parker President Melanie Hennigan and Director of Design Antonio Rebello presented the proposed vision for a new, 35,000 SF “HCLS Elkridge Branch & DIY Education Center.” Ms. Hennigan described the current concept plan for the 45,000 SF facility that includes a co-located 10,000 SF senior center. She noted that the building will (1) combine a renovation and expansion on the current site to allow for greater prominence on Route 1, (2) incorporate glass for aesthetics and interior light, (3) feature an architectural “telescope/spine” feature as a building hallmark, (4) add quiet study rooms and ample meeting room and classroom space, and (5) include a signature Do-It-Yourself (DIY) Education Center inspired by the Berkeley Public Library’s Tool Lending Library and Stanford University’s Design Institute.

Ms. Hennigan outlined the vision for the DIY Education Center to be a hands-on, project-based environment that will include a DIY collection of tools, books, and kits (e.g., bicycle repair) that will be attractive to all ages—especially young adults just starting out, and seniors who have “downsized”—and also a series of classes to complement existing curriculum (e.g., tool safety and how to drywall). In response to questions, Ms. Hennigan explained that (a) a berm around the children’s section of the branch will be sculpted to minimize noise from Route 1 – a concern voiced by Dr. Markus, (b) a 2,000 SF meeting room will be included, and (c) space will be designed for maximum flexibility to allow for future reconfiguration. She closed by outlining the current time frame, with schematics submission set for mid-October, design development in December and application for building permits in the spring.

The Board unanimously approved the June 19, 2015 Board meeting general and executive session minutes, as well as the Policies and Supplement 1 sections of the *HCLS Board of Trustees Policies* that were proposed with no changes.

Ms. Gilligan presented the initial plans for a proposed FY 17 Operating Budget that would include allocations for (1) staff merit and COLA increases, as well as additional positions (e.g., HCLS Project Literacy, Children’s and Teens Instruction – especially at the Savage Branch, HiTech instruction for adults); (2) addressing publisher increases and further restoration of funds for curriculum materials; and (3) nominal increases to professional development, furniture, and equipment. Regarding our curriculum focus over the next five years, Ms. Gilligan highlighted e-content, A+, STEM education for all ages, Cultural Connections, DIY curriculum, history education, the new HCLS Tote Bag lending collection, the integration of Images of Howard County into the collection, Choose Civility, and notable author events. For internal focus, she emphasized HCLSi, the new Strategic Plan and Internal Customer Service Philosophy, as well as capital projects.

The Board unanimously approved the proposed FY2017 Capital Budget, which Ms. Brade presented as follows:

- HCLS Elkridge Branch & DIY Education Center: \$4.03M, including \$125,000 of grant funding from the Maryland State Department of Education that will be used for the opening day collection.
- Renovation of the Central and East Columbia Branches: \$2.396M (East Columbia Branch schematic design will be approved next month, followed by a four-month permit and bidding process, then an eight-month construction schedule slated to begin in July 2016; Central Branch schematic design to be completed by January 2016).
- HCLS Southwest Branch: \$277,000 for a site survey and feasibility study of a new branch in Howard County's Southwest region as per the *HCLS Facilities Assessment & Master Plan*.
- HCLS Systemic Renovations: \$2.777 for critical "end of useful life" renovations at HCLS branches (e.g., replacement/repair of roofs, windows, carpet, broken light fixtures).

The Board discussed the possibility of inviting Howard County's Budget Administrator, Holly Sun, to a future Board meeting for an overview of County's overall budget.

Ms. Brade summarized HiTech's 9-week summer curriculum, which included 20 classes a day. She then showed a video of a HiTech weather balloon launch.

Ms. Lassen presented details regarding Celebrate 75 on October 24, highlighting the HCLS Chapters-of-Our-Lives Time Capsule opening ceremony from 10 to 11 am. Ms. Brade summarized the Technology Petting Zoo portion of the event that will demonstrate the future of technology (e.g., a NAO humanoid robot, 3D printing, and wearable technology), noting that all gadgets will be demonstrated in 15-min. intervals from 11 – 2 pm.

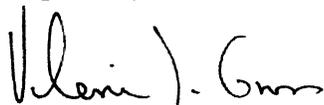
Highlights from my report included online homework assistance., Kindergarten Here We Come!, Movin' Up to Middle School, e-content, the Overdrive Bookmobile, Choose Civility, partnerships with the Howard County Police Department and downtown Columbia, the Enchanted Garden, adult classes, a staff development grant from the Maryland State Department of Education, upgraded credit card systems, and recent publicity and workshops. Ms. Gast reviewed HCLS' summer curriculum for children that drew record crowds and audience participation, and Ms. Jessing described the sophisticated "Maryland" theme envisioned for Evening in the Stacks 2016 scheduled for Saturday, February 27 at the Miller Branch.

The Board reviewed the financial, statistical, and miscellaneous Board packet items, including *HCLS in the News* and the updated FY 16 Board meetings.

Mr. Dalal thanked everyone for attending, adjourning the meeting at 8:34 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 **Wednesday, November 18** at the Administrative Branch.

Respectfully submitted,



Valerie J. Gross
President & CEO