

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland
December 21, 2017

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 December 21, 2017 at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

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

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

The following Trustees were unable to attend: Ms. Joan Beck, Ms. Barbara Maxwell and Ms. Sharon Wible.

The following staff members were in attendance:

Mr. Hampton Auld	Chief Executive Officer
Ms. Donna Denny	Executive Assistant
Ms. Christina Feldmann	Marketing and Communications Manager
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. Dana Toon, Circulation Assistant, Maryland City at Russett Community Library, representing the AACPL Staff Association; Mr. Samuel Brown, President, AACPL Foundation; Ms. Maribel Ibrahim, AACPL Facilities and Capital Projects Manager; and Mr. Bill Wilson and Ms. Susan Zoller with MGT Consulting Group.

Mr. Auld introduced the meeting guests.

Minutes

Mr. Roland said the minutes of the November 16, 2017 meeting had been previously provided for review. Mr. Rice moved to approve the minutes. Ms. Evans seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Birge noted that the pie chart version of the Treasurer's Report had a revised color scheme. He added that the ledger sheet version of the Treasurer's Report contained a variance between the total amount of salaries and wages when compared to the calendar timeframe. This was due to existing vacancies and because merit increases are provided upon staff anniversary dates. Mr. Birge and Mr. Sedmak answered questions, and it was noted that any salary surplus cannot be used for new positions.

CEO's Report

Mr. Auld provided no additions to his written report and wished everyone happy holidays.

Public Services and Branch Management Report

In addition to her written report, Ms. Hollerbach provided the following information:

- The "Tell Us What You Think" form has been updated on the website to include a section for concerns about Library programs.
- We are developing new procedures that allow staff to input library card information directly from our customer's identification, eliminating the need for printing forms for each new customer's application. In addition, we are obtaining software to scan driver's licenses to help with this effort.
- We are getting ready to roll out text messaging to customers about their over dues, etc. This service will be available to the public by February 1, 2018.

Human Resources Report

Mr. Auld reported for Ms. Bowen and noted that a great deal of staff training occurred over the past month. Mr. Volke asked how findings from training are brought back to the library. Mr. Auld noted that all staff members are required to submit a report after training, and what they learn impacts them on a daily basis. The Human Resources Department currently working to provide training which supports the *Urban Libraries Council Statement on Race and Social Equity*, which was accepted by the AACPL Board of Trustees in October 2017. [Note: Ms. Bowen wanted to add that all information staff, as well as the Chief Executive Officer, are required to complete at least 90 hours of continuing education every five years. This is true for the librarians, who are required to have an ALA-accredited Master's degree, and library associates, who are required to have a Bachelor's degree. In addition, circulation staff and departmental staff at Headquarters need regular training to improve skills in automated systems, customer service, leadership, management, etc.]

Support Services Report

Mr. Rodela noted the following two items in addition to his written report:

- A pre-bid meeting on the demolition and construction contracts for the New Annapolis Library project was held on December 18. The meeting provided interested firms with an opportunity to ask technical questions about the project as they prepare their bids. Mr. Joe Holoubek from the Department of Public Works was the meeting chair. It was a full house, attended by over 50 people from 34 different firms.

There is one item of note: an addendum was published right before the meeting. It requests bids include considerations for alternate materials and work. The alternate materials considerations call for replacing the specialty finishes (printed stone, wool carpet, and printed wall coverings) with generic finishes. The alternate work consideration asks for an accelerated project completion (i.e., completing the project in “fewer workdays,” not necessarily ahead of schedule). The alternate bid request is a routine part of DPW’s due diligence to obtain a full understanding of the construction costs. Bids are due in the DPW office on January 16, 2018, by 1:30 p.m.

- Last night, AACPL briefed the Video Lottery Facility Local Development Council (the “LDC”) on the status of the \$1.2M renovation project for the Severn Library. \$700,000 in capital funding has already been appropriated for these renovations based on the LDC’s recommendation. In our presentation, we requested the remaining \$460,000 in funding. We were delayed in starting this project due to staffing constraints at DPW. However, DPW is confident we can begin construction by June, 2018.

Marketing and Communications Report

In addition to her written report, Ms. Feldmann provided recently published copies of the *AACPL FY2017 Annual Report*. The report features an architectural drawing of the new Annapolis Regional Library on its cover. AACPL’s Annual Report is available upon request and sent each year to all library directors in Maryland, the AACPL Foundation Board of Directors, state and local legislators, etc.

