

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland
June 15, 2017

The monthly meeting of the Board of Trustees of the Public Library Association of Annapolis and Anne Arundel County, Inc. was held at 4:00 p.m. on June 15, 2017 at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

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

Ms. Deborah Baden	Ms. Barbara Maxwell
Ms. Tonya Baroudi	Ms. Joyce Miller
Ms. Joan Beck	Mr. Bert Rice
Kevin Best, Esq.	Ms. Jacqueline Seamon
Mr. Benjamin Birge	Mr. Keith Seay
Mr. Joseph E. Bles	Ms. Simmona Simmons
Ms. Amalie Brandenburg	Ms. JanElaine Smith
Mr. William Colquhoun	Ms. Sandra L. Solomon
Ms. Penny Evans	Mr. Gerald P. Starr
Mr. James Harle	
Mr. Charles Maher, Jr.	

The following Trustees were unable to attend: Dr. Fred Stielow, Ms. Ellan Thorson, Nathan Volke, Esq., and Ms. Sharon Wible.

The following staff members were in attendance:

Mr. Hampton Auld	Chief Executive Officer
Ms. Terry Bowen	Chief, Human Resources
Ms. Donna Denny	Executive Assistant
Ms. Ann Glenn	Executive Director, AACPL Foundation
Mr. Rudy Rodela	Chief of Support Services
Mr. Scott Sedmak	Chief Financial Officer

Guests: Ms. Gabrielle Gardner, Library Associate, Crofton Community Library and Staff Association Representative; Ms. Sarah Kachevas, Marketing and Communications Specialist; and Ms. Maribel Ibrahim, Facilities and Capital Projects Manager.

Mr. Auld introduced the meeting guests, and Ms. Kachevas provided information about her background and experience

Minutes

Mr. Roland said the minutes of the May 18, 2017 meeting had been provided for review and approval. Mr. Bles moved to approve the minutes. Ms. Beck seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Birge said the Treasurer's Report shows that the fiscal year will end on target, as budgeted, at month's end.

CEO's Report

Mr. Auld announced that the Mountain Road Community Library will be closed September 11-17 for minor renovations. A press release will be issued in advance.

Mr. Auld noted that because the board approved AACPL's renewed membership in the Urban Libraries Council, we will be able to participate in a conference in Philadelphia, July 12-14 entitled *Public Leaders: Leading Together*. The conference will highlight how communities are strongest when leaders and stakeholders collaborate to address complex community issues, particularly around the issues of education, health, social justice, equity, and civic engagement. Mr. Auld will attend along with AACPL Trustee and Diversity Advisory Board Chair Sandra Solomon, Anne Arundel Chief of Police Tim Altomare, and Anne Arundel County Council Member Peter I. Smith. They are all looking forward to this opportunity to learn from peers around the country, and forming bonds to help deal with race relations in our county.

Mr. Auld reviewed some upcoming dates, including the Summer Reading Club Night at Bowie Baysox Stadium on Friday, August 18, 2017, at 7:05 p.m.

Human Resources Report

Ms. Bowen had nothing to add to her written report, but encouraged the board members to contact her with any questions.

Support Services Report

Mr. Rodela highlighted two items from his report:

- The process is underway to hire a new Collection Development Librarian because the workload for the materials selection team has increased significantly as a consequence of our increased materials budget.
- A new self-checkout system has been selected to replace our aging 3M systems. It is called *meeScan*, produced by Bintec Library Systems of Canada. Customers can download the AACPL-branded app to their smartphone, and use it to check-out their own items while in their branch. This system will enable us to provide self-checkout service at all 15 branches and we expect it to be ready in September. A demonstration will be provided to the Board of Trustees in the future, and a press release is provided in the current meeting materials.

Public Services and Branch Management Report

Mr. Auld provided the following highlights from Ms. Hollerbach's written report:

- AACPL Webmaster Connie Harich created mockups of potential new website layouts and the Websites Committee members completed usability testing with our customers. We also signed up for a free trial of heat map site *Crazy Egg*, which gives us one month of data on where people click on our library website. The Board of Trustees will soon be provided with a link to provide their suggestions for the website. A color handout featuring some of the website changes was provided in the meeting materials.
- Around the same time the new website is unveiled, we will launch our new public catalog. We are on target to train staff at the end of July and launch the catalog to the public in early August.
- The Programming and Outreach staff send their thanks to Trustee Joe Bles for providing his WWI in Miniature display at the Broadneck Community Library, and to Trustee Ben Birge for acting as a costume judge at the recent ComicCon held at the Odenton Regional Library.
- AACPL's Programming and Outreach is partnering with Anne Arundel Medical Center to provide training to AACPL staff on the administration of the drug Narcan, in the event of a heroin overdose at a branch.
- Social Media staff will provide staff instruction on media literacy and fake news this fall. On June 7, thirty staff members took a seminar entitled: *Judging Fact, Fiction and Everything In-Between* at the Newseum in Washington, DC.

