



HCLS Board of Trustees Meeting Minutes

March 20, 2019 ♦ 7 pm
HCLS Administrative Branch

Board members present were: Richard Alexander, Chair; Anne Markus, Vice Chair; Robert Mentz Treasurer; and Tom Munns. Also present were staff members/citizens Yao Aziabu, Lew Belfont, Angela Brade, Mary Brosenne, Stacey Fields, Christie Lassen, Suki Lee, Nicole Lenz, Tanya Malveaux, Ben Sfanos, and Stephanie Shane.

Mr. Alexander called the meeting to order at 7:06 pm.

The Board unanimously approved the January 16, 2019 Board meeting general and executive session minutes.

I provided an update on the proposed FY 20 Operating Budget, noting that we had one meeting with County Budget staff who reiterated the County Executive's focus on education in light of a tough budget climate where internal departments have been asked to keep their asks to two-percent increase. The factors that are driving our eight percent increase are security, health insurance, and retiree benefits. I explained that the Police Chief has commended us in our security efforts and the benefits asks are in line with past years.

The Board approved the proposed closings and board meeting dates for FY 20, which replace the holiday given for Columbus Day with the day after Thanksgiving. This aligns with the school system calendar and customer expectations. The Board further approved the changes to Supplement 3, including its Appendix "How We Choose," which allowed for grammatical and procedural modifications related to the inclusion of the DIY and Art Education collections. Ms. Brade referenced the postcard noting the grand opening of the Art Education Collection in the Board packets. The Board then approved the FY 20 nominating committee.

Ms. Brade and I detailed the recent state grant for updating HCLS' Facilities and Assessment Master Plan, explaining that the environment has changed since the plan was conceived in 2004, especially with the changes related to the Downtown Columbia vision. While we do not require a new plan, we are looking at update the plan to include the new Central Branch, the conceived Southwest Branch and renovations at the Glenwood Branch. Using much of the data coming from the Howard Hughes effort regarding downtown Columbia, we envision a tailored research phase with small focus groups. We have solicited bids from vendors and are asking the Board to grant us the ability to make a sole source selection in the next two weeks, followed by efforts to come up with matching funds for the state grant. The Board approved the motion.

Regarding the status of capital projects underway, Ms. Brade related that Glenwood Branch renovations will start late April. We will be asking the County to address systemic maintenance issues with their funding bucket so that we can focus on the other pressing needs. Discussions continue with the Housing Commission and Howard Hughes regarding the relocation of the Central Branch within the Downtown Columbia plan. We have a better handle on the cost given the estimate provided by civil engineers.

Referencing the HCLS Happenings document, I noted the HCLS Spelling Bee, Undesign the Redline exhibit, and Evening in the Stacks.

The Board reviewed the financial and statistical reports. I presented the new format which will become the standard for statistical reports, explaining that it will provide a more meaningful overview in a more digestible format, still effectively capturing the data that is requested by the library community. The Board then reviewed the latest FY 20 Calendar of Events, plus *HCLS in the News*, which in the future is to be distributed via email.

Discussion followed on efforts to correct the sound barrier between the meeting rooms in Elkridge. We are working with the County to correct this as it was called for in the original design. In the meantime, HCLS staff will proactively inform customers looking to schedule meetings in this space of the issue. I closed by updating the Board on the recruitment effort to fill the upcoming vacancy in District 3, which will be extended to allow for additional applications, since we have received several, but only one from District 3.

Mr. Alexander thanked everyone for attending, adjourned the meeting at 8:00 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., June 19, 2019** at the Administrative Branch.

Respectfully submitted,

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

Tonya Kennon
President & CEO