Foundation Report

Mr. Brown was pleased to announce that yesterday his law firm, Hillman, Brown & Darrow, presented Mr. Auld with a check for \$10,000 toward the Library Foundation’s \$3 million fundraising effort, *Beyond Your Expectations: The Campaign for the Library*. Everyone at his firm contributed toward the donation, and it was made to help the Foundation meet the fundraising challenge of an anonymous donor. The challenge stipulates that if the Library Foundation raises \$200,000 by December 31, the donor will award an additional \$100,000 to the campaign. So far, more than \$93,000 has been raised for this challenge effort in gifts and pledges, and over \$1.7 million has been raised toward the campaign’s \$3 million goal.

Mr. Brown encouraged everyone present at the meeting to also contribute, and to ask their family and friends to do likewise. He then showed a sample pledge form and explained how it could be used to help structure donation payments. He noted that gifts of stock were also accepted.

Governance Committee Report

Mr. Harle said the Governance Committee met just prior to the board meeting, and is working on a succession plan for the orderly transition of board officers and membership. He asked that if any Trustee was interested in becoming an officer, to please let him or another Committee member know so that the committee can provide training.

Budget Committee Report

Mr. Birge said the members of the Budget Committee include both Trustees, Non-Trustees and staff including: Mr. Auld, Ms. Baroudi, Mr. Birge, Ms. Bowen, Ms. Carol Cason, Mr. Chad Clapsaddle, Mr. Colquhoun, Ms. Feldmann, Ms. Hollerbach, Mr. David Juppe, Mr. Rodela, Mr. Roland, and Mr. Sedmak.

Mr. Birge reviewed aspects of the Budget Committee Report which was provided in the meeting materials as follows:

Preliminary recommendations and priorities of the Budget Committee for the FY 2019 budget submission.

- I. The Committee supports the base budget estimates and continued funding of ongoing projects from FY 2018. In addition, the committee makes a preliminary recommendation for the following Supplemental Budget requests, in order of priority:
 1. Continued support of Phase III of the county's three-year enhancement to the materials budget. (\$300,000).
 2. Fully fund the actuarial assessment to meet the AACPL's OPEB liability (\$2 million).
 3. Fund a new social media manager position (17GA: \$48,800 - \$79,000) consistent with similar positions supported by other library systems.
 4. Fund membership costs for the Urban Libraries Council (\$10,500).
- II. The Budget Committee determined a fund transfer policy. All fund transfers between objects of \$20,000 or more must have board approval. All other transfers will be provided to the budget committee as information items.
- III. There is one outstanding issue that relates to salary policy for the division chiefs. The budget committee will meet with staff to discuss a policy to inform the FY 2019 budget request and guide decision making in future budgets.

Riviera Beach Capital Project (RIVCAP) Committee Report

Mr. Colquhoun reported that architects Grimm + Parker have held two meetings and have great ideas on how to site the new Riviera Beach Library. They conducted a community information meeting on December 12, which was attended by 26 people including AACPL staff. Comments about what is wanted were provided by community members. A website link has been established for information about the new library and it is expected to open in 2021.

Old Business

MOTION to approve Library Program Selection Policy

Ms. Hollerbach said she had initially presented the Library Program Selection Policy at the November 16, 2017 Board of Trustees meeting. She noted that it is closely modeled on the Library Materials Selection Policy. She requested approval of this policy by the board. Mr. Harle noted that the meeting materials included Exhibit A, but not the policy resolution document. Mr. Best suggested that Ms. Hollerbach read the policy resolution document aloud, which she did. Mr. Harle moved to approve the program selection policy. Mr. Bles seconded the motion. The Library Program Selection Policy was approved.

New Business

Facilities Master Plan Presentation by MGT Consulting Group

Ms. Miller said feedback from a review of the Facilities Master Plan indicated that not all aspects were addressed in the final report. Executive leadership has discussed these concerns with MGT. Ms. Miller asked Ms. Zoller how other organizations use the results MGT provides to them. Ms. Zoller said it varies, with some organizations apply the findings strictly, some using what they want, and some not using the findings at all. Ms. Miller noted that although the period for tweaking the report had passed, AACPL can apply the study findings as needed. Ms. Miller said she was impressed with the feedback provided by executive leadership. We now have solid information and know about the concerns of people who are familiar with the library.