Marketing and Communications Report

Mr. Auld reported for Ms. Feldmann, noting that a new trifold "welcome" brochure for new library card holders, as well as a fact sheet for each library branch, will soon be available.

Foundation Report

Ms. Bartholomee provided the following Foundation Report highlights:

- The *Beyond Your Expectations* campaign received \$30,790 in cash and pledges during the last month. In addition, two neighborhood fundraising events happened in June for the Campaign. The first was June 1 at the Bay Ridge home of Foundation Director Randy Rice and Susan Duncan who welcomed over 35 fellow Bay Ridge community neighbors to their home on behalf of the Foundation. Attendees enjoyed food donated by Grumps Café in Eastport, and experienced technology demonstrations of a 3D printer, SMART Table and virtual reality goggles. So far, donations from attendees and invitees to the Bay Ridge event total over \$15,700.
- On June 11, a committee of volunteers from the Gibson Island and Pasadena communities, headed by Foundation President Amy Bartholomee, hosted a neighborhood fundraising event at the Gibson Island boathouse. More than 30 guests heard Mountain Road librarian Sandy

- Murphy described that branch's services and impact in their communities. So far, the Campaign has received over \$8,600 in gifts and pledges from this event.
- The Foundation Board of Directors held a special meeting Tuesday, June 13 and Skip Auld presented a review of the library's strategic plan. Campaign consultant Bess Langbein gave a presentation on future fundraising plans for the Foundation, and the Foundation FY18 budget was approved. The meeting focused on understanding and building on the success of *Beyond Your Expectations* and specific ideas and strategies to continue to strengthen the Foundation's fundraising progress.
- Cash gifts and gift commitments received since May 2016 to *Beyond Your Expectations: The Campaign for the Library* now total \$1,139,178. Legacy gifts total \$435,000.
- The Foundation has received a first-ever grant from the Unitarian Universalist Church of Annapolis, a \$1,500 gift to support Summer Reading Club program.
- Attendance at *For the Love of the Library 2017* was up 18% compared to 2016.
- Donations to *FTLOTL 2017* were up 46% over 2016.
- As of June 12, 2017, gifts and pledges to the FY17 Annual Fund total \$153,013, a 12% increase over FY16's Annual Fund total.
- The number of donors to FY17's Annual Fund up 8% over FY16.

Ms. Bartholomee thanked the Trustees for their support of the Foundation and of her leadership, which will end with the election of Mr. Sam Brown as Foundation President. Mr. Roland said the Foundation has been incredibly successful due to Ms. Bartholomee's great leadership.

Annapolis Regional Library Capital Project Committee (ANNCAP) Report

Ms. Beck said the project continues as planned, although it is behind schedule by a couple of months. The demolition of the old library will begin in the spring of 2018, and the new library is scheduled to be completed by November 2019. The notice to bidders will be sent out in late August.

Governance Committee Report

Mr. Harle said he would address the board with governance matters during the new business portion the meeting.

Budget Committee Report

Mr. Birge said Mr. Sedmak will present the FY 2018 budget for approval under the new business portion of the meeting.

New Business

MOTIONS to Elect Members, Officers and Directors

Mr. Harle, Chair of the Governance Committee, reported that the committee had nominations for election by the Board of Trustees which he would put forward in three separate groups, as follows:

One-third of the members of the Board of Trustees whose terms due to expire on July 1, 2017, include: Ms. Deborah Baden, Mr. Joseph Bles, Ms. Barbara Maxwell, Ms. Jacqueline Seamon, Mr. Keith Seay, Ms. Simmona Simmons, and Ms. Ellan Thorson. All have agreed to serve another three-year term, and Mr. Harle sought a motion for their reelection. Ms. Smith moved to reelect the group. Ms. Evans seconded the motion. The seven Trustees noted were reelected to new three-year terms to expire on July 1, 2020.

The officers of the Board of Trustees have terms which are annually renewable. Current officers include: Mr. Donald E. Roland, Chairman; Ms. Joyce Miller, Vice Chairman; Mr. Ben Birge, Treasurer; Mr. James Harle, Secretary; and Kevin Best, Esq., Council. All current officers are willing to serve another one year term and Mr. Harle sought a motion for their reelection. Mr. Rice moved to reelect the current slate of officers. Mr. Bles seconded the motion. The officers of the Board of Trustees were reelected to another one-year term.

