

**ENOCH PRATT FREE LIBRARY
Meeting of the Board of Directors
Wednesday September 16, 2020
6:15 PM – Zoom In lieu of Central**

Directors in Attendance	Not in Attendance	Staff in Attendance
Ms. Adams Ms. Berman Mr. Boothe Mr. Brandt Mr. Brown Mr. Caplan Mr. Delaplaine, II Ms. DeKuyper Ms. Dorman Ms. Espenshade Ms. Farmer, Chair Ms. Gohn Ms. Hackerman Mr. Hodes Mr. Jensen Ms. Jones-Rodwell Mr. Kaufman Mr. Koff Ms. Lasher Ms. Meyerhoff Mr. Nye Ms. Rawson Powell Mr. Rosenberg Ms. Sabundayo Mr. Scherr Mr. Schmoke Ms. Scully Mr. Waldman	Mr. Hillman Mr. Miller Ms. Rawson Powell Mr. Reid	Ms. Daniel Mr. Estremsky Ms. Fisher Ms. Graham Mr. Jenkins Mr. Krabbe Mr. Lewis Mr. Malveaux Ms. Mange Ms. McCorkell Ms. Monahan Ms. Raabe Ms. Scheuerman Ms. Shimabukuro Mr. Wilson Ms. Zhu

I. Chair, Dr. Mychelle Farmer called the meeting to order at 6:36 PM

II. Approval of Minutes of the Wednesday, June 3, 2020 Board of Directors Meeting

*****ACTION: The Board of Directors approved the minutes of the Wednesday, June 3, 2020 Board of Directors meeting.*****

III. Chief Executive Officer's Report

- **Current Library Activity & COVID-19 Pandemic**

- Ms. Daniel began her report by informing the Board that the Library is currently operating Sidewalk Service at 14 locations, 6 days per week. As of Saturday, September 12th, the Library began opening for Saturday service. The Library's biggest barrier remains custodial staffing levels, as facilities require intensive cleaning due to the COVID-19 pandemic. While the Library is recruiting new custodial staff, it has also taken a 2% reduction to its staff budget line for the classification that custodial staff falls into. The operations team believes that January is a reasonable target to get all of the branches offering some form of service. The Library's next phase of reopening is Phase IV of the Roadmap to Reopening. This phase introduces limited public access at 14 locations for computer usage. The Library is now targeting October 8th as the proposed date to begin this Phase IV. The Library continues to work with the City's Oversight Team regarding reopening plans. The Library will make an announcement to staff, Board, and the Public as soon as the city's Oversight Team approves this plan. If the Library needs to recalibrate and target a later date, it will also do that and keep the Board updated. Next phase of Phase V brings all locations back.

- **Digital Equity Initiatives**

- Ms. Daniel informed the Board that the Library has several initiatives for digital equity. Mobile Unit community hotspots are now happening with Bookmobile, and the Mobile Job Unit. Drive-In Wi-Fi is operating at 8 locations. Hotspots and tablets (for teen use) are in circulation for general checkout. There is a waiting list for hotspots, so leadership is hoping to be able to purchase more. The Library just received a \$50,000 grant from PNC to address connectivity in the Penn North and South East Anchor Library (SEAL) areas. In Penn North, staff is contacting the computer use only customers and offering them Chromebooks for checkout and continual renewal. The Library's Outreach Program Assistants would be asked to assist these customers with connectivity and tech help. Additionally, in the SEAL neighborhood, the Library is using the PNC funding to partner with Digital Harbor and WAVES (a tech startup) to install an antenna in a point to multipoint network around key areas. This would provide in-home internet to surrounding homes from our existing Wi-Fi. Ms. Daniel informed the Board that the Library recently received a generous \$50,000 donation from Mr. Jeffrey Scherr and Ms. Wendy Jackman's foundation to purchase more Chromebooks for circulation to the Library's computer use customers throughout the city. The Library is looking to match those funds and purchase as many as 300 Chromebooks. Ms. Daniel informed the Board that the Library has recently added Gale Career Online High School. The Library will offer 20 scholarships for students to earn an accredited high school diploma (not GED) as well as a career certificate through Gale Career Online High School (COHS), a self-paced online platform. Chromebooks and hotspots will be offered to those

students who do not have access to a device and/or the internet. This will be offered to the Library staff as well apart from the 20 public spots. The Library is preparing to launch its Library of Things in the Teen Wing, the brainchild of Ms. Darcell Graham. Some of the items that the Library has received or ordered to circulate include: STEAM, Scientific calculators, Telescopes, Magnification Endoscopes, Digital Microscopes, Binoculars, Chemistry Sets, Audio visual, GoPros, Digital Cameras, Mini-projectors, Bluetooth speakers, Video editing kits includes video camera, lighting kit, and tripod, Sports/Entertainment, Bike Repair Kit and Bike Pump.

- **Other Programs**

- Ms. Daniel informed the Board that the League of Women voters and Baltimore Votes will be doing outside voter engagement tables. The Library also has Census & Voting computers that will be in the lobby at 7 locations, allowing individuals to take the Census or Request a Ballot as needed. In addition to the Library's online voting guide, a printed version of the voter's guide will be distributed to users of Sidewalk Services. SEAL will be closed for 3 weeks for early voting. Social Worker in the Library will continue this year, virtually, with the addition of Morgan State as a partner. Speaker series launched last night with Dapper Dan. Karamo Brown will be the speaker on September 30th.

- **Building/Facilities Update**

- Ms. Daniel informed the Board that Hampden is nearing completion. Ms. Daniel's hopes to have a re-opening celebration next year. Baltimore Development Corporation has released the RFP for redevelopment of the Pigtown/ Washington Village Branch Library. The RFP allows the developer to redevelop the current property into housing or mixed use office/ retail, with just over 6,000 sq ft for the Library on the bottom two floors. The space would be rent free for the City to operate as a Library. It nearly doubles the Library space and significantly improves the facility with a meeting room and a staff area with little additional operational budget support needed. There was community input and support during the process, and Ms. Daniel expects this input to continue throughout the City/BDC planning process. Weinberg children's area project is preparing for installation. The project will be an enhance children's learning spaces in five library locations. Ms. Daniel and Mr. Gordon Krabbe will be working on an RFQ for review by the Real Estate Task Force and Board to attempt a Master Facility Plan in 2021.

- **Dashboard Redesign**

- Ms. Daniel informed the Board that the future dashboard is going to look very different. Although it kept consistency for Q4 FY20, Q1 FY21 will need to share out very different metrics and more qualitative data if it's going to be able to have any meaning. The services the Library currently provides are clearly different and none of them will have the same quantitative impact, as in previous years. However, some of the Library's programs will have more impact, and leadership is looking for ways to capture that throughout the year.

- **Marketing Update (Meghan McCorkell)**
 - The marketing presentation was presented to the Board.

IV. Approval of Nominations of Members of the Finance Committee & Governance Committee

Chair, Dr. Mychelle Farmer presented the nominations of members of the Finance Committee and Governance Committee listed on the attachment hereto.

*****ACTION: The Board of Directors unanimously approved the nominations of Members of the Finance Committee and Governance Committee. *****

V. Committee Reports are attached as exhibits.

- **Audit**
 - The Audit Committee report stands as presented.
- **Community Services**
 - The Community Services Committee report stands as presented.
- **Development**
 - The Development Committee report stands as presented.
- **Finance**
 - The Finance Committee report stands as presented.
- **Governance**
 - The Governance Committee report stands as presented.
- **Legislative**
 - The Legislative Committee report stands as presented.

VI. Executive Session

A request for a motion was made by Chair, Dr. Mychelle Farmer to move into executive session at 8:18 PM. The motion was made by Ms. Patricia Lasher and seconded by Ms. Virginia Adams. The motion was unanimously passed.

A motion was made to adjourn the executive session at 9:09 PM. The motion was seconded was unanimously passed, and the regular session was reopened.

VII. Adjournment

There being no further business; the meeting was adjourned by Chair, Dr. Mychelle Farmer at 9:10 PM. The next meeting of the Board of Directors is scheduled for Wednesday, December 9, 2020 at 6:15 PM via Zoom in lieu of Central Library.