Ms. Miller thanked her committee members, AACPL staff, and MGT for their work on the project. The AACPL Facilities Master Plan and associated appendices were previously provided to the Trustees via email.

Mr. Colquhoun asked if the state dictates that libraries have a facilities master plan. Mr. Auld said the state does require libraries to have a *strategic plan*, but a not a facilities master plan. [Note: After the meeting, he contacted Renee Croft at the Maryland State Library and received the following response: “A facilities master plan (approved by your governing body) is required in order to receive capital grant funding. The relevant statute is here: http://mgaleg.maryland.gov/2018rs/statute_google/ged/23-509.pdf”

Dr. Stielow said he was pleased with the metrics contained in the plan, which AACPL can use to measure. It is a dynamic tool, especially with the added provision of software. Ms. Brandenburg said her experience with the study created for the Board of Education was that it informed on many levels.

Ms. Zoller began her PowerPoint presentation of the AACPL Facilities Masterplan created by MGT. She added that she had brought nine (9) hard copies of the study with her for distribution. Mr. Wilson assisted with the presentation by also reviewing some of the information. During the presentation, the Trustees asked questions and stated concerns

When asked if the square footage recommendations were based on a standard, Ms. Zoller said they were. She noted that AACPL is currently at .5 square feet per person and its goal should be to reach nothing less than .75 square feet per person.

Mr. Harle noted that a lot of our libraries were built around the same time. Linthicum Community Library is already 50 years old and it may be another 25 years before the funds are available to replace it.

Mr. Wilson showed on a map how library locations in other counties influence AACPL libraries. Their proximity cannot be disregarded when planning new libraries. He also showed a map of usage over one month which led to a discussion of *market penetration*. This is a key factor that needs to be looked at, because one size does not fit all.

Another map reviewed was the five (5) minute drive-time map. It was noted that different communities demand different drive times. For instance, Crofton can have a longer drive time than Brooklyn Park, so you can't apply a 5 minute rule county-wide. A 10 minute drive time is to be expected for 90% of the county's population.

On the population change map, it was apparent how much has changed since the 2010 census, as well as how population is projected for 2020. The Glen Burnie Library has handled the most population growth, and it currently serves between 18% and 20% of the county's population.

Mr. Roland said there was a lot of data behind the conclusions presented, and it was time for everyone to provide their thoughts.

Mr. Birge asked if it was known to what extent Anne Arundel County residents use libraries in nearby counties. The study did not determine this.

Mr. Volke said he would be interested in seeing maps with real numbers, not just percentage numbers.

Ms. Smith asked for a definition of low market penetration, which led to a discussion of how to focus resources.

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Dr. Stielow said it would be helpful to have a map overlay that matched library branches with their nearby schools. It would also be useful to include area demographics, such as average income levels and numbers of children.

Mr. Maher was pleased to note that the Glen Burnie Library would be among the newest library capital projects and the study confirms the necessity for this.

Mr. Auld asked the consultants to comment on the new Glen Burnie Library project which was submitted to be built at 35,000 square feet, noting that MGT recommends two (2) new libraries for Glen Burnie, one at 50,000 and another at 30,000 square feet. The current Glen Burnie Library is 21,000 square feet. The MGT consultants suggested AACPL might require the new Glen Burnie library to be capable of expansion in the future.

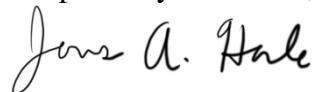
Mr. Birge asked if the Board of Trustees plays a role in determining the size of its capital projects. Mr. Roland said that a combination of staff and board members who present their recommendations to the County annually. A discussion ensued about changing the submitted size of Glen Burnie Library.

Mr. Roland said that while decisions remain regarding the new Glen Burnie Library, he recommended no further discussion about it at the present meeting. He asked if there were questions on any other topic and receiving none, ended the meeting.

Mr. Roland and Ms. Miller thanked Mr. Wilson and Ms. Zoller. The board applauded the work of Ms. Miller and her committee.

The meeting was adjourned at 5:45 p.m. The next Board of Trustees meeting will be held on January 18, 2018, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Respectfully submitted,



James Harle
Secretary

JH/dd