



HCLS Board of Trustees Meeting Minutes

June 20, 2018 ♦ 7 pm
HCLS Administrative Branch

Board members present were: Louise Riemer, Chair; Richard Alexander, Vice Chair; Anne Markus, Treasurer; Robert Mentz; Tom Munns; and Bruce Rothschild. Also present were Steve Lewicky, Counsel to the Board, and staff members/citizens Yao Aziabu, Lew Belfont, Angela Brade, Mary Brosenne, Stacey Fields, Cari Gast, Alli Jessing, Suki Lee, Diane Li, Phil Lord, Carol Murray, Susan Stonesifer, and Ron Wilson.

Ms. Riemer called the meeting to order at 7:03 pm, welcoming everyone.

The Board unanimously approved the March 26, 2018 Board meeting minutes. I addressed the operating budget which was approved in May without changes by the County Council, thanking Ms. Riemer for testifying on behalf of HCLS. The budget reflects a 3.1% increase over last year, the bulk of which applies to Object 1 for staff (merit increase and benefits). I further referenced the FY 19 salary schedules that showed minimum wage increases as shown in the Board packet.

Ms. Brade spoke on the Capital Budget, noting the removal of the \$850K for Glenwood's renovation which has been moved to the FY 2020 budget. She further explained that since the Elkridge project came in under budget by \$5 Million, the approved Capital budget by the County Council reflects the \$5 Million in funds reclaimed by the County. Ms. Brade further stated that there are still funds available to be used for the mural project, whose targeted finish date is October 2018. There is still interest in a southwest branch whose funding for feasibility studies has been postponed to 2020. Regarding a Central Branch as part of the Downtown Columbia development, 2021 is the latest date for relocation. I will be meeting with the Howard Hughes Corporation to determine next steps in the timeline. The Board unanimously approved the FY 2019 Operating and Capital Budgets that were approved by the County Council.

The Board unanimously approved the proposed edits to Supplement 4 which called for modifying language regarding time sheets and direct deposit vouchers in response to the new payroll system. A motion was made to explore the possibility of revising the Board Policy to give more discretion to the CEO to modify the board policy, with the Board reviewing any proposed changes, prior to implementation. The motion passed.

The Board reviewed and accepted unanimously the candidates put forth by the Nominating Committee for the FY 19 slate of Officers: Chair: Richard Alexander, Vice Chair: Anne Markus and Treasurer: Robert Mentz.

Ms. Brade gave an update on the Capital Project for Glenwood Branch. We are asking for matching funds from the State, to match the County's offer in FY 2018 of \$750K. We will find out from the State in April regarding the grant. In the meantime, no funds can be spent until FY 2020, but we can initiate permit work prior to that time. We are further looking into ways to keep the branch open while we renovate to eliminate extra costs.

Referencing other materials in the packet, Ms. Brade spoke on the Governor's Citation received for our STEM work and the desire to expand STEM; and I spoke on the STATS snapshot, recommending that we transition to a method that better reports our data and its impact using existing software that we own. Phil Lord spoke on the DIY surveys to customers in the DIY classes to enable capturing customer preferences, stating that we are in the process of putting together a marketing plan to track the DIY traffic. We further have been collecting customer's input on the tools of interest. Since opening, we have loaned over 2,000 items. Based on customer feedback, starting 8/15/18 DIY renewals will be removed which will increase access to the items.

In staffing news, I announced that Lew Belfont will be the new COO effective July 1, 2018. In board news, Louise Riemer submitted her resignation for her At-Large seat effective the end of the current fiscal year. I thanked Chair Riemer for her years of dedicated service to HCLS, explaining that I will send new procedures for Board meetings along with plans for filling Ms. Riemer's vacant seat, with Stephanie Shane providing information on a celebration dinner.

Ms. Riemer thanked everyone for attending, adjourning the meeting at 7:47 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., September 26, 2018** at the Administrative Branch, which was postponed a week in light of the Jewish holidays.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Tonya Kennon', written in dark ink.

Tonya Kennon
President & CEO