

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

**May 17, 2018**

The monthly meeting of the Board of Trustees of the Public Library Association of Annapolis and Anne Arundel County, Inc. (AACPL) was held at 4:00 p.m. on May 17, 2018, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland

Mr. Donald E. Roland presided. Trustees in attendance were:

Ms. Tonya Baroudi	Ms. Jacqueline Seamon
Ms. Joan Beck	Mr. Keith Seay
Mr. Joseph E. Bles	Ms. Simmona Simmons
Mr. William Colquhoun	Ms. JanElaine Smith
Mr. James Harle	Ms. Sandra L. Solomon
Mr. Charles Maher, Jr.	Ms. Ellan Thorson
Ms. Barbara Maxwell	Nathan Volke, Esq.
Mr. Bert Rice	Ms. Sharon Wible

The following Trustees were unable to attend: Ms. Deborah Baden, Kevin Best, Esq., Mr. Benjamin Birge, Ms. Amalie Brandenburg, Ms. Penny Evans, Ms. Joyce Miller, Mr. Gerald P. Starr, and Dr. Fred Stielow.

The following staff members were in attendance:

Mr. Hampton Auld	Chief Executive Officer
Ms. Terry Bowen	Chief, Human Resources
Ms. Christine Feldmann	Marketing and Communications Manager
Ms. Donna Denny	Executive Assistant
Ms. Ann Glenn	Executive Director, AACPL Foundation
Ms. Cathy Hollerbach	Chief, Public Services and Branch Management
Mr. Rudy Rodela	Chief of Support Services
Mr. Scott Sedmak	Chief Financial Officer

### Minutes

Mr. Roland said the minutes of the April 19, 2018 meeting had been provided for review. Ms. Beck moved to approve the minutes. Mr. Bles seconded the motion. Mr. Rice gave corrections to the minutes. Ms. Maxwell moved to approve the amended minutes. Ms. Smith seconded the motion. The amended minutes were approved.

### Treasurer's Report

Mr. Sedmak noted that an appropriation transfer of \$10,500 for Urban Libraries Council membership renewal was made into the Business & Travel object, in accordance with Section III.2 of the Library's Appropriation Transfer Policy.

### CEO's Report

Mr. Auld provided the following highlights from his written report:

- Recent sole source procurements included: RBDigital adult - \$25,000; RBDigital children & young adult - \$12,000; and Ancestry.com - \$8,620. As required, AACPL will also inform the County Budget Office about these sole source procurements.
- Mr. Sedmak and Mr. Rodela gave presentations on "Doing Business with AACPL" at the April 24 Anne Arundel County/Anne Arundel Economic Development Corporation's Business Opportunity and Resource Forum at La Fontaine Bleu in Glen Burnie on April 24. Their presentations were very well received.
- He attended the Caucus of African-American Leaders program with former Secretary of Education John King on May 8.
- He enjoyed presenting awards to costume contest winners at the ComicCon held at the Odenton Library on May 12.

Mr. Auld provided the following highlights from his written report regarding AACPL's Strategic Planning process:

- Weekly strategic plan calls with Margaret Sullivan Studios team were held on April 26, May 3, and May 17.
- The Strategic Thinking Group selected the 30-member Strategic Plan Staff Working Group, which met on April 30.
- The first Strategic Planning Workshop was held with Margaret Sullivan, Maureen Sullivan, Danielle Milam, Board of Trustees Steering Committee, and Strategic Thinking Group on May 9-10.
- Another Strategic Thinking Group meeting was held on, May 16.

Mr. Auld noted that the resulting AACPL Strategic Plan will be presented for approval to the Board of Trustees in October.

### Public Services and Branch Management Report

Ms. Hollerbach provided the following highlights from her written report:

- A customer called her to complain about the termination of the automated borrower's line. He wanted to know why it was discontinued, which she explained as she provided him with other renewal service options. It has been three weeks since the service ended, so there may be additional complaints. Staff worked hard to get the word out about the change in advance and to instruct customers about their other renewal service options.

- Ms. Hollerbach expressed appreciation to those Trustees who attended the grand opening celebrations of AACPL's two new libraries. She noted that more customers are finding *Discoveries* with the use of a new path thru the space that was formerly Lord & Taylor.

