

Minutes

Executive Committee of the Public Library Association of Annapolis and Anne Arundel County, Inc.

March 19, 2020

The Executive Committee of the Public Library Association of Annapolis and Anne Arundel County, Inc., met via teleconference at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland, at 4:00 p.m., Thursday, March 19, 2020.

Trustees Attending:

Mr. William Colquhoun
Mr. William A. Shorter, Jr.

Trustees attending via teleconference:

Ms. Leslie A. Anderson
Ms. Tonya Baroudi
Ms. Joan Beck
Kevin Best, Esq.
Mr. James Estep
Ms. Penny Evans
Mr. James Harle
Ms. Deirdre Anne Hendrick
Ms. Barbara Maxwell
Ms. Joyce Miller
Ms. Jacqueline Seamon
Mr. Keith Seay
Ms. Simmona Simmons
Ms. Sandra L. Solomon

Staff attending:

Mr. Skip Auld, Chief Executive Officer
Ms. Cathy Hollerbach, Chief, Public Services and Branch Management
Mr. Rudy Rodela, Chief, Support Services
Mr. Koven Roundtree, Chief, Human Resources

Staff attending via teleconference:

Donna Denny, Executive Assistant
Mr. Scott Sedmak, Chief Financial Officer

Call to Order

Mr. Colquhoun called the meeting to order at 4:00 p.m.

Public Comments

Mr. Colquhoun asked for public comments and there were none.

Approval of Agenda

Mr. Colquhoun asked for approval of the agenda. Mr. Shorter moved to approve the agenda. Ms. Miller seconded the motion. The agenda was approved.

Approval of Minutes

The minutes of the following recent meetings remain to be approved:

- Thursday, February 19, 2020 Board of Trustees meeting
- Friday, March 13, 2020 Executive Committee meeting
- Sunday, March 15 Executive Committee meeting

Treasurer's Report

Mr. Sedmak reviewed the Treasurer's Report. He noted that the surplus in personal services had increased slightly. He offered to answer questions and Ms. Miller asked how the library closure would affect the personal services surplus. Mr. Sedmak said the surplus would continue to grow but revenues will decrease since the library cannot conduct business.

Staff Reports

Mr. Auld said that in lieu of staff reports, a briefing would be held via teleconference, immediately following the Executive Committee meeting.

Committee Reports

Budget Committee Report

Mr. Sedmak said the Budget Committee Report was represented by the revised reallocation request under unfinished business.

Unfinished Business

MOTION to Reallocate FY20 Funds

Mr. Colquhoun noted that the Treasurer's Report projects a Personal Services surplus of approximately \$990,000 and a revenue surplus of approximately \$210,000 for FY2020. Given this unprecedented anticipated end-of-year fund balance, the board was asked to approve the reallocation of funds to cover a variety of one-time expenses, as well as some recurring costs.

Since then, out of concern for the economic situation caused by COVID-19, staff leadership reevaluated the reallocation requests and moved to conserve the FY2020 budget surplus in the fund balance, rather than reallocating as much as previously requested.

Mr. Auld reviewed the revised reallocation request, noting the items which had been removed, those items which received prior approval by the board and were underway, and those items still considered essential and requiring approval. He added that the library would advocate for some items in the County Executive's budget. However, if they are not funded, the Foundation may cover their costs.

Approval was requested for the following one-time expenses totaling \$55,000:

- \$25K for one-time IT Capital Outlay for network switches
- \$10K in additional Legal Fees - \$14,310 spent so far in FY2020, mainly for commercial real estate attorney services
- \$20K for 4 disc cleaning machines, one large and three small

Approval was requested for the following items with recurring costs:

\$7.5K for software licenses:

- \$2,500 to connect to the State-Wide Government Intranet (SWG, pronounced "swiggy")
- \$3,700 for Aruba Central, a cloud-based version of our Wi-Fi access management
- \$900 for PDQ Connect, software to manage system updates
- \$336 for a team license for LastPass for IT and all their system passwords

Mr. Colquhoun asked if there were any questions. Miller moved to approve the reallocation of FY20 funds as presented. Mr. Shorter seconded the motion. The Executive Committee unanimously approved the reallocation of the FY20 funds.

New Business

MOTION to Approve Retainer Agreement with Legal Counsel Kevin Best, Esq.

Mr. Auld reported that the board previously expressed its desire to retain the legal counsel of Kevin Best, Esq., and was provided with a copy of an agreement for his services for their examination and approval.

Mr. Colquhoun added that Mr. Best will resign his board position once he accepts the retainer, since Trustees serve without compensation. This will reduce the current total number of Trustees to twenty-four and the board's bylaws will be revised to reflect any changes. Ms. Miller moved to approve the retainer agreement with Mr. Best. Mr. Shorter seconded the motion. The Executive Committee unanimously approved the retainer agreement for Mr. Best to provide legal counsel.

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MOTION to Revise Library Card Registration and Eligibility Policy

Ms. Hollerbach reported that Virtual Library Cards have been extended from 60 to 90 days. She added that this applies to new Virtual Card holders, not current Virtual Card holders, but customers can reapply. Ms. Hollerbach asked the board to eliminate the time barrier on Virtual Cards so that they do not expire. She explained that this was one more way the library can serve its customers during the current COVID-19 closure and beyond. Ms. Hollerbach also asked that the 30-day rule be waived in order to implement the revision as soon as possible. She then answered questions. Mr. Shorter moved to waive the 30-day rule. Ms. Miller seconded the motion. The 30-day rule was waived. Mr. Shorter moved to approve the revised Library Card Registration and Eligibility Policy. Ms. Miller seconded the motion. The Executive Committee unanimously adopted the revised Library Card Registration and Eligibility Policy.

Mr. Colquhoun adjourned the meeting at 4:30 p.m. in order to begin the scheduled teleconference of an information update for the board.

The next regularly scheduled board meeting will be held on Thursday, April 16, 2020.

Respectfully submitted,

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

Barbara D. Maxwell
Secretary

BDM/dld

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