

**Minutes**  
**Public Library Association of Annapolis and Anne Arundel County, Inc.**  
**Severn Community Library, 2426 Annapolis Road, Severn, Maryland.**  
**April 20, 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 April 20, 2017 at the Severn Community Library, 2624 Annapolis Road, Severn, Maryland.

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

Kevin Best, Esq.	Mr. Keith Seay
Mr. Benjamin Birge	Ms. Simmona Simmons
Mr. Joseph E. Bles	Ms. Sandra L. Solomon
Ms. Penny Evans	Mr. Gerald P. Starr
Mr. James Harle	Dr. Fred Stielow
Mr. Charles Maher, Jr.	Nathan Volke, Esq.
Ms. Joyce Miller	Ms. Sharon Wible
Mr. Bert Rice	

The following Trustees were unable to attend: Ms. Deborah Baden, Ms. Tonya Baroudi, Ms. Joan Beck, Ms. Amalie Brandenburg, Mr. William Colquhoun, Ms. Barbara Maxwell, Ms. Jacqueline Seamon, Ms. JanElaine Smith, and Ms. Ellan Thorson.

The following staff members were in attendance:

Hampton M. Auld	Chief Executive Officer
Ms. Terry Bowen	Chief, Human Resources
Ms. Donna Denny	Executive Assistant
Ms. Christina Feldmann	Marketing and Communications Manager
Ms. Cathy Hollerbach	Chief, Public Services and Branch Management
Mr. Rudy Rodela	Chief of Support Services

Guests: Ms. Renee Bivans, Odenton Regional Library and Staff Association Representative, Ms. Ann Glenn, Executive Director, AACPL Foundation, Ms. Maribel Ibrahim, Facilities and Capital Projects Manager, Ms. Catherine McNamara, Branch Manager, Brooklyn Park Community Library,

Mr. Auld introduced the meeting guests.

Minutes

Mr. Roland noted that the minutes of the March 16, 2017 meeting had been provided for review and approval. Ms. Evans moved to approve the minutes. Mr. Bles seconded the motion. The minutes were approved.

Welcome to the Severn Community Library (PRO)

Mr. Auld introduced Ms. Ashley Rogers, Branch Manager of the Severn Community Library (PRO). Mr. Auld thanked her for hosting the meeting, and asked her to provide some information about her branch. Ms. Rodgers welcomed the board and noted that she had been Branch Manager there for nearly a year. Prior to this, she worked for Baltimore County Public Library.

Ms. Rogers said that PRO is across the street from Fort Meade and serves many military families. They provide a special military resource collection just for these families, and are also partnering with Fort Meade to digitize more materials for this collection. In addition to military customers, PRO also serves many families with small children who enjoy using the Discovery Dock area and attending early literacy programs. PRO meeting rooms are in high demand for individual study space and community groups. Their computers are busy with customers searching for jobs, teens playing games, and customers stopping in to print documents. The busiest hours are often the afternoon weekday hours.

PRO provides Sunday service thanks to a grant awarded by the Local Development Council (LDC). The grant is made possible by the provision of impact fees from the nearby *Maryland Live!* Casino. The LDC recently increased its funding for a major renovation project, and Ms. Rogers provided a brief slide-show featuring the planned changes. The slides detailed a glass wall that will be added to the meeting room, a café area, and how the existing service desks will be combined to free up more space. They will also replace all the furniture and shelving, and provide better outdoor signage. Construction will begin in Fiscal Year 2018, and the branch will remain open for customers as much as possible during this period. When closed, the PRO staff will focus on community outreach. Ms. Rogers invited the Trustees to tour the branch after the meeting.

Treasurer's Report

Mr. Birge said the Treasurer's Report shows revenue and expenditures at expected levels for the current period in the fiscal year.

CEO's Report

Mr. Auld noted important upcoming dates listed at the bottom on the meeting agenda, particularly meeting and hearings related to AACPL's FY 2018 Budget Request. He asked all Trustees interested in attending to let Ms. Denny know, so she can coordinate van/car pool logistics.

AACPL staff members are interested to know if County Executive Steve Schuh's proposed FY 2018 budget, which he will announce on May 1, will include merit and/or cost of living increases. We are also interested to know if our budget will include funding for the new Glen Burnie Regional Library.

Mr. Auld reported that staff leadership has been discussing library names. The term *regional* is used to distinguish libraries with more hours, services and representing hubs. Staff leadership recommends dropping the regional designation over time, and for AACPL's new Master Plan. In our 2011

Master Plan, libraries were configured in three sizes. Since then, Annapolis was reduced in size and Riviera Beach was approved.

A discussion ensued about the related costs of name changes, such as signage. Mr. Roland said he and Mr. Auld have been looking at signage on their branch tours and they would like to have a “master plan” for signage. The discussion included highway signs and Mr. Auld informed the board of Maryland Library Association’s ongoing attempts to reinstate library directional signs on Maryland highways. Ms. Feldmann suggested that changes in signage happen as part of broader strategic planning efforts. Ms. Glenn noted that the naming of all libraries is published at \$1 million. Mr. Best said the current licensing agreement with the County would need to be amended when name changes occur.

#### Public Services and Branch Management Report

Ms. Hollerbach reported the following:

- She has been working on changes in AACPL’s meeting room policy for 2018, which she will present later in the meeting. Library programming has doubled in the past year, and AACPL must use meeting rooms for programs. In order to accommodate all of the library programming and provide for more flexibility, we need to prioritize library use of the meeting rooms. She is proposing that meeting room reservations be made on a six month basis. Reservations for January thru June will be accepted starting on November 1 of the previous year. Reservations for July thru December will be accepted starting on May 1 of that year. She is also proposing changes in library meeting room fees to bring us in line with other library systems Non-profit organizations will continue be able to use the meeting rooms at no cost.
- A new laptop lab has been ordered for the Glen Burnie Library with FY 2017 Capital Outlay funds. This will allow the branch to host computer-based programming without having to worry about securing one of the in-high-demand labs.
- Two private schools have inquired about getting student cards.
- “Place in Queue” was recently made not visible on customer’s accounts, but this was re-added after customers indicated that they use the queue number to regulate the flow of their holds. Mr. Auld noted that an additional copy is purchased for every four holds.

Ms. Hollerbach reviewed the monthly statistics and answered questions.

#### Human Resources Report

Mr. Auld said that Ms. Bowen was unable to attend, but her written report details the activities of her department over the past month, including a great deal of training opportunities for staff.

### Support Services Report

Mr. Rodela spotlighted two items from his written report:

The new World Languages collections debuted this month. These collections feature books for young children, primarily bilingual, in Spanish, Urdu, Vietnamese, and Chinese (Mandarin). These languages were selected based on statistics provided to us by Anne Arundel County Public Schools (AACPS) for the most common languages, other than English, spoken by the families of AACPS students. Several branches reported “a run” on their Vietnamese books, so while we expand the collection in the new fiscal year, we will also rebalance the language selections.

The fishing pole collection debuted at Mountain Road Community Library. We are appreciative of the partnership with the Maryland Department of Natural Resources for this collection. Materials Management will explore other opportunities to expand the scope of our circulating items.

### Marketing and Communications Report

Ms. Feldmann reported the following

- Recent AACPL coverage by *The Capital* newspaper has included the book cover ball gown at the Eastport-Annapolis Neck Community Library, and the fishing pole program at the Mountain Road Community Library.
- She has been preparing fact sheets for each branch.
- Mr. Bles brought and set up a sample display of *WWI in Miniature* to the current board meeting to give everyone a preview of the larger display he will provide at the Broadneck Community Library on Saturday, May 6, 2017, from 11:00 a.m. to 2:00 p.m.

### Foundation Report

Ms. Glenn reported the following:

- At the present time, 247 tickets have been sold for the April 21 event, *For the Love of the Library*. This is the highest number of tickets ever sold for the event in its four year history.
- Please save the date of Sunday, July 30 for the *Annual Trustees and Directors Summer Social*. This year, the event will be hosted by Foundation Director Sam Brown and his wife, Donna, at their home at 611 Holly Drive, Annapolis (St. Margaret's), from 3:00 to 5:00 p.m.

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

Mr. Rodela reported for the ANNCAP Committee that the most recent document review of the plans for the new Annapolis Regional Library went well. The next public meeting and presentation about the new library will be held on Tuesday, May 16, in the gymnasium of the Maryland Hall for the Creative Arts, from 7:00 to 8:30 p.m.

Governance Committee Report

Mr. Harle reported that the Governance Committee will be contacting those members whose terms expire in June, in order to confirm their willingness to serve another term.

Budget Committee Report

Mr. Birge said his committee had no formal report. He will be speaking with Ms. Bowen in the coming weeks about the salary study.

Old Business

*MOTION to Approve Regulations Governing Use of AACPL Library and Grounds by the Public*

Ms. Hollerbach noted that she had presented the revised Regulations Governing Use of Anne Arundel County Public Library at the March 16, 2017 board meeting. Since then, she has incorporated suggestions for improvement and asked for approval of the policy. Mr. Rice moved to approve the regulations. Ms. Solomon seconded the motion. The *Regulations Governing Use of AACPL Library and Grounds by the Public* were approved.

*MOTION to Authorize CEO to Make Materials Security Decision*

Mr. Rodela noted that he had presented information at the March 16, 2017 board meeting that detailed the staff recommendation for Mr. Auld, Chief Executive Officer, to be authorized to change or discontinue the library's materials security system, as may be required for the efficiency of library operations. Since that time, Mr. Rodela said he has had no questions or comments from the board concerning the recommendation, and asked that it be approved. Dr. Stielow moved to approve the recommendation regarding materials security. Mr. Harle seconded the motion. The recommendation to authorize Mr. Auld to change or discontinue the library's materials security system, as may be required for the efficiency of library operations, was approved.

New Business

*MOTION to Amend the AACO/AACPL Building Lease to Include Severn Community Library*

Mr. Rodela said that last year, AACPL entered into a buildings lease agreement with Anne Arundel County, but Central Services did not include the Severn Community Library in the agreement. They have since issued an amendment to the agreement and a copy has been provided to the board for review. Mr. Rodela asked for waiver of the 30 day rule in order to expedite approval to add the Severn Community Library to the list of buildings covered by the lease. Mr. Harle moved to waive the 30 day rule. Ms. Solomon seconded the motion. The 30 day rule was waived. Dr. Stielow moved to approve the lease amendment. Mr. Rice seconded the motion. The amendment to the AACO/AACPL Building Lease Agreement to include the Severn Community Library was approved.

*Consideration of Revised Meeting Room Policy: Rules and Regulations for 2018*

Ms. Hollerbach submitted a revised *Meeting Room Policy: Rules and Regulations* for board consideration and approval at the May meeting. The revised policy includes the following changes:

- Removes prices from the policy document;
- Adds that “no shows” will result in group banning for one year, which may be appealed to the CEO;
- Allows no refunds for cancellations, unless the library is closed due to an emergency, and allows groups that cancel within 48 hours to reschedule within 30 days;
- Clarifies language, but not detailed procedures, regarding booking, meeting room schedule; and
- Increases fees for 2018.

In response to a question, Ms. Hollerbach said that, as of March 15, there have been 37 total meeting room no-shows this calendar year, which in the updated policy would result in loss of booking privileges. She pointed out that all changes would take place in 2018, as the meeting rooms are currently booked through 2017.

*MOTION to Approve FY16 Year-end Financial Documents and IRS Form 990*

Mr. Sedmak said that the completed Fiscal Year 2016 IRS form 990 and year-end financial documents, which included pages 174-176 of the County’s audit detailing the Library’s section, had been provided via email and hard copy to the board. Mr. Sedmak noted the \$174 difference in revenue to the Library’s advantage, and a \$3,000 savings in expenditures related to telephone costs. He added that the amount of these differences should lend confidence to the accuracy of the Library’s monthly Treasurer’s Reports. Mr. Sedmak said that approved receipt of the audited report by the board is needed. Dr. Stielow moved to approve receipt of the audited FY 2016 year-end financial statement. Mr. Best seconded the motion. The Board of Trustees approved receipt of the audited Fiscal Year 2016 financial statement.

Mr. Sedmak noted that the IRS 990 required approving action at the current meeting since its filing extension date will expire before the next board meeting and the document includes a question that asks if the Board of Trustees reviews the document prior to filing. In response to a question, Mr. Sedmak said that AACPL is subject to income tax because faxing is not a part of our mission and we must report this revenue.

Dr. Stielow moved to waive the 30 day rule in order to expedite the approval of the IRS 990 form. Mr. Rice seconded the motion. The 30 day rule was waived. Mr. Rice moved to approve the IRS 990 form. Mr. Seay seconded the motion. The IRS 990 form was approved. Mr. Sedmak offered to answer any additional questions.

*MOTION to Extend the Current AACPL Strategic Plan for One Year*

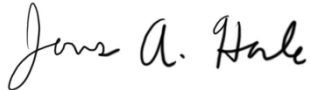
Mr. Rodela said that AACPL's current Strategic Plan will expire in June, while we await funds to create the next plan. Leadership staff recommends and approval is requested for, a one-year extension

of the current plan, such that the *AACPL Strategic Plan: July 2014 – June 2017* be extended for one year and be retitled *AACPL Strategic Plan: July 2014 – June 2018*. Mr. Rodela also asked that the 30 day rule be waived to expedite this approval. Mr. Rice moved to waive the 30 day rule. Ms. Miller seconded the motion. The 30 day rule was waived.

In response to a question, Mr. Rodela said that the Library's leadership staff were aware that this gap was coming. He added that having a strategic plan is a prerequisite for receiving state grants, and the Division of Library Development and Services is fine with an extension of one year to our current plan. Mr. Rice moved to approve that the *AACPL Strategic Plan: July 2014 – June 2017* be extended for one year and be retitled *AACPL Strategic Plan: July 2014 – June 2018*. Ms. Miller seconded the motion. The current AACPL Strategic Plan was extended for one year.

The meeting was adjourned at 5:12 p.m. The next Board of Trustees meeting will be held on May 18, 2017, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Respectfully submitted,



James Harle  
Secretary

JH/dd