

BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY

MINUTES OF THE MEETING

April 18, 2023

A meeting of the Board of Library Trustees was held on Tuesday, April 18, 2023, at the Towson Branch. The meeting was called to order at 8:18 am by Board President Maureen Walsh David. Other Board members present were: Yara Cheikh, Jane Eickhoff, Havaca Ganguly, Mike Netzer, and Anne West.

Staff in attendance: Sonia Alcántara-Antoine, Chief Executive Officer; James Cooke, Chief Operations Officer; Natalie Edington, Chief Customer Experience Officer; Jen Evans, Executive Assistant; Linda Frederick, Marketing and Development Manager; Emily Gamertsfelder, Planning and Projects Manager; Erissa Mann, Training and Development Coordinator; Helen Rowe, Fiscal Services Manager; Gerry Skaw, Fiscal Services; and Mary Wilson, Human Resources Manager.

COMMUNICATION

Minutes

The Board approved the minutes of the March 21, 2023 **(Eickhoff/Cheikh)**.

Correspondence

None.

Upcoming Events

The CEO highlighted Battle of the Books and the substantial number of financial literacy programs taking place around the system.

Comments from the Public

None

REPORTS

CEO (Alcántara-Antoine)

This year BCPL celebrates its 75th anniversary. BCPL has made investments in the staff, resources and service model, and facilities to be the best it can be for today and tomorrow, to effectively carry out the system's mission to transform lives and strengthen the community. The CEO emphasized that public libraries are natural community hubs, and she looks forward to facilitating opportunities for greater connection. BCPL is slated to receive an unprecedented amount of support from the County and State towards modernizing aging facilities - \$30 million in FY24 for Woodlawn, Essex, Lansdowne, and Randallstown. In addition, BCPL has requested proposals to evaluate the economic impact of Towson Library in its current location so that a case can be made as to why there is a need for a new library in downtown Towson, for today's residents and for tomorrow's.

The CEO stated that the staff and Board share feelings of pride in this organization - where it has been, where it is today, and where it is headed. The CEO sees her role as being very much the

keeper of a legacy of forward-facing community service that started 75 years ago and being the standard-bearer, ensuring that BCPL is still here 75 years from now and beyond. But it is 100% a team sport. BCPL is strong because it has a great staff and so many supporters like our Friends and Foundation and allies in Baltimore County government. The CEO expressed her appreciation for the Board and all those working with her to make BCPL the best that it can be.

Statistical Dashboard (Gamertsfelder)

Ms. Gamertsfelder shared the Statistical Dashboard which included a focus on training.

Ms. Walsh David asked about the reduced number for account holders compared to last month. Ms. Gamertsfelder explained that inactive accounts are purged from Polaris, the circulation software, quarterly to meet Maryland State Library requirements. Ms. Gamertsfelder also pointed out that there has been an increase in the number of active accounts.

Training Report (Mann)

Ms. Mann shared an overview of the training schedule for staff. Staff have several training opportunities during the year that include required and elective training. Required training includes Diversity, Equity and Inclusion, Customer Service, and Security. Opportunities for training are added to the training calendar.

The Board had several questions for Ms. Mann. Ms. Walsh David asked if all staff would be attending Security Training in FY 23. Ms. Mann clarified that some sessions would be taking place in FY 24 and confirmed that all staff would be required to attend one of the sessions. Ms. Cheikh asked if staff were trained in what to do if BCPL was hacked. While staff do receive technology security training, it is provided by the Office of Information Technology. Mr. Netzer asked if BCPL had active shooter drills and how staff was notified about incidents in the library. Ms. Mann's role does not extend into these areas, but drills are planned for all branches and there are procedures in place to notify staff of incidents. Ms. Ganguly asked for clarification of LEAP training. This is training in using the Polaris system for circulation.

Public Services (Edington)

CCEO Edington shared that the Friends of the Towson Library just concluded a highly successful book sale. Early numbers show the group raised more than \$20,000. She also shared a moving note from a regular user of Mobile Library Services.