The directors of the Board of Trustees serve a maximum of one three-year term and are members of the board's Executive Committee. Two vacancies exist and replacements are needed for the seat held by Ms. Smith who is rotating off, and the seat formerly held by Mr. Worthington. The Governance Committee nominated Ms. Tonya Baroudi and Ms. Deborah Baden to fill these seats. Mr. Rice moved to elect Ms. Baroudi and Ms. Baden to these Director positions. Ms. Evans seconded the motion. The two new Directors were elected.

MOTION to Approve FY 2018 Budget

Mr. Sedmak noted that the meeting materials included a resolution to approve both Operating and Capital Budgets for Fiscal Year 2018, the period beginning July 1, 2017 and ending June 30, 2018. Highlights of the budgets include:

- 2 percent Cost of Living increases starting with the pay of July 28 (the first full pay period of the new fiscal year);
- 4 percent Merit increases for eligible staff on their anniversary date;
- Additionally, the minimum of the pay scale will increase by 2 percent and the maximum will increase by 6 percent. This means that even employees who currently are at top of grade will be eligible to earn the 4 percent merit increase, in addition to the 2 percent Cost of Living increase.
- \$100,000 to adjust certain salaries that are currently below market. This funding is a result of a supplemental budget request.
- The second installment of the \$1 million materials budget increase;
- \$700,000 in Local Development Council funding for Severn Library improvements;
- \$350,000 in repair and renovations funding; and
- Continued funding for the Annapolis and Riviera Beach replacement libraries.

Mr. Sedmak answered several questions related to business and travel, training, and supplies.

Mr. Rice moved to approve the FY 2018 Operating and Capital Budgets. Ms. Solomon seconded the motion. The budgets were approved.

MOTION to Approve FY 2018 Salary Scale

Ms. Bowen noted that the proposed Salary Scale for Fiscal Year 2018 was included in the meeting materials. The salary scale for all positions, including hourly and part-time hourly rate positions, has been changed to reflect a 2% increase in the minimum and 6% increase in the maximum rates. A merit increase will be at 4% for all eligible staff. Further changes are noted on the Salary Scale as part of the approved FY 2018 budget, which included approval of a Compensation Study. Ms. Bowen answered questions. Mr. Harle moved to approve the FY 2018 Annual Salary Scale. Mr. Bles seconded the motion. The FY 2018 Salary Scale was approved.

MOTION to Approve Reclassification of Positions

Ms. Bowen noted that there were currently four positions in need of reclassification in order to align staffing to meet operational needs throughout the system. Two vacant Librarian I positions will be reclassified to Librarian II; a vacant Librarian II position will be reclassified to a Librarian I position; and a vacant Circulation Assistant position will be reclassified to a Collection Development Librarian. Ms. Bowen asked the board to approve the position reclassifications, and answered questions. Ms. Evans moved to approve the reclassification of four positions. Ms. Smith seconded the motion. The positions were reclassified.

MOTION to Authorize Community Survey

Mr. Auld said that AACPL has never conducted a community survey in order to understand the expectations of library users and non-users. Our use of OrangeBoy has helped us gather some information related to this, but not as a scientific study. We recently approached the *Center for the Study of Local Issues (CSLI)* at Anne Arundel Community College which conducts surveys of county residents. The project they would undertake for AACPL is made up of two parallel surveys, one provided to existing users of library services, and the other on residents who are non-users. Dr. Dan Nataf is the Director of CSLI, and he sent us the survey proposal provided in the meeting materials. The cost of the survey is \$16,600 and would be paid from the FY 2017 budget.

Mr. Auld said the timing good for performing a survey now for several reasons:

- The current strategic plan was created 4 years ago and we continue to use it after extending it for one year;
- We are embarking on a new facilities study, a project that will take 10 weeks to complete and its results will also be useful;
- The Board of Trustees have had a new governance structure for the last year and a half; and
- The AACPL Foundation is wrapping up its first major campaign.

Mr. Auld said Mr. Best recommended that the authorization to approve the community survey be put to a vote. Mr. Bles moved to approve the use of a community survey. Ms. Evans seconded the motion. The authorization for conducting the community survey was approved.

Creation Process for Ten Year Facilities Master Plan

Mr. Roland reported that the first steps have been taken in forming the Board Committee for the Ten-Year Facilities Master Plan process. Ms. Miller will Chair the committee and Mr. Birge will be a committee member working closely with Mr. Rodela to oversee the information-gathering by the consultants. Ms. Beck will be a committee member bringing her extensive knowledge of our past and present strategic facility planning, including her current ANNCAP experience. Mr. Roland said that Ms. Baden, Ms. Baroudi, Ms. Evans and Ms. Simmons would also serve on the committee and that he would serve as ex-officio, attending most meetings. He then asked Ms. Miller to elaborate on how the 10-Year Facilities Master Plan process will be conducted.

