

**BOARD OF LIBRARY TRUSTEES FOR BALTIMORE COUNTY**

**MINUTES OF THE MEETING**

**April 20, 2021**

A meeting of the Board of Library Trustees was held via Zoom on Tuesday, April 16, 2021. The meeting was called to order at 8:02 am by Board President Maureen Walsh David, and a notification of recording was given. Those wishing to speak during public comment were asked to sign-up using the Q&A tool on Zoom. Other Board members present were: Yara Cheikh, Jane Eickhoff, Michael Netzer, Paul Schwab, Aaron Slater, and Anne West.

Staff in attendance: Sonia Alcántara-Antoine, Director; James Cooke, Assistant Director; Natalie Edington, Assistant Director; Jen Evans, Administrative Assistant; Linda Frederick, Marketing and Development Manager; Emily Gamertsfelder, Planning, Projects and Data Coordinator; Helen Rowe, Fiscal Services Manager; Joey Schenning, Staff Association President; Liz Sundermann-Zimmer, Virtual Services and Media Creation Manager; and Mary Wilson, Human Resources Manager.

**COMMUNICATION**

***Minutes***

The Board approved the minutes of the March 16, 2021 meeting **(West/Schwab)**.

***Correspondence***

None.

***Upcoming Events***

Director Alcántara-Antoine shared dates for the Maryland Library Association and American Library Association virtual conferences.

***Public Comments***

Ms. Anita Bass and Ms. Bridget Fitzgerald requested that Board agendas and minutes be emailed to staff members, and that the Board consider changing the time of the Board meeting to the evening.

Ms. Walsh David thanked them for their comments.

**REPORTS**

***Director's Report (Alcántara-Antoine)***

Director Alcántara-Antoine gave a verbal Director's Report. She highlighted the work of the team at the Cockeysville Library where one regular computer user was able to find employment

thanks to the assistance he received from staff at that branch. The Director thanked all the BCPL staff whose work makes a difference every day.

A priority for Director Alcántara-Antoine is ensuring BCPL staff are fairly compensated. BCPL will be engaging in a compensation study to determine if BCPL's salaries are competitive and to make sure staff are being paid equitably. In preparation for the study, all job descriptions are being reviewed and updated as necessary and library administrators are identifying the criteria and scope of work for a competitive Request for Proposal.

Last month the Board was updated on Fine Free for Youth, this month Director Alcántara-Antoine was pleased to share that the County Executive's Budget Message for FY 2022 included support for BCPL eradicating extended loan fees for all customers starting in FY 22. If approved by the County Council, this will be a great benefit to the communities served by BCPL and eliminate barriers to access for the people who need the library the most.

### ***Policy Process (Gamertsfelder)***

At the request of Director Alcántara-Antoine, Ms. Gamertsfelder has launched a project to review, and if necessary update, library policies. This will ensure consistent, positive customer experience. Ms. Gamertsfelder walked the Board through the new policy process. A list/schedule will be created of policies that need to be updated or created. The list will be reviewed by the Administrative Leadership Team and portions assigned to a group for drafting. A review of the draft policy will be conducted, and additional input or legal advice will be requested. Once finalized, policies requiring Board approval will be brought before the Board for approval or sent back for revision. Once approved, implementation will begin and communication, training, and marketing coordinated. This process will also include a regular review of public policies, which can be found on the BCPL website.

Ms. Cheikh asked if input from the public would be solicited. Ms. Cheikh also requested that policies brought to the Board be presented with information relating to similar policies in other regional library systems.

Ms. Walsh David expressed the Board's enthusiasm for becoming fine free.

Ms. West asked for the timeframe of the compensation study. An RFP will be developed by summer, and it is anticipated that the process will be completed by the end of the year.

### ***Statistical Report (Gamertsfelder)***

Ms. Gamertsfelder reviewed the monthly Statistical Dashboard and reminded the Board that the report compares a 12 month period.

### ***Facilities Report & Capital Budget Update (Cooke)***

Mr. Cooke reported that the Reisterstown renovation is 90% complete. BG&E has completed work to provide power and gas to the building. This allows finishing work like carpeting and painting to begin, and the project should be finished by late summer with public reopening anticipated in September. The Rosedale meeting room/bathroom refresh should be completed in May. The Catonsville renovation is still in design. The Catonsville project may be delayed by problems with the outside portion of the septic system, which will need to be addressed before renovation can begin. There are similar issues at the Rosedale branch which may keep the branch from reopening with the other branches during Phase 3B of the reopening plan.

Mr. Cooke also reviewed FY 2022 Capital projects. If approved by the County Council, these projects include: meeting room/bathroom renovations at White Marsh and Woodlawn; a renovation of the Pikesville bathrooms and repaving/restriping of the parking lot; single service desk projects at Cockeysville and Perry Hall; HVAC repairs at North Point; updated exterior signage around the system; and restriping of some additional parking lots.

