

**Minutes**  
**Public Library Association of Annapolis and Anne Arundel County, Inc.**  
**Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.**  
**December 15, 2016**

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 December 15, 2016 at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

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

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

Dr. Fred Stielow attended via conference call. The following trustees were unable to attend: Mr. Bert Rice, Mr. Keith Seay, and Mr. M. Hall Worthington.

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. Christina Feldmann	Marketing and Communications Manager
Mr. Rudy Rodela	Chief of Support Services

Guests: Ms. Amy Bartholomee, President, AACPL Foundation; Library Associate Training Institute students: Ms. Katrina Threat, Ms. Abby Hodges and Ms. Christeen Moore; and Ms. Renee Kinard, Staff Association Representative.

Mr. Roland announced that former board Chair, Mr. M. Hall Worthington, had resigned from the board due to medical issues. Mr. Roland read Mr. Worthington's resignation letter aloud for the benefit of the board. Ms. Beck and Mr. Best spoke about Mr. Worthington's long commitment to AACPL, and other roles, including Commander of the Maryland Defense Force. Mr. Roland said Mr. Worthington's dedicated service would be honored at an event sometime in the future.

### Minutes

Mr. Roland said the minutes of the November 17, 2016 meeting were provided in advance of the meeting and asked for their approval. Ms. Solomon moved to approve the minutes. Ms. Smith seconded the motion. The minutes of the November 17, 2016 meeting were approved.

### Treasurer's Report

Mr. Birge said there was nothing unusual in the Treasurer's Report. The materials budget is being monitored to be certain that the generous supplemental funds provided by the County are being spent on time. There were no questions.

Mr. Auld introduced the meeting guests.

### CEO's Report

In addition to information provided in his written report, Mr. Auld said he is working with Ms. Brandenburg and County Administration to identify a site for a temporary Annapolis Library. Once a site is secured, Ms. Brandenburg will meet with the County Budget Office to secure funding to design, build, and rent the space for two years while the new library is under construction.

### Public Services and Branch Management Report

Mr. Auld reported for Ms. Hollerbach that in addition to her written report, AACPL Virtual Services has been transferred from Support Services to Public Services and Branch Management. We continue to work with the Ft. Meade Alliance in developing library services for their community, as well as involving AACPL in their Centennial Celebration for a number of events.

### Human Resources Report

In addition to her written report, Ms. Bowen was pleased to note that five new Circulation Assistants will be joining AACPL in January, as well as a new Marketing and Communications Specialist. Currently, Ms. Bowen is working with the 2013 Compensation Study to update and report her findings to the Board, and providing input on the FY 2018 Budget Request.

### Support Services Report

Mr. Rodela provided the following highlights from his report:

- The new door counting system up and running, and we are now collecting real-time visitor counts. However, we are still tracking the old door count along with the new door count
- The increased funding for materials is becoming tangible. Over the past three months, Technical Services has cataloged 47,823 items, which is a 94% increase over the

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same period last year. The finishing staff processed 35,439 items, a 54% over last year. Finishing is the next step after cataloging, so we should see that number keep rising as well.

- We have drafted the technical requirements section for the Request for Proposals (RFP) for the self-checkout replacement project. This RFP will also be the first major procurement done under the new purchasing policy, so we are working hand-in-glove with Library Finance to ensure it all goes well.
- On our statistics reporting project: we have for you, what we hope is the “final” form for this monthly report. Each of the “Big Four” metrics, circulation, visits, computer uses, and program attendance, is now on its own graph, with its own scale, to improve visibility for making comparisons.

Mr. Rodela reviewed the statistics report, noting the change in the way the electronic resources are presented. The page one graph now shows only regular e-book circulation, so that we can make better like-to-like comparisons. We’ve also removed the in-house count from the monthly circulation, again to help with trends study, and that information is now on the second table on page two. Our database usage continues to be quite high, with 143,000 uses in November. Mr. Rodela answered several questions.

