



HCLS Board of Trustees Meeting Minutes

September 20, 2017 ♦ 7 pm
HCLS Administrative Branch

Board members present were: Louise Riemer, Chair; Richard Alexander, Vice Chair; Anne Markus, Treasurer; and Robert Mentz. Also present were Steve Lewicky, Counsel to the Board, and staff members/citizens Lew Belfont, Angela Brade, Stacey Fields, Cari Gast, Khaleel Gheba, Rohini Gupta, Patricia Henlon, Joel Hurwitz, Alli Jessing, Christie Lassen, Suki Lee, Diane Li, Phil Lord, Tanya Malveaux, Stephanie Shane, Kelli Shimabukuro, Ryan Shimabukuro, Susan Stonesifer, Betsy Varkus, and Ron Wilson. From Bradbury and Associates, JoBeth and Dan Bradbury were present for the meeting.

Ms. Riemer called the meeting to order at 7:00 pm, welcoming everyone.

The Board unanimously approved the June 21, 2017 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. The Board further approved the update to the FY 17 Salary Schedules, specifically certain on-call positions affected by the recent federal increase in minimum wage.

I presented the initial plans for a proposed FY 19 Operating Budget that would include allocations for (1) staff merit and COLA increases, as well as additional positions (e.g., HCLS Project Literacy and the new HCLS Elkridge Branch & DIY Education Center); (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, I referenced charts in a handout that depicted HCLS' strategic plan accomplishments year to date. Lew Belfont further highlighted our goals for the remainder of the five-year strategic plan and beyond, which center on new and innovative ways for delivering HCLS' curriculum.

Ron Wilson outlined HCLS' plan to replace our current human resources management system (HRMS), with a more robust product. Steps for the acquisition review process included issuing an RFP to prospective vendors, reviewing proposals from three vendors, and making a determination based on the vendor's ability to meet the onsite interviews and functionality tests. The Board approved the motion giving HCLS leadership team members the authority to select a final vendor so that the system will be selected by January 1.

The Board unanimously approved the proposed FY 19 Capital Budget (with an erroneous number in the HCLS Southwest Branch column removed), totaling \$850K. I presented the components as follows:

- HCLS Elkridge Branch & DIY Education Center: no additional funds needed to complete construction of the new branch
- HCLS Central and East Columbia Branches: no additional funds to complete these renovations
- HCLS Glenwood Branch: \$850,000 to fully cover the costs of all desired renovations plus meet all new building codes, with the possibility that the county may pay for some of the work from their sustainability fund
- HCLS Southwest Branch: keeping the site survey at FY 20
- Future HCLS Central Branch & Business/Arts Education Center: keeping the design phases at FY 21 and FY 22 per discussions with the County

Ms. Riemer noted the enclosed Budget Process Timeline for Board member reference.

I summarized capital projects underway, providing a Powerpoint presentation of progress on renovation of the East Columbia Branch and construction of the new Elkridge Branch & DIY Education Center, noting the former is slated to open in the December/January timeframe, while the latter is slated for next spring. I further explained that we are seeking community input on revitalizing and/or re-envisioning the old mosaic at the Elkridge Branch. Regarding the Glenwood Branch, I related that we will be meeting with branch staff to determine needs. In response to customer concerns voiced to Anne Markus regarding confusion over which branches are closed during renovations, Christie Lassen agreed to put out a message on social media.

Staff presented highlights from recent events, including a) Events & Seminars Manager Alli Jessing for the Longest Table; b) Branch Manager Diane Li and Instructor & Research Specialist Khaleel Gheba on Solar Eclipse Viewing Parties; and c) Community Education & Partnerships Coordinator Kelli Shimabukuro on A+ Student Cards.

Additional staff presentations covered upcoming classes and events. Director of Communications & Partnerships Christie Lassen referenced Choose Civility activities, most notably a statewide summit on November 17. Upcoming classes for children and adults were presented by Cari Gast and Alli Jessing.

Elkridge Branch Manager Phil Lord and I outlined current plans regarding the DIY collection for the new Elkridge Branch & DIY Education Center, which will fall under a trifold umbrella of 1) repair and maintain, 2) create, and 3) adventure/outdoor. I displayed a draft conceptional timeframe which calls for a complete collection list by October with a four-month period for purchasing in time for the March grand opening. The plan is to revisit the collection and classes every quarter to assess if any changes or additions are needed. Per Steve Lewicky's input, we will contact him regarding insurance/liability implications for the new collection.

Hi Tech Project Manager Betsy Varkus summarized classes over the summer offered at the Savage, Central and Glenwood Branches, including the highly successful adult classes. She announced fall activities, including site visits to nearby STEM employers, and, the upcoming HiTech STEM Conference (October 20th), featuring virtual reality equipment.

Ms. Riemer pointed out the enclosed FY 18 Calendar of Events, with Christie Lassen noting that Evening in the Stacks is scheduled for February 24 at the Miller Branch.

The Board reviewed the financial and statistical reports. Miscellaneous Board packet items were noted, including an updated Board contact sheet, the summer Team Update, a Children's booklist, and *HCLS in the News*.

Ms. Riemer thanked everyone for attending. She welcomed the consultants in the audience plus new Board member Robert Mentz, then adjourned the meeting at 8:50 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 and obtain legal advice.

The next regular Board meeting is scheduled for 7 pm on **Wed., November 15, 2017** at the Administrative Branch.

Respectfully submitted,



Angela L. Brade
COO – Support Services