Mr. Roland thanked Ms. Hollerbach for her comments at the recent public hearing on the FY 2019 budget.

#### Human Resources Report

Ms. Bowen provided the following highlights from her written report:

- Human Resources recently conducted interviews to fill a Hardware/Software Specialist position in Information Technology. The resulting new hire was previously with the Calvert County Library System.
- Interviews were held for a Programming & Outreach Coordinator (STEM) position, resulting in the internal promotion of a Library Associate to fill the position.
- HR Specialist Jen Jeffries recently had a baby boy named Milo and we wish them well!

#### Support Services Report

Mr. Rodela gave a short presentation touch on jagged line checkouts since 2011 number of checkouts reviewed graph. Broadneck photo of meeting room redo. Maribel did it. Library databases provided read for next month.

#### Marketing and Communications Report

Ms. Feldmann noted how the recent life-saving actions of an AACPL staff member was picked up by the media and showed how we impact the community.

#### Foundation Report

Ms. Glenn provided the following Foundation updates from her written report:

- Beyond Your Expectations: The Campaign for the Library: As of May 16, \$1,440,002 has been raised toward the \$1.5 million Beyond Your Expectations cash and pledge goal. Gifts received in the last 30 days include a \$10,129 grant from Anne Arundel Women Giving Together for laptops and WiFi bar at Brooklyn Park.
- Annual Fund: As of May 9, the Foundation has raised \$112,061 toward its FY18 Annual Fund goal of \$127,250 with \$15,188 yet to be raised by June 30. The Annual Fund benefited from gifts received at *For the Love of the Library* on April 20 with more than \$14,000 added through the auction and fund-a-goal efforts that evening. It was the

Foundation's 5<sup>th</sup> annual *For the Love of the Library*, with more than 240 attendees joining in the celebration at the Eastport-Annapolis Neck library. The event had 21 business and individuals sponsors. Both the number of attendees and number of sponsors were the largest ever for the event, with the number of sponsors increasing 200% over last year's effort. One of the evenings' highlights was the introduction of the branch managers to the guests holding signs indicating their respective branches. The event raised a total of \$56,726, making it the most successful FTLOTL in the Foundation's history. Ms. Glenn thanked the members of the Board of Trustees who help to make it a success.

- Foundation Grants to the Library: In the last 30 days the Foundation awarded \$7,492 in grants to the library from funds raised through Beyond Your Expectations and the Annual Fund. They included: a grant of \$496 for furniture in the teen area at Rivera Beach; a grant of \$2,715 for materials for the Summer @ Your Library Program; a grant of \$2,698 to replenish the stock of library branded giveaways for upcoming summer events; and a grant of \$247 for books related to The Human Library program on August 18 at Odenton.
- Annual Meeting: On May 15, the Foundation board of directors held its annual meeting. The slate of officers voted into office for FY19 are: President, Sam Brown; Vice President, Chuck Ferrar, Treasurer, Nancy Almgren and Secretary, Trish Strott.

Ms. Glenn invited the Trustees to attend a brief event at 10:00 a.m. on Friday, June 15 at the Eastport-Annapolis-Neck Community Library. The purpose is to inaugurate the WiFi Hotspots, which were made possible by a grant from the Helena Foundation. Representatives from the Helena Foundation will be present and it would be a good opportunity to meet these donors.

### Budget Committee Report

Mr. Colquhoun reported for Mr. Birge that County Executive Steve Schuh presented his FY2019 budget proposal to the County Council on May 1. The Proposed Operating and Capital Budgets for Fiscal 2019 would begin on July 1, 2018. The Operating Budget includes a 2 percent Cost of Living Allowance (COLA) for all Library employees, effective July 1st, and a 2.5 percent Merit Increase for eligible employees on their anniversary dates. Also, Mr. Schuh proposed the final installment of the three-year plan to bring our Materials Budget to \$4 million.

In the Capital Budget, the County Executive has proposed \$810,000 in Repair and Renovations funding. This includes our annual \$350,000 allocation for system-wide projects and \$460,000 in casino funds for renovations at the Severn Community Library.

Mr. Schuh also proposed \$147,000 in initial planning funds to replace the Glen Burnie Regional Library, but delayed design funding until Fiscal 2024, which is Year 6 of the 6-year *Capital Improvement Program (aka the CIP)*.

A discussion ensued about items in AACPL's budget request which were not funded, including AACPL's Other Post-Employment Benefits (OPEB), a social media position, and membership in the Urban Libraries Council (ULC).

Mr. Roland said Mr. Auld did a good job of putting AACPL's budget request before the County Council. He noted that at this point, none of this is final until the County Council passes the budget. The Proposed Budget could be changed during the course of the hearings and deliberations that will take place between now and June 15th.

#### Governance Committee Report

Mr. Harle had no report

#### Riviera Beach Capital Project (RIVCAP) Committee Report

Mr. Colquhoun had no report.

#### Strategic Plan Committee Report

Mr. Roland had no report.

#### New Business

##### *MOTION to Approve Purchases over \$75,000*

Mr. Sedmak showed a list of purchases among the meeting materials. The Library's Purchasing Policy dated November 17, 2016 requires that Emergency Procurements, Sole Source Procurements and any procurement with a total value exceeding \$50,000 be reported to the Board of Trustees. Further, the Delegation of Contracting Authority dated September 15, 2016 authorizes the Chairman of the Board of Trustees, the Chief Executive Officer and the Chief Financial Officer to enter into contracts not exceeding \$75,000. In an informal discussion with the Counsel to the Board of Trustees, Mr. Best advised that the intention of the two policies is to require that the entire Board approve purchases in excess of \$75,000.

Mr. Sedmak answered questions about the purchases. He added that at the June Board of Trustees meeting, a list of planned purchases will be provided for FY 2019 for approval, in order to allow purchasing thru the summer months.

The purchases presented were as follows:

<b>Vendor</b>	<b>Not to Exceed Amount</b>	<b>Description</b>	<b>Procurement Method</b>
Baker & Taylor, Inc. (\$100,649.49 new approval/\$649,350.51 retroactive)	\$750,000	Books	MALiA Contract
Findaway World, LLC Playaway Audiobooks (\$15,000 new approval/\$120,000 approved on April 17, 2018)	\$135,000	Launchpad Tablets, & Playaway Views	Frederick County, MD
Ingram Library Services (\$53,799.71 new approval/\$376,200.29 retroactive)	\$430,000	Books	MALiA Contract
Midwest Tape (\$52,793.76 new approval/\$212,206.24 retroactive)	\$265,000	Audio/Visual	MALiA Contract
Overdrive, Inc. (\$61,445.54 new approval/\$273,554.46 retroactive)	\$335,000	eBooks/eAudiobooks	Sole Source
Recorded Books, LLC (\$75,699.81 new approval/\$444,300.19 retroactive)	\$520,000	eAudiobooks, Audiobooks & Digital Magazines	Sole Source

Mr. Seay moved to approve the purchases as listed. Mr. Bles seconded the motion. After a few questions were answered, the purchases were approved by the Board of Trustees.

*Employees and Public Speaking*

Mr. Roland said no one is being criticized, but the topic of employees and public speaking needs to be addressed for the future. This was first discussed by the board a couple of months ago when Mr. Auld was published concerning U.S. policy in Iran. At the time, Mr. Auld asked permission of the Executive Committee to submit his letter and all agreed it was permissible. A follow-up media opportunity arose for Mr. Auld after his letter was published when local National Public Radio Station WYPR sought to interview him. Mr. Auld again notified the board and sought permission to do the interview, which was granted.

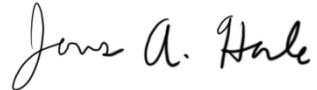
Afterwards, Mr. Best told Mr. Roland that agencies may restrict their employees who are in the public eye from making statements. Mr. Roland said they are not at this time considering this, but merely bringing it up in order to pursue what such a policy would look like. A discussion ensued and possible examples were provided that would require guidance, such as a Trustee or leadership staff member publically endorsing a candidate for County office via social media, or

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at an AACPL Foundation event. The Governance Committee will consider developing a related policy.

The meeting was adjourned at 5:03 p.m. The next Board of Trustees meeting will be held at 4:00 p.m. on June 21, 2018, at Library Headquarters in Annapolis, Maryland.

Respectfully submitted,

A handwritten signature in cursive script that reads "James A. Harle".

James Harle  
Secretary

JH/dd