

**Minutes**  
**Public Library Association of Annapolis and Anne Arundel County, Inc.**  
**Deale Community Library, 5940 Deale-Churchton Road, Deale, Maryland**  
**April 19, 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 April 19, 2018, at Deale Community Library, 5940 Deale-Churchton Road, Deale, Maryland.

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

Ms. Tonya Baroudi	Ms. Jacqueline Seamon
Ms. Joan Beck	Mr. Keith Seay
Mr. Benjamin Birge	Ms. Simmona Simmons
Mr. William Colquhoun	Ms. Sandra L. Solomon
Ms. Penny Evans	Mr. Gerald P. Starr
Mr. James Harle	Dr. Fred Stielow
Mr. Charles Maher, Jr.	Ms. Ellan Thorson
Ms. Barbara Maxwell	Ms. Sharon Wible
Ms. Joyce Miller	

The following Trustees were unable to attend: Ms. Deborah Baden, Kevin Best, Esq., Mr. Joseph E. Bles, Ms. Amalie Brandenburg, Mr. Bert Rice, Ms. JanElaine Smith, and Nathan Volke, Esq.

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
Ms. Cathy Hollerbach	Chief, Public Services and Branch Management
Mr. Rudy Rodela	Chief of Support Services
Mr. Scott Sedmak	Chief Financial Officer

Guests: Ms. Rachel Myers, Branch Manager, Discoveries: The Library at the Mall; Ms. Heather Ravanbakhsh, Acting Branch Manager, Deale Community Library; and Ms. Tess Carper, Library Associate, Deale Community Library, and AACPL Staff Association.

Welcome to the Deale Community Library

Skip introduced the meeting guests and asked them to provide their background:

Ms. Tess Carper, Library Associate at Deale was represented the AACPL Staff Association at the meeting. Her association with AACPL began in 1990, when she was a Library Volunteer.

Ms. Heather Ravanbakhsh said it was her third week as Acting Branch Manager at the Deale Community Library. Previously, she worked for eight years at Annapolis Library and twenty years at Edgewater Library.

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*Presentation on Discoveries: The Library at the Mall*

Ms. Rachel Myers, formerly Branch Manager at Deale Community Library, was now the Branch Manager at *Discoveries: The Library at the Mall*. She noted that Deale recently celebrated its 50<sup>th</sup> Anniversary, although its meeting room was added in 2009. Ms. Myers said she has been with AACPL her entire career. Prior to Deale she worked at seven other AACPL branches.

Ms. Myers was pleased to provide information about the new library which will open in ten days on April 30. She provided a brief PowerPoint presentation with photos of the new 3,000 sq. ft. space, sharing some of what will be provided to customers there. *Discoveries: The Library at the Mall* will benefit from partnerships with Westfield Mall, Anne Arundel Medical Center, and the Annapolis Arts Alliance. Ms. Myers ended by answering Trustee questions.

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Mr. Roland said the minutes of the March 15, 2018 meeting had been previously provided for review. Dr. Stielow moved to approve the minutes. Ms. Solomon seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Birge said the Library's materials budget has been spent in a timely manner. The volume of materials purchased each month continually adds content to the libraries. He noted that an additional \$5,000 was received in Racetrack funding. We had expected it to total \$55,000, but it was actually \$60,000. The extra \$5,000 will go into the fund balance. Mr. Birge added that fine revenue was not as down as expected, just a little off.

CEO's Report

Mr. Auld highlighted the following from his written report:

- Thank you to all who have purchased tickets to the Foundation's annual *For the Love of the Library* event. He noted that all sixteen Branch Managers would be honored during the festivities.
- Work began on AACPL's new Strategic Plan earlier this month. The membership of its Steering Committee will soon be announced.
- The groundbreaking ceremony for the new Annapolis Library was exciting and received lots of coverage.
- April 11 was declared *1,000 Books Before Kindergarten Day*.

### Public Services and Branch Management Report

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

- The Glen Burnie Regional Library is loaning ukuleles starting May. They were donated by the Baltimore Ukulele Club and partially funded by the Library Foundation. She displayed an instrument, along with its carrying case and tuner, noting that they will be available to check out for three weeks. The branch is also holding “strums” or group playing events.
- The *Teen Writers Club* at the Odenton Regional Library has released their first anthology of short stories. Ms. Hollerbach passed around a copy of the book, published with the help of the Library Foundation, in partnership with other contributors.
- Hotspots (mobile WiFi) will be available for checkout in early May. We will have 23 Hotspots for this pilot program, funded by a grant to the Library Foundation from the Helena Foundation. The Hotspots are CIPA compliant and can be checked out for one week at the Eastport-Annapolis Neck Community Library.
- The report contained a chart of year-to-date renewals and the percentage of those made using the Automated Borrower's Line (aka SIRSI Voice Activation - SVA). We can no longer make this service available for our customers. This change is necessary because our equipment is old and no longer supported by SIRSI. Customers can continue to access their library accounts online in order to renew or check the due date of their library materials, or call any branch location. We will also discontinue all overdue and hold notifications via telephone. Only 1.6% of the February notices were made via SVA. Library staff will be flexible and not penalize customers who run into trouble due to the discontinuation of this service. Ms. Hollerbach will give a status report at the next meeting on the effects of this change.

### Human Resources Report

Ms. Bowen highlighted the following from her written report:

- The County is reviewing health benefit vendors for vision and dental insurance services. AACPL uses the same vendors as the County for these services, and we will be notified about any changes to the current plans.
- Human Resources recently sponsored a *statewide* human resources meeting. The group meets several times per year, with approximately HR professionals attending.
- HR has revised the training and staff development section of its report so it is easier to read. There have been a couple of big conferences attended by staff recently, including the ADP conference in Florida.

Ms. Bowen answered questions about flexible scheduling and telecommuting.

### Support Services Report

- Mr. Rodela made a minor correction to his report, noting that the front entry exterior shutter that was removed at the Maryland City at Russett Branch had malfunctioned in November not February.
- March was an intense month for Support Services as they closed Annapolis and prepared to open two new branch libraries.
- Mr. Rodela noted that past statistics showed the peak circulating library to be Severna Park Community Library, but now it has been overtaken by the eBranch. In response questions about the eBranch, Mr. Rodela will prepare a report on AACPL's databases and how they are acquired.
- Mr. Rodela reported that a new secure entrance system for Headquarters will be acquired in the future, providing key fob access to the building. Key fobs will be issued to staff and Trustees.

### Marketing and Communications Report

Mr. Auld reported for Ms. Feldmann, presenting a screening of a video ad that will be shown 24 times on ABC2 during *Good Morning America*, on the ABC2 website, and also on ABC News at 5:00 p.m. The ad will also appear 40 times on Bounce TV, which is Comcast Channel 203.

### Foundation Report

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

- 275 tickets have been sold for the 5<sup>th</sup> Annual *For the Love of the Library* event on April 20. There are currently 21 sponsors, which is a big increase over previous years. Hall and Chelsea Chaney are the Honorary Chairs of the event. J. Ernest Green, Director of the Annapolis Chorale, will be serving as auctioneer for the four live auction items, which Ms. Glenn described.
- Within the last 30 days, the AACPL Foundation has awarded \$44,175 in grants to the Library, with grant details provided in the written report.

### Governance Committee Report

Mr. Harle said his committee had no report.

### Budget Committee Report

Mr. Birge gave a quick summary of the recent FY 2019 Budget Request meeting several Trustees and staff recently held with County Executive Steve Schuh and his team. They were

asked a lot of good questions about how AACPL's budget request was prioritized. They provided them with the recommended the size for the new Glen Burnie Branch, as well as the basis for it in relation to the County's burgeoning population. It was clear Ms. Brandenburg had been communicating with them, as they were well-prepared for the discussion.

County Executive Schuh will release his budget on May 1. At the recent Annapolis Library groundbreaking, Mr. Schuh spoke very positively about the future and the new Glen Burnie Library, so we are getting good signals. Mr. Roland said he hoped there is positive momentum to decrease the timing involved, so that Glen Burnie does not take as long to get underway as Annapolis took. Ms. Maxwell said we learned a lot with Annapolis. Mr. Birge said the new Facilities Master Plan will be a good foundation for the construction of the next couple of libraries before the next study is needed.

#### Facilities Master Plan Committee Report

##### *MOTION to approve Facilities Master Plan FY 2019*

Mr. Maher thanked Mr. Rodela for his help to the committee. Mr. Maher said he had provided the Trustees with a copy of the *Facilities Master Plan FY 2019* at the previous board meeting. He then moved for the approval of the plan. No questions were asked or discussion ensued. Mr. Roland called the question. The *Facilities Master Plan FY 2019* was approved.

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

Mr. Colquhoun said the architects were working on the design of the exterior of the new Riviera Beach Community Library. It seems to have some nautical flare and looks nothing like the new Annapolis library. The design will then go to an estimator for cost determination. From there they will move to designing the inside of the building and its furnishings. After this, they will prepare for the first public meeting.

#### Strategic Plan Committee Report

Dr. Stielow confirmed, as Mr. Auld reported, that Strategic Planning has begun. He hoped that the outcomes of the plan would include: promoting the community identity of branches; ensuring full integration of our web presence; and more Trustee input.

#### Old Business

##### *MOTION to approve IRS Form 990*

Mr. Sedmak said he had provided copies of the IRS Form 990 at the March meeting. He has received no questions since then and asked for its approval for submission to the IRS. Mr. Harle

moved to approve the IRS 990. Ms. Solomon seconded the motion. The IRS 990 Form was approved for submission.

### New Business

#### *Notification of Purchases Exceeding \$50,000*

Mr. Sedmak said that in accordance with AACPL's Purchasing Policy, dated November 17, 2016 and the Delegation of contracting Authority, dated September 15, 2016, a document was added to the meeting materials to provide details of four purchases that exceed \$50,000, but do not exceed \$75,000. Vendors for these purchases include Brainfuse, Grainger, Maureen Sullivan Studios, and Staples.

#### *MOTION to approve purchases over \$75,000*

Mr. Sedmak requested a motion to approve purchases exceeding \$75,000 from four vendors, including Proquest, Findaway, Ebsco and Cengage. A detailed list of these procurements were provided in the meeting materials. Ms. Miller moved to approve the purchases. Ms. Solomon seconded the motion. The purchases were approved.

Mr. Roland stated that that if there were no objections, the closed session would be struck from the agenda and a new agenda item would be added. There were no objections and a new agenda item was added as follows:

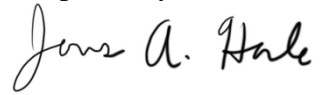
#### *MOTION to Approve Reclassification of Position*

Ms. Bowen presented the Development Specialist position to be approved for reclassification. The Classification Committee (Terry Bowen, Carol Cason, Cathy Hollerbach, Rudy Rodela and Cindy Thorn) reviewed the position on February 22, 2018. The Committee consulted with Mr. Auld regarding their findings. Mr. Auld requested that the position also be researched to obtain information regarding the market value since this is not one common in every library system. Based on those findings, Mr. Auld recommended to the Board to reclassify the position from a Grade 12 to a Grade 16. After Ms. Bowen answered a few questions by the Board, Dr. Stielow moved to approve the reclassification. Ms. Miller seconded the motion. The reclassification of the grade for the Development Specialist was approved. It will be changed on the salary scale as well.

The meeting was adjourned at 5:23 p.m. The next Board of Trustees meeting will be held at 4:00 p.m. on May 17, 2018, at Library Headquarters in Annapolis, Maryland.

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Respectfully submitted,

A handwritten signature in cursive script that reads "James A. Harle". The signature is written in black ink and is positioned above the printed name and title.

James Harle  
Secretary

JH/dd