Ms. Walsh David asked about the implementation of Phase 3B of the reopening plan. Mr. Cooke shared that this portion of the reopening plan may commence as early as May 10 and will include limited capacity reopening of the libraries for browsing and other onsite services. No reservations will be needed and capacity will initially be set at 30%.

Ms. Eickhoff asked if the Catonsville project would have sufficient funding left for all the needed renovations, would the repairs to the septic system be so costly that additional cut would be needed to the interior renovation. Mr. Cooke assured her that BCPL is working with multiple sources to secure sufficient funding for a quality project. Ms. Cheikh asked if a 10% overrun amount was built into the project. Mr. Cooke affirmed that this is so. However, in older buildings these funds are generally used to address issues that crop up during the project.

### ***Finance Report (Rowe)***

Ms. Rowe reported that expenses and revenues remain below budget.

Mr. Schwab asked if Capital Grant funding was listed as “other grants” in revenues and if the category of “all other expenditures” included expenses associated with grants. Ms. Rowe affirmed this was so.

### ***Staff Association (Schenning)***

Mr. Schenning updated the Board on recent and upcoming Staff Association events which continue to be virtual. This allows for greater participation from around the County. He also directed the Board to the Staff Association website for tickets to events.

Ms. Walsh David was complimentary of the work of the Staff Association and all the virtual programing being done by staff.

### ***Foundation Quarterly Report (Frederick)***

Ms. Frederick provided the Board with highlight of Foundation activities for the quarter. Taste of the Town will be postponed another year. Instead, the Foundation will have the C is for Cookie fundraiser. Sponsorships and sales to date are \$12,000. The Be All In Shop has updated spring merchandise. The Foundation added 550 new donors to their database in FY 21 through Summer Reading shirt sales, cookie kits, and the Library Love Letter campaign. A donor contributed a memorial gift for children's furniture at the North Point Branch. The Osprey Foundation has extended the length of the Social Worker in the Library grant. Summer Reading sponsorship include \$10,000 from M&T and \$1,000 from Maryland 529. Ms. Frederick is communicating with BGE about grant funding to cover the cost of solar panels installed on the Mobile Library Law Center which should begin service this summer. Upcoming project include fundraising for the Reisterstown Preservation Station and sponsorships for the Catonsville recording studio.

### ***Board Report (Walsh David)***

Ms. Walsh David updated the Board on the status of the collective bargaining bill which is waiting for signature by the Governor. She thanked Delegate Forbes and Senator Hettleman for their work for a fair and workable bill.

## **OLD BUSINESS**

### ***FY 2022 Budget (Rowe)***

BCPL's FY 2022 Budget Request was included in County Executive's Budget without cuts. Additionally, funding is included for Fine Free for All, and a 2% COLA in January. The budget now goes to the County Council for approval.

## **NEW BUSINESS**

### ***M&T Bank Resolution and Agreement for Facsimile Signatures (Rowe)***

The Board was asked to grant approval for Fiscal Services to update the M&T Agreement for Facsimile Signatures as needed, based on approval granted at this meeting until such time as the library changes banking vendors. Mr. Schwab confirmed that the changes would be in the names of the Director or Treasure. Ms. Rowe confirmed this was so and the Board passed the requested resolution **(Eickhoff/West)**.

### ***Temporary Leave Accrual and Use Policy Request for Extension (Wilson)***

The Board was asked to extend the Temporary Leave Accrual and Use Policy to the end of FY 2022. All personal leave accrued during fiscal year 2020 and 2021 will be available for use until June 30, 2022. The maximum balance for vacation leave will remain increased until June 30, 2022. Beginning July 1, 2022 the standard limits for vacation and personal leave will apply. The Board approved the extension of the Temporary Leave Accrual and Use Policy (Slater/Eickhoff).

### **CLOSED SESSION**

The Board moved into closed session at 8:56 am. Motion to close meeting (**Cheikh**); seconded (**Netzer**). Voting in favor (**Cheikh, Walsh David, Eickhoff, Netzer, Schwab, Slater, and West**).

The session was closed under the following statutory authority: "To discuss the appointment, employment, assignment...of appointees, employees, or officials over whom this public body has jurisdiction...." §10-509 (c) 2.

In addition to the Board, Director Alcántara-Antoine was present in the Closed Session.

The Board reconvened in regular session at 9:16 am.

### **ADJOURNMENT**

With the Board's business concluded, Ms. Walsh David requested and received a motion to adjourn the meeting at 9:17 am (**Schwab/Netzer**).

Submitted by

Anne West

Secretary to the Board of Library Trustees