



## HCLS Board of Trustees Meeting Minutes

March 26, 2018 ♦ 7 pm  
HCLS Administrative Branch

Board members present were: Louise Riemer, Chair; Richard Alexander, Vice Chair; and Tom Munns. Also present were Steve Lewicky, Counsel to the Board, and staff members/citizens Lew Belfont, Angela Brade, Mary Brosenne, Stacey Fields, Nina Krzysko, Suki Lee, Phil Lord, Stephanie Shane, Susan Stonesifer, and Ron Wilson.

Ms. Riemer called the meeting to order at 7:10 pm, welcoming everyone and requesting that we start the meeting with Agenda item VII, as the update on capital projects required no Board motions. Thanking Board members for their support and attendance at recent grand openings, COO Angela Brade called on Branch Managers Suki Lee and Phil Lord to relate operations at the East Columbia Branch and Elkridge Branch + DIY Education Center respectively. Suki announced that 60 to 100 kids visit the branch every day, and that local schools are bussing students in for an event featuring Latino children's author Lulu Delacre on March 28. Phil summarized the steady pace at the Elkridge Branch and heavy customer interest in the DIY collection. Regarding the Glenwood Branch, Angela and I explained that the County will not be able to fund the additional \$850K proposed in the HCLS FY 19 Capital Budget request. The County did indicate that there is a possibility to include the funding in our FY 20 budget. HCLS will be meeting with the architects next week to determine planning options based on the County's comments. Angela further stated that the County has made no further comments regarding a potential Southwest Branch, also noting that land options in that region are diminishing.

Determining that we had satisfied the requirements of the Policies Section, IV.C of Board policy, which stipulates that "If four hours before the meeting it is anticipated that a quorum will be present, the meeting will occur as if a quorum were present," Ms. Riemer announced that the meeting would proceed. The Board unanimously approved the January 17, 2018 Board meeting minutes. I announced that there are no updates to the proposed FY 19 Operating Budget as we have yet to receive further feedback on our proposal from the office of the County Executive. I noted that Mr. Kittleman's FY 19 Operating Budget is due to the County Council by April 21, while the Council adopts final budgets on May 30.

The Board unanimously approved the FY 19 Closings and Board meetings calendars. Requesting the inclusion of the word "years" following 21 in the proposed text, the Board then also unanimously approved the addition of a DIY Borrower's Card to Supplement 3, Section V.C, Specialized Borrowers' Cards. Acting COO Lew Belfont stated that HCLS will be running borrowing and inventory reports three to six months out to see if we need to revisit any of the parameters laid out for borrowing items from the DIY collection.

Referencing my report of HCLS Highlights, Louise noted a highly successful Evening in the Stacks, a three-peat winner at the HCLS Spelling Bee, Human Library event, a Harry Potter themed event at Glenwood, the 100K Book Challenge, and HiJinx podcast.

The Board reviewed the financial and statistical reports, as well as an updated Calendar of Events. I explained that the February 2018 statistical report will be forthcoming as numbers still need to be reconciled between the closing of the East Columbia Express and the re-opening of the East Columbia Branch.

Ms. Riemer thanked everyone for attending, noting for those in attendance that the Board has requested that flowers be ordered for the new CEO's first day on April 23. Ms. Riemer adjourned the meeting at 7:45 pm, which was unanimously approved to reconvene in Executive Session pursuant to §10-508 of the State Government Article, Annotated Code of Maryland to discuss personnel matters.

The next regular Board meeting is scheduled for 7 pm on **Wed., June 20, 2018** at the Administrative Branch.

Respectfully submitted,

A handwritten signature in blue ink, reading "Ann T. Gilligan". The signature is written in a cursive style with a large initial "A".

Ann T. Gilligan  
Interim President & CEO