

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland
February 15, 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 February 15, 2018, 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. Joan Beck	Mr. Keith Seay
Kevin Best, Esq.	Ms. Simmona Simmons
Mr. Benjamin Birge	Ms. JanElaine Smith
Mr. Joseph E. Bles	Ms. Sandra L. Solomon
Ms. Amalie Brandenburg	Dr. Fred Stielow
Mr. James Harle	Ms. Ellan Thorson
Ms. Barbara Maxwell	Nathan Volke, Esq.
Ms. Joyce Miller	Ms. Sharon Wible

The following Trustees were unable to attend: Ms. Tonya Baroudi, Mr. William Colquhoun, Ms. Penny Evans, Mr. Charles Maher, Jr., Ms. Jacqueline Seamon, and Mr. Gerald P. Starr.

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
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

Mr. Auld introduced the meeting guests: Ms. Renee Bivans, Library Associate, Odenton Regional Library, representing the Staff Association; and Ms. Maribel Ibrahim, AACPL Facilities and Capital Projects Manager.

Minutes

Mr. Roland said the minutes of the January 18, 2018 meeting had been previously provided for review. Mr. Rice moved to approve the minutes. Mr. Bles seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Birge thanked Mr. Sedmak for creating the multi-colored pie-chart version of the Treasurer's Report. He added that library finances are halfway thru the fiscal year, and noted that library staff positions are currently filled at a higher rate than the historic average.

CEO's Report

Mr. Auld reviewed upcoming events listed on the agenda and asked for a show of hands from those who planned to attend.

Mr. Auld shared the February 2018 issue of the United for Libraries newsletter, *The VOICE*. He noted that Trustees have access to the newsletter, as well as a wealth of other material, thanks to an American Library Association membership purchased for all Trustees and Foundation Directors. He will send an email to all on how to access this information online.

Public Services and Branch Management Report

Ms. Hollerbach shared a sample of the new library cards for children. The card was designed by Lori Hicks and features an image of Library Mascot, Sneaks.

Ms. Hollerbach invited Ms. Stephanie Petruso, Virtual Services Manager, to introduce AACPL's new *Mobil Hot Spots*. Ms. Petruso showed one sample of 23 total units that will be available for customers to check out. The units were made available thanks to a \$10,000 grant from the Helena Foundation. Customers will be able to check them out for one week and she provided the following additional information:

- Each unit has one year of service thru Sprint, with unlimited data, and each has a monthly service fee of \$35 per month.
- Service to a unit can be shut off after one week.
- Customers can place holds on the units. They will be available on a first come, first serve basis and renewals will be limited.
- A unit costs \$130.00 to replace.

Mr. Birge had questions related to policies for the Mobil Hot Spots. Dr. Stielow suggested that they be considered a pilot project. Mr. Roland asked for related policies for the board to review at the March meeting. Mr. Rodela said he will report back.

Human Resources Report

Ms. Bowen had no additions to her written report. She and her staff are currently managing interviews for several open positions.

Support Services Report

Mr. Rodela highlighted the following items from the Support Services Report:

Circulation rules were tweaked this month in response to frequent customer requests. The loan period has been changed for TV-series on DVD. TV series are packaged as a season, sometimes containing as many as six discs in a set, so customers may binge without interruption. These sets are now loaned for three weeks, the same as books.

The move-out from Annapolis Regional Library is underway. Most of the furniture has been moved into the temporary library at Monarch Academy. Over the next few weeks, we will finish the installation of the technology there. Annapolis is scheduled to close on March 31.

Circulation statistics are looking good. January was a strong month, up 10% over the five-year average. Overall, circulation to date is 6% above the five year average. And customer satisfaction with the *meeScan* app appears very high. All of the customer experience responses are 4.5 (out of 5) or better.

Marketing and Communications Report

In addition to her written report, Ms. Feldmann recently sent the Trustees an email featuring 64 media pages. She also hoped the Trustees noticed the “Library Love” sticker on the front page of the *Annapolis Capital* newspaper on Valentine’s Day.

The spring issue of *Library Happenings!* includes celebration of both Women’s History and Older American’s months, and full page ads for AACPL’s two new library locations. Ms. Feldman noted the following events:

- The opening of the *Annapolis Library at Monarch Academy* will take place on Monday, April 16, 2018, at 11:00 a.m.
- The ribbon-cutting and opening of *Discoveries: The Library at the Mall* will take place on Monday, April 30, 2018, at 11:00 a.m.

Foundation Report

Ms. Glenn said she hoped all Trustees would attend the annual Foundation gala, *For the Love of the Library*, on April 20. The Foundation Report contained information about sponsors for the event.

Ms. Glenn noted that the funding recently obtained from the Helena Foundation for the WiFi Hot Spots is the culmination of the joint work of Mr. Auld and an AACPL Foundation Director.

Governance Committee Report

Mr. Harle said the Governance Committee had no report.

Budget Committee Report

Mr. Birge said the Budget Committee had no report.