Ms. Miller said she is still recruiting members for the committee and the next meeting will be held on Thursday, June 29 at 4:00 p.m. at Headquarters. The committee will continue to meet over the summer and will make a presentation to the board in September. Ms. Brandenburg and Ms. Smith volunteered to join the committee. Ms. Miller thanked them and encouraged anyone else interested in serving to email her.

Ms. Miller added that the committee will rely heavily on the staff support of Ms. Maribel Ibrahim, Facilities and Capital Projects Manager and Mr. Rudy Rodela, Chief, Support Services.

Ms. Miller noted that she was unable to attend the recent kickoff meeting held on May 25 with MGT Consulting Group, and asked Mr. Birge and Ms. Beck for an overview.

Mr. Birge provided a handout and reviewed an outline summarizing the meeting as follows:

- A. AACPL: Including both staff and trustees, as shown below:
 - a. County and Library Staff: Joe Holoubek, Amalie Brandenburg, Skip Auld, Terry Bowen, Rudy Rodela, Maribel Ibrahim, Scott Sedmak, Catherine Hollerbach, Christine Feldmann,
 - b. Trustees: Joan Beck, Ben Birge
 - c. MGT: Susan Zoller and Bill Wilson

- B. Purpose of the meeting was to introduce the teams, set time tables for deliverables and cover the basic scope of the project.

- C. The MGT plan is broken out into 10 steps as follows:
 - i. Project initiation meeting – COMPLETED
 - 1. Ensure communication and establish collaborative approaches to the study
 - 2. Set timetables for deliverables

- ii. Develop facilities and site inventory
 - 1. Walk through and review all library facilities
 - 2. Provide software with all facility data that can be used in future
- iii. Program and service delivery review
 - 1. Aligns goals and priorities with programming and activity
 - 2. Analyzes implications on facilities
 - 3. Data gathered through extensive interviewing of all stakeholders
- iv. Identify existing usage patterns
 - 1. Identify underserved areas and develop population profiles
- v. Conduct facilities assessment
 - 1. Analyze facility data
 - 2. Train staff on using software
 - 3. Report on initial analysis of facilities
- vi. Analysis of Anne Arundel County demographics and AACPL capacity
 - 1. Merge the facilities analysis with the population analysis to assess facility and programmatic capacity
- vii. Public involvement and community collaboration
- viii. Develop standards for ranking facility needs
 - 1. Setting facility prioritization list through a consistent and transparent process
- ix. Budget estimates.
 - 1. Develop master plan scenarios and budgets
 - 2. Multiple master plan and budget scenarios will be considered by staff and board
- x. Preparation and presentation of the final facilities master plan

D. Deliverables:

- a. Draft plan: November 15
- b. Final Plan: December 15

E. Roles for Board and staff

- a. Board
 - i. MGT will provide a more intensive briefing for working group in September following the completion of the inventory study.
 - ii. Trustee working group being created to be advised and provide input on an ongoing basis.
 - iii. MGT will provide information to the Board as needed throughout the process.
 - iv. Board makes final decision to adopt the plan.
- b. Staff
 - i. Staff will work with MGT on day-to-day basis and, in most cases, be the point of contact for all questions.

Ms. Beck added that they were surprised at the scope of what MGT will provide and AACPL will receive a lot of valuable data for its future use. Ms. Brandenburg spoke highly of MGT's previous work for the Board of Education.

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Mr. Rice moved to approve the new committee and its oversight of the creation process for a new Ten Year Facilities Master Plan. Mr. Harle seconded the motion. The Facilities Master Plan Committee was approved.

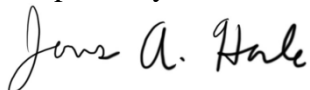
Presentation of Anniversary Awards

Mr. Roland presented anniversary year award pins for the following Trustees: Joan Beck and Ellan Thorson, 20 years; and JanElaine Smith, Fred Stielow and Sandra Solomon, 5 years.

Mr. Roland asked the Trustees to save the date for the annual *Trustees and Directors Summer Social*, hosted by Sam and Donna Brown at 611 Holly Drive Annapolis, MD 21409 on Sunday, July 30, between 3:00 and 5:00 p.m.

The meeting was adjourned at 5:22 p.m. The next regular Board of Trustees meeting will be held on September 21, 2017, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Respectfully submitted,



James Harle
Secretary

JH/dd