Operations (Cooke)

COO Cooke shared that demolition at Catonsville is ongoing. BCPL also received an additional \$2.4 million from the State of Maryland to offset the project's cost. Planning for an update to shelving, lighting and bathrooms at Pikesville is almost complete. The schematic designs for the Woodlawn renovation are under review. A project will begin soon at Cockeysville to remove

glass partitioning from the children's area. The branch will remain open during this project with the impacted area being walled off from public access.

Fiscal Services Report (Rowe)

Ms. Rowe introduced Gerry Skaw who will be providing the Finance Report at the next Board meeting. Variances between revenues and expenditures are shrinking. Ms. Rowe shared that there will be several areas where spending will be higher next year including a significant increase in utilities.

Human Resources Report (Wilson)

Ms. Wilson thanked Ms. Mann for her work and shared the fact that Ms. Mann has just become a certified CPR instructor. Ms. Mann will be providing CPR training for staff. Human Resources has been working with Fiscal Services to finalize personnel information for the FY24 budget. Human Resources has also been continuing to recruit to fill vacant Social Worker positions.

Mr. Netzer asked if the Director of Philanthropy position had been filled. Ms. Wilson shared that Ann Beegle will start in that position in May.

Presentation of 75th Anniversary Citation (County Executive Olszewski)

County Executive Olszewski arrived. The County Executive shared his enthusiasm for the library's work and outlined some of the additional support Baltimore County will provide in FY 24. The County Executive then presented the Board with a citation in recognition of BCPL's 75th Anniversary.

Operational Plan Report (Gamertsfelder)

Ms. Gamertsfelder shared the Operational Plan Report for quarter 3. She noted that the system has exceeded goals in several programming areas.

Ms. Walsh David asked if there would be new goals set for FY 24. Ms. Gamertsfelder shared that an update of the Strategic Plan is underway and there will be some new goals identified.

Board Report (Walsh David)

Ms. Walsh David and Ms. Cheikh attended the County Executive's Budget Message and were pleased with the support for the library. While the staff is the heart of the library, having beautiful, up-to-date buildings is also imperative.

OLD BUSINESS

None.

NEW BUSINESS

Report from the Nominating Committee (Ganguly/Netzer)

Ms. Ganguly shared the slate of officers under consideration for FY 24.: Yara Cheikh for President, Jane Eickhoff for Vice President, Anne West for Treasurer, and Havaca Ganguly for Secretary. The Board will vote on the candidates at the June meeting.

Policy – Staff Handbook Section 6-1 Vacation (Wilson)

Ms. Wilson shared the updated Staff Handbook Section 6-1 Vacation. This policy was updated to remove references to staff classifications that are no longer current and to align with the contract with IAMAW. The Board approved the Vacation Policy (**Eickhoff/West**).

BCPL 75th Anniversary (Frederick)

Ms. Frederick shared that the first meeting of the Board of Library Trustees was on April 20, 1948. Anniversary banners have been hung at all branches, and during the rest of the calendar year, several celebratory programs will be taking place around the system. Ms. Frederick also showed the Board a preview of a video created by Marketing and Media Services about the 75th Anniversary.

CLOSED SESSION & ADJOURNMENT

Before calling for a motion to close the meeting, Ms. Walsh David informed attendees that the public portion of the meeting would not resume. Rather, she would make a statement about any decisions made in the closed session at the next meeting. She then called for a motion to close the public portion of the meeting under the General Provisions Article § 3-305 (b) to conduct interviews to fill an upcoming vacancy on the Board (**West/Ganguly**) CEO Alcántara-Antoine joined the Board in closed session. Aye: Walsh David, Cheikh, Eickhoff, Ganguly, Netzer, and West. Mr. Netzer did not attend the closed session.

ADJOURNMENT

The meeting adjourned at 1:15 pm.

Submitted by

Anne West

Secretary to the Board of Library Trustees