October 15, 2014 ♦ 7 pm
Glenwood Branch

Board members present were: Bruce Rothschild, Chair; Andy Dalal, Vice Chair; Treasurer, Tom Munns; Richard Alexander; Stacie Hunt; Anne Markus; and Louise Riemer. Also present were staff members/citizens Lisa Bankman, Lew Belfont, Angela Brade, Charles Broida, Mary Brosenne, Stacey Fields, Ann Gilligan, Valerie Gross, Cindy Jones, Christie Lassen, Suki Lee, Diane Li, Phil Lord, Tanya Malveaux, Mike Riemer, Stephanie Shane, and Ron Wilson.

Mr. Rothschild called the meeting to order at 7:10 pm, welcoming everyone. The Board unanimously approved the June 18, 2014 Board meeting general and executive session minutes, as well as the Policies and Supplement 1 sections of the HCLS Board of Trustees Policies that were proposed with no changes.

Introducing a proposed vision for a new “HCLS Elkridge Branch & DIY Education Center,” I described how the concept would include a “DIY Collection” (tools for projects and crafts), and a “Design Institute” that would include a multipurpose classroom for DIY classes (e.g., tool safety, how to install drywall).

Mr. Lord and Ms. Brosenne presented their findings from research and exploratory visits in September to popular tool lending libraries in the San Francisco Bay Area that have been in operation for 40 years. They described how the collections at the Berkeley and Oakland public libraries include 4,000 tools and require that customers sign waivers prior to borrowing. Their presentation also showcased Stanford University’s Design Institute that features an open layout with functional walls and movable furniture to allow for classroom flexibility. Incorporating this research, along with investigations into the operations at Ann Arbor Public Library (which loans telescopes) and Pikes Peak Library (which includes innovative DIY classrooms), Mr. Lord explained how a new Elkridge Branch DIY Education Center would cross all three pillars of our curriculum:

- **The DIY Collection** would fall under *Pillar I, Self-Directed Education*, and could include other items of interest (e.g., wool spinning implements);
- **DIY Institute** classes and workshops would fall under *Pillar II, Research Assistance & Instruction*;
- **DIY partnerships** with local merchants would advance *Pillar III, Instructive & Enlightening Experiences* (hardware stores like Home Depot in the Bay Area appreciate the tool lending libraries, as customers often find tools they like then purchase them at the stores, along with supplemental materials and supplies they need for projects), as would **DIY community-wide events** we would host at the venue.

Discussion included whether borrowing limitations might need to be placed on the DIY collection, the importance of teaching the safe use of tools, and how the DIY Education Center would benefit everyone, especially seniors downsizing their homes and the 20-30 year old demographic. The Board expressed general support for the vision.

Ms. Gilligan presented the initial plans for a proposed FY 16 Operating Budget that would include allocations for (1) staff merit and COLA increases, as well as additional positions (e.g., HCLS Project Literacy, Children’s and Teens Instruction, HiTech); (2) addressing publisher increases and further restoration of funds for curriculum materials; and (3) nominal increases to professional development, furniture, and equipment. Regarding our
curriculum focus over the next five years, Ms. Gilligan highlighted e-content, A+, STEM education, Cultural Connections, Well & Wise, the Enchanted Garden, history education, the new HCLS Tote Bag lending collection, the integration of Images of Howard County into the collection, Choose Civility, and notable author events. For internal focus, she emphasized HCLSi, the new Strategic Plan and Internal Customer Service Philosophy, as well as capital projects and the soon to be updated Facilities Assessment & Master Plan.

Ms. Malveaux described the recent opening of the Passport Center at our Glenwood Branch, which will be celebrated when we process the 75th application (to launch HCLS’ 75th anniversary celebrations in 2015). Ms. Lassen announced a new Friends of HCLS fundraiser: a calendar featuring wonderful photos of the Enchanted Garden taken by staff member Geoff Baker.

The Board unanimously approved the proposed FY2016 Capital Budget, which Ms. Brade presented as follows:

- **HCLS Elkridge Branch & STEM Education Center:** An additional $12.4M is needed to (1) address complications presented by the site; (2) comply with new storm water management regulations; (3) accommodate the co-location of both a Senior Center and satellite office for the Police Department—including additional parking requirements; (4) provide a larger temporary space for when the branch closes (per Courtney Watson,) an opening day collection, and contingency funds to account for unexpected increases in architecture and engineering fees.

- **Renovation of the Central and East Columbia Branches:** Ms. Brade explained that additional funding is needed to offset structural integrity and HVAC issues at both branches. Requested funding would cover the replacement of worn furniture and carpet at the two locations.

- **In addition, two new projects are being proposed for FY 2016—study rooms, classroom space and front desk refinishing/replacement at the Glenwood Branch, and a site survey to determine the feasibility of another branch called for in the current Facilities Assessment and Master Plan for the Southwest portion of the County.**

The Board discussed the year’s strategic planning schedule, to include the updating of our Facilities Assessment and Master Plan (2004) and Strategic Plan (2010-2015). I noted that HCLS is currently reviewing proposals from vendors who would lead the Master Plan process to assess our current facilities and future building needs, including a potential “landmark” HCLS Central Branch & Business/Arts Education Center, as featured in the provided document that had been introduced to the Board in 2008.

Mr. Belfont, who is leading the Strategic Plan process, provided an update on the September Leadership Summit where staff generated ideas for HCLS curriculum, along with implementation strategies. He outlined upcoming design forums to be held in November and December for targeted departments, and a Mini-Summit for the HCLS Board of Trustees taking place before the November Board meeting. Mr. Belfont asked that the Board prepare for the Mini-Summit by thinking about economic, social and technology trends that will affect HCLS’ delivery of education to all ages through the Three Pillars.

Highlights from my report included the Grand Opening of the HCLS Savage Branch & STEM Education Center, Bookmark Contest, Kindergarten Here We Come!, Movin' Up to Middle School, HiTech, the Choose Civility Symposium and associated Youth Empowerment Summit, Howard County Banners, children's classes, Cow Appreciation Day, ALS Ice Bucket Challenge, and the Beta Partner Award we received from Polaris.

Ms. Bankman summarized recent and upcoming author events, including Neal Barnard, Majid Fotuhi, Scott Stossel, and Brigid Schulte. While she will be moving to London later this month, Ms. Bankman leaves HCLS in great stead with terrific future authors, including J. Courtney Sullivan for Evening in the Stacks, and NPR's Diane Rehm, whose book is scheduled to be released next fall, for a conversation with Ron Charles. Ms. Lassen described the theme for Evening in the Stacks 2015, “Black Tie, White Diamonds” scheduled for Saturday, February 28 at the Miller Branch.
The Board reviewed the financial, statistical, and FY 14 audit reports, and miscellaneous Board packet items, including *HCLS in the News*. Mr. Wilson noted that HCLS again received the highest possible audit rating.

Mr. Rothschild thanked everyone for attending, adjourning the meeting at 8:58 pm, which was unanimously approved.

The next regular Board meeting is scheduled for 7 pm on **Wednesday, November 19** at the Savage Branch, with a Strategic Plan Mini-Summit beginning at 5 pm (a light dinner will be included).

Respectfully submitted,

Valerie J. Gross  
President & CEO