



## HCLS Board of Trustees Meeting Minutes

November 14, 2018 ♦ 7 pm  
HCLS Administrative Branch

Board members present were: Richard Alexander, Chair; Anne Markus, Vice Chair; Robert Mentz Treasurer; Andy Dalal; Tom Munns; and Bruce Rothschild. Also present were staff members/citizens Lew Belfont, Angela Brade, Mary Brosenne, Stacey Fields, Rohini Gupta, Alli Jessing, Christie Lassen, Suki Lee, Diane Li, Tanya Malveaux, Carol Murray, Ben Sfanos, Stephanie Shane, Susan Stonesifer, and Ron Wilson.

Mr. Alexander called the meeting to order at 7:08 pm, welcoming everyone.

The Board unanimously approved the September 26, 2018 Board meeting general and executive session minutes, as well as the Supplement 1 section of the *HCLS Board of Trustees Policies* that was proposed with no changes.

Ron Wilson explained the draft proposed FY 20 Operating Budget that would include allocations for (1) staff merit and COLA increases, as well as 2.5 additional positions; (2) addressing publisher increases and further restoration of funds for curriculum materials; and (3) nominal increases to furniture, and equipment, including increased telecom costs and security cameras. These additions account for an 8.6% increase in requested county funding, a modest increase from the ask of approximately 7.5% for the past several years. He did note that there would be a modest increase in state funding due to an increase in Howard County's population. Further discussion centered on resulting scenarios in the event the total amount requested is not funded by the County, including backing out the 2.5 additional positions and potentially not fully funding COLA. I related that while education remains a top priority, County Administration has not indicated what the financial climate will be going forward. A final FY 2020 budget proposal for Board approval will be presented at the January Board meeting.

Regarding the status of capital projects underway, Ms. Brade related that we are hopeful to secure \$1.1 Million for renovations to the Glenwood Branch. The County has already committed \$785K, with additional funds to come either from the County capital budget process, a state capital grant, or DPW's maintenance budget. She noted that based on feedback from HCLS as well as the Housing Commission in recent meetings with Howard Hughes and the County, the relocation of the Central Branch within the Downtown Columbia plan is now slated for the corner of the promenade which allows for 50-60K square feet on the first floor with adjacent parking. The status of this project is now contingent on planning dollars coming from the County as they are currently not included in either the Capital budget or DPW's budget. We anticipate about \$1M for planning that would last two years followed by two years for construction. Internally, HCLS has engaged in planning discussions, engaging staff throughout the system with envisioning classes and events for the new space. Ms. Brade further explained that there have been initial discussions on parking, security, snow removal, and the architect/developer model Stephanie Shane will provide the proposed capital budget for reference at subsequent Board meetings.

Ron Wilson summarized the FY18 Audit materials, explaining that HCLS performed well. He further shared new requirements related to GASB75, requiring that HCLS show liability of postemployment benefit costs. The \$16.78M amount shown on our balance sheet is calculated by the County, who engages an actuary, and assigns us a prorated share of the cost based on our employee numbers.

Referencing the HCLS Happenings document, Christie Lassen presented highlights from recent events, including HCLS' 5-Star ranking from *Library Journal*, the Jason Reynolds author event at East Columbia, the Elkridge Mosaic unveiling, and Undesign the Redline exhibit at Central. Stephanie Shane will schedule a tour of the exhibit

for the Board. Angela Brade congratulated Ms. Lassen and Ms. Jessing on being finalists in the Civvy Awards at the National Conference on Citizenship for their work on the Choose Civility initiative.

The Board reviewed the financial and statistical reports, where Mr. Wilson explained that most statistics are higher since at this time last year, East Columbia and Elkridge were operating as express branches. Additionally, library card issuance decreased due to the implementation of new student cards this time last year. I announced that we are working on a new data reporting structure slated for the January Board meeting.

Discussion ensued regarding early voting, with Susan Stonesifer relating that the Miller Branch ranked in the top 5 early voting sites in the state of Maryland. We will investigate the possibility of getting additional HCLS branches as early voting sites. The Board reviewed the Calendar of Events as well as *HCLS in the News*.

Mr. Alexander thanked everyone for attending, adjourned the meeting at 8:01 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 **Wed., January 16, 2019** (with a snow date of January 23) at the Administrative Branch.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Tonya Kennon', with a stylized flourish at the end.

Tonya Kennon  
President & CEO