Riviera Beach Capital Project (RIVCAP) Committee Report

Ms. Ibrahim presented an update on the Riviera Beach Project, noting that the project design is moving well. The architects, Grimm & Parker, met with all of the branch staff on January 9 to review square footage requirements for the spaces, such as collaboration areas, programming, collection display, meeting areas, study spaces and more. On Monday, Grimm & Parker met with branch leadership to present three proposed layouts that show how the spaces will be connected.

The next meeting with all branch staff and the Board committee, RIVCAP, is scheduled for Thursday, March 1 at 2pm at Riviera Beach Library. We will further refine the layout and allow staff and trustee members to provide design input. Overall, branch staff are very pleased with the plans so far, and are excited about a library that will provide many spaces for collaboration, leisurely reading, quiet study, meetings and active programming for all ages.

Strategic Plan Committee Report

Dr. Stielow reported that he, Mr. Auld and Mr. Rodela met recently. A Request for Proposal (RFP) for a consultant has been sent out. Bids from potential consultants will arrive and final selection will occur after March 6. The consultant will begin active engagement with AACPL in April. In addition, Dr. Stielow welcomed Mr. Seay to the Strategic Plan Committee, and he encouraged additional Trustees to let him know if they are interested.

New Business

Sexual Harassment Training

Ms. Bowen reported that there will be a sexual harassment training opportunity for Trustees and Foundation Directors in the near future. This training is mandatory for all AACPL staff, and will be provided by instructor Keith Merkey.

Mr. Roland said it will be important for all volunteer leadership to attend. Ms. Miller moved that the board's Governance Committee make it a policy for all Trustees to receive sexual harassment training. Dr. Stielow seconded the motion. The motion carried, and the Governance Committee was directed to draft policy making sexual harassment training mandatory for members of the Board of Trustees.

Access to Library Policies Policy

Mr. Best said he and Mr. Auld have discussed the need for the Board of Trustees to have a more complete understanding of laws, policies, and requirements that apply to the Board. As Counsel to the Board of Trustees, it is especially important that he have access to all relevant regulations and policies, so he may guide it in its deliberations and decisions. The Governance Committee also needs this information in order to properly administer Board Governance requirements. Likewise, it is important for each Trustee to have access to documents that define their responsibilities and in addition, the *Maryland Public Information Act* mandates that these documents be disclosable to the public.

Mr. Best moved to *direct the Chief Executive Officer to consolidate and post by March 30, 2018 all currently effective resolutions, rules, procedures, manuals, guidelines, plans, policy statements and directives of the Library at a central location or site on the library's intranet accessible by any officer, director or trustee having a valid username and password, and to have substantially the same information made available to the public on the Library's website by no later than September 1, 2018.*

Dr. Stielow seconded the motion. Mr. Rice asked if the library was prepared to accommodate the stated deadlines in accomplishing this task. Mr. Rodela said AACPL staff have already been working on this, and Connie Harich, the library's Webmaster, has already developed a draft *Board Intranet*. It was tested last month, and they are in the middle of compiling the links to the documents listed in the motion. Both deadlines, March 30 for the Board site and September 1 for the public site, are reasonable.

In a discussion, Mr. Roland said this addition will be important for the Board of Trustees, providing it with clearer understanding and improving efficiency. Mr. Roland called the question, to which all were in favor, and the motion to provide electronic access to Library Policies as described was approved.

Annual Report on Workforce Quality and Diversity Plan/EEO Report

Ms. Bowen said that both the current Workforce Quality and Diversity Plan and EEO Report are required to be provided to the Board of Trustees annually. This was an outcome of the work of the AACPL Diversity Advisory Board (DAB), which was formed in 2011.

Ms. Bowen reviewed the EEO Report which was provided in the meeting materials, showing comparisons from FY2017 with FY2016. She noted that the diversity percentage had dropped 1% for career staff, but diversity for other staff was up 2% overall. Ms. Bowen answered questions and encouraged the Trustees to contact her via email with any additional questions.

A discussion ensued about the DAB. Ms. Solomon is its Chair, and she noted that Human Resources implemented all the actions the DAB recommended. The discussion turned to the current inactivity of the DAB. Mr. Roland suggested Mr. Auld and Ms. Solomon report back to the Executive Committee on how the DAB might be revitalized.

Appropriation Transfer Policy

Mr. Sedmak said that last year, the board approved AACPL's new purchasing policy. Since the Library cannot spend money from its budget without it being appropriated, he has been working with the Budget Committee to create an *Appropriation Transfer Policy*. By adopting this, if an area of the budget runs over, there will be an ability to transfer funds between objects with the approval of the Board of Trustees. The policy also allows funds to be transferred within objects by executive staff, but the CEO must advise the Board of Trustees of any such transfers amounting to over \$20,000. This policy applies only to the Library's Operating Budget, since appropriation transfers in the Capital Budget are subject to the laws, rules and regulations established by the County. Mr. Sedmak added that he is not requesting waiver of the 30 day rule, and he would bring the policy back to the next meeting for approval.

Mr. Birge thanked Mr. Sedmak for his work on the new policