



HCLS Board of Trustees Meeting Minutes

June 19, 2019 ♦ 7 pm
HCLS Administrative Branch

Board members present were: Richard Alexander, Chair; Anne Markus, Vice Chair; Robert Mentz Treasurer; Andy Dalal; Tom Munns; and Antonia Watts. Also present were staff members/citizens Steve Lewicky, Counsel to the Board, Lew Belfont, Angela Brade, Stacey Fields, Cari Gast, Christie Lassen, Tanya Malveaux, Lauren McCloskey, Adriana Sass, and Stephanie Shane.

Mr. Alexander called the meeting to order at 7:05 pm.

The Board unanimously approved the March 20, 2019 Board meeting general and executive session minutes, plus the FY 2020 Operating and Capital Budgets, including the Salary Schedules. I noted that, despite a tight budget climate, HCLS received one of the highest budget increases of 2.45% within the county departments. Final budget books were disseminated to the Board.

The Board approved the proposed changes to Supplement 4 that align HCLS processes and procedures related to hiring, time recording payment, and holidays. The Board then approved the FY 20 slate of officers presented by the nominating committee, which list Anne Markus as Chair, Rob Mentz as Vice Chair, and Andy Dalal as Treasurer.

Regarding the status of capital projects underway, Ms. Brade related that a kick-off meeting was held to rescope the Glenwood Branch renovations based on reduced funds. The new plans include the addition of a STEM classroom, three study rooms to hold up to six people each, a passport office, and a group study room to accommodate up to 50 people. She is hoping to find additional moneys for FF&E. It has not been determined whether the branch will have to close to complete the renovations given that there is no money for a temporary space. However, there are many options to explore, to include using the existing meeting room space for limited pick up and drop off capabilities, as well as pursuing use of the adjacent community center. Work is slated for completion in August 2020, with the hope that the Board can hold the September 2020 meeting at the branch.

Discussion ensued regarding HCLS policy regarding the use of study rooms in the branches. Then, Ms. Brade stated that there will be a meeting mid-July between County administration, the Housing Commission, and HCLS to discuss planning schedule and financing for the envisioned Downtown Columbia Branch. While the Housing Commission is currently putting their bonds out, HCLS will seek to obtain more planning dollars in future capital budgets. Current timelines suggest a goal of 2024/2025 for completion of the replacement branch.

Ms. Brade related the progress on the Master Plan Update which will incorporate the new Downtown Columbia Branch, further details on a Southwest Branch, and renovation of the Glenwood Branch. Current activity includes email surveys, dream sessions, and focus groups. The ten-year update, which is slated to be completed in the fall, will cover 2020 through 2030. Board input is critical throughout the process with a final approval request prior to submission to the County.

Referencing the HCLS Happenings document, I noted the HCLS Spelling Bee and the congratulatory ceremony attended by members of the State Delegation, the County Executive, Friends and Foundation members, community and staff in recognition of the first national co-champion from HCLS and the state of Maryland. I then turned the floor over to staff to summarize key initiatives that occurred during the spring. Lew Belfont, Cari Gast, and Tanya Malveaux explained a recent partnership with Head Start that teaches 340 students across four sites provided by the Community Action Council. HCLS is contributing resources, including satellite collections, Educator cards, and

instructors to both teach classes and attend events. Through this partnership, HCLS is committed to closing the achievement gap and build community support. We are hoping to improve Head Start's Readiness for Kindergarten rating of 37% compared to the state's average of 56%. Head Start will be sharing the results of their future assessments so that we may measure our partnership's impact.

Mr. Belfont further noted additions to the Adult Curriculum to include a pilot project bringing an Artist in Residence to the Miller Branch this summer, plus the planned hiring of an Adult Art Curriculum Specialist to create art studio and art history classes as well as implement citizen art projects. Both activities are envisioned to expand across the system.

Ms. Brade announced the HiTech Carnival scheduled for August 10 at the East Columbia Branch parking lot, which will showcase STEM projects developed by HiTech students in classes held at four branches over the summer. Current plans include a race car, pinball machine, weather balloon, water dumping tank, and small roller coaster. Christie Lassen highlighted Richard Rothstein, author the "Color of Law" event, noting that based on the community's interest in the subject of redlining, we will be working with Enterprise Community Partners to do a follow-up of the Undesign the Redline exhibit, which will focus on the inequality impacts on Howard County's population.

The Board reviewed *HCLS in the News* and the financial and statistical reports. For the latter report, we will look into the reason behind a spike in year-to-date page views for the month of May. The Board then reviewed the latest contact information sheet and was asked to provide any updates to Stephanie Shane, who will send a revised version around for FY 2020, listing the new officers. I asked the Board to please indicate their availability to the July 17 retirement dinner to celebrate Richard Alexander's years of service. The Board approved by request to move the September 18 Board meeting to September 25 in light of a professional conference that many of HCLS' executive team will be attending. This meeting will be taking place at the Elkridge Branch, with the intention that future meetings will also rotate to other HCLS branches. Discussion ensued regarding whether HCLS can serve as a site for a Little Free Pantry – similar to the Little Free Library concept, and free legal aid classes offered at HCLS.

Mr. Alexander thanked everyone for attending, adjourned the meeting at 8:30 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., September 25, 2019** at the Elkridge Branch.

Respectfully submitted,



Tonya Kennon
President & CEO