### Marketing and Communications Report

Ms. Feldmann said her written report provides department activities over the past month. She added that she is excited to have a new full time staff member beginning soon. Not yet officially announced, the new hire has worked in college libraries and has good marketing experience.

Ms. Feldmann said the next issue of *Library Happenings!* will include articles about the new Annapolis Regional Library and Fort Meade’s upcoming centennial observance. She is working with Colonel Kenneth McCreedy, Chair of the Fort Meade Alliance, to identify ways AACPL can help support the community and its centennial events.

### Foundation Report

Ms. Bartholomee provided an update of the *Beyond Your Expectations* Campaign:

- November was an incredible fundraising month for the Campaign. The Foundation received its first-ever six figure gifts: A \$100,000 pledge from Severn Bank for the naming of the book drops at five AACPL branches (Annapolis, Eastport, Edgewater, Severna Park and Glen Burnie); a \$250,000 legacy endowment gift from long-time friends of the library; and a \$350,000 verbal pledge from a to-be-announced Annapolis couple for the naming of the new Annapolis library’s Program and Community Meeting Room. Campaign Committee member Anna Greenberg, Campaign Co-Chair Hamilton Chaney, and Campaign Committee member Skip Auld were instrumental in securing these gifts.
- As of November 17, 88% of the Foundation Directors have made a gift or pledge to the Campaign and 75% of the Trustees have done so. Campaign Leadership Committee members are nearing completion of their gift requests to library leadership.

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- Currently, 53 donors have made gifts or pledges to the Campaign. There are 48 cash/pledge gifts and 7 legacy (bequest) gifts.
- As of November 17, 88% of the Foundation Directors have made a gift or pledge to the Campaign and 75% of the Trustees have done so. Campaign Leadership Committee members are nearing completion of their gift requests to library leadership.
- Currently, 53 donors have made gifts or pledges to the Campaign. There are 48 cash/pledge gifts and 7 legacy (bequest) gifts.
- The Foundation will host its third and final *Beyond the Stacks* Campaign friend-raising event Thursday, February 2 at the Eastport-Annapolis Neck library. The topic for February's gathering will be the library's *Every Child Ready to Read* initiative.
- On February 3 at 9:00am, also at Eastport-Annapolis Neck, the Campaign will host a donor education program lead by Margo Cook of the investment and retirement planning firm One North Wealth. The program will focus on how to support your favorite non-profits through legacy and estate gifts.
- Cash/pledges and legacy gifts received since May, 2016 to *Beyond Your Expectations: The Campaign for the Library* now total \$1,257,575 an increase of \$782,535 in the past month. The Campaign has now raised 42% of its \$3 million goal.

Ms. Bartholomee reported that the end-of-calendar-year *Annual Fund* effort is underway. Ms. Glenn passed out an appeal letter to the board members and Ms. Bartholomee noted that letters to current donors went out in November. These will be augmented by email appeals between now and December 30. Between November 1 and December 12 the Annual Fund received \$21,013 in gifts from 179 donors. This represents a 22% increase between what we raised during the same period last year.

### Annapolis Regional Library Capital Project Committee (ANNCAP) Report

Ms. Beck reported that the plans for the new Annapolis Regional Library are currently with the City of Annapolis. The city has conducted local hearings and meetings with library neighbors. There are no obstacles to progress known at this time.

### Governance Committee Report

Mr. Harle reported that the Governance Committee will soon send a letter to the County Executive to request his nomination of a candidate to fill the current vacancy on the Board of Trustees.

### Budget Committee Report

Mr. Birge reported that the Budget Committee accomplished a lot when it held its first meeting on December 14. He feels confident that when the FY 2018 Budget Request is presented at the January board meeting it will be well thought out, and he will be able to answer any questions. He thanked the Budget Committee members that were present.

Mr. Birge reported that he and Mr. Roland recently met with Mr. Hammond and Mr. Theroux of the County Budget Office. This meeting exceeded their expectations, and Ms. Brandenburg's support has

been helpful. One topic was placing the additional funds AACPL has received for materials into the base budget, making a supplemental budget request unnecessary. They were supportive of this concept, but the outcome remains unknown until the final budget is released.

### Old Business

#### *Deferred Compensation Plan Document Revision*

Mr. Roland noted that approval of the revised Deferred Compensation Plan Document had been tabled at the last meeting. Since then, Mr. Sedmak had revised the document to include an amendment put forth by Mr. Best.

MOTION (by Kevin Best, Esq.): *Section 5.2 In-Service Distribution Due to Unforeseeable Emergency. All decisions by the Administrator or its designee in matters relating to distributions under this Section shall be [final and binding on all parties] SUBJECT TO APPEAL TO THE BOARD OF TRUSTEES OR ITS DESIGNEE INCLUDING ANY STANDING OR AD HOC COMMITTEE OF THE BOARD.*

Ms. Maxwell seconded the motion. The amendment to the Deferred Compensation Plan Document was approved.

MOTION (by Ms. JanElaine Smith) to approve Deferred Compensation Plan Document Revision.

Mr. Harle seconded the motion. The Deferred Compensation Plan Document Revision was approved.

#### *Facilities Master Plan*

MOTION *to approve MGT to develop a Ten Year Facilities Master Plan for AACPL*

Mr. Roland said the board is asked to review a proposal provided by MGT to develop a ten year facilities master plan for AACPL. MGT recently completed the facilities master plan for the school system, and the county is offering MGT's services to AACPL. In its review, the board should make certain that the scope of work in the proposal speaks to the needs of AACPL. The county wants to be clear that it will be AACPL's plan, not theirs, and that all key stakeholders are involved in the process. The board will be asked to approve the Ten Year Facilities Master Plan for AACPL by MGT at the January Board of Trustees meeting. The plan will then go to the County Executive and the County Council for approval.

#### *Materials Selection Policy*

Mr. Rodela said the Materials Selection Policy had been revised and provided to the board at the November meeting. There had been no questions or changes submitted by the board in the meantime.

MOTION (by Mr. James Harle) *to approve the Materials Selection Policy.*

Mr. Bles seconded the motion. The Materials Selection Policy was approved.

*Library Card Policy*

Mr. Auld said that Ms. Hollerbach had presented revisions to the Library Card Policy at the November meeting. Since that time no comments or questions had been received from the board.

MOTION (by Ms. JanElaine Smith) *to approve the Library Card Policy.*

Ms. Solomon seconded the motion. The Library Card Policy was approved.

New Business

*Procurement Card Policy*

Mr. Sedmak said that in the recent transition of procurement practices between AACPL and the County, it was determined that the procedures previously followed by AACPL staff with County procurement cards needed to be reworked into a policy. Mr. Sedmak provided the board with a copy of the policy and asked that they review it prior to the next board meeting in January. He would bring it back with any needed changes discussed in the meantime. Mr. Harle asked for highlights of the document and Mr. Sedmak said the language was reworked to focus on policy and remove procedures. Staff titles were updated based on current classifications, and the document also states what the approximately fifteen cardholders are allowed to purchase.

*Procurement Card Memorandum of Understanding (MOU)*

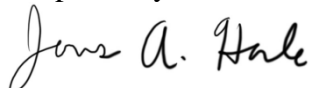
Mr. Sedmak said that the Memorandum of Understanding (MOU) Regarding Procurement Cards documents the relationship between AACPL and the County with regard to use of procurement cards. There was no preexisting document for this relationship. Mr. Best explained that intergovernmental contracts require board approval.

*Resolution to Allow the CEO to Sign MOU Regarding Procurement Cards*

Mr. Best explained that a resolution by the board will be required to enable Mr. Auld to sign the MOU since it is an intergovernmental contact.

The meeting was adjourned at 4:55 p.m. The next Board of Trustees meeting will be held on January 19, 2017, at Library Headquarters.

Respectfully submitted,



James Harle  
Secretary