

## Minutes

**Executive Committee of the Public Library Association of  
Annapolis and Anne Arundel County, Inc.  
Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland**

**March 13, 2020**

The Executive Committee of the Public Library Association of Annapolis and Anne Arundel County, Inc. met via teleconference at 3:00 p.m. on Friday, March 13, 2020, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Trustees in attendance:

Mr. William Shorter, Second Vice President

Attended via teleconference:

Mr. William Colquhoun, Chairman

Mr. Keith A. Seay, Director

Ms. Deirdre Anne Hendrick, Treasurer

Ms. Barbara Maxwell, Secretary

Ms. Joyce Miller, Vice Chairman

Staff in attendance:

Mr. Skip Auld, Chief Executive Officer

Attended via teleconference:

Ms. Cathy Hollerbach Chief, Public Services and Branch Management

Mr. Rudy Rodela Chief, Support Services

Mr. Koven Roundtree Chief, Human Resources

Mr. Scott Sedmak, Chief Financial Officer

Ms. Christine Feldmann, Manager, Communications and Marketing

Ms. Ann Glenn, Executive Director, AACPL Foundation

Mr. Colquhoun convened the meeting at 3:05 p.m.

### *Adoption of Continuity of Operations Plan*

Mr. Auld explained the *Continuity of Operations Plan* and other coordinated efforts to mitigate the effects of the COVID-19 pandemic.

Mr. Shorter moved that AACPL adopted the *Continuity of Operations Plan*. Mr. Seay seconded. The Executive Committee unanimously adopted the plan.

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*Waiver of Employee Overtime Cap*

Mr. Shorter moved that AACPL waive the 75-hour overtime cap for employees during the COVID-19 pandemic period. Mr. Seay seconded the motion. The Executive Committee unanimously adopted the revision in policy.

Mr. Seay moved to adjourn the meeting. Mr. Shorter seconded the motion. The meeting was adjourned at 3:25 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara D. Maxwell". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Barbara D. Maxwell  
Secretary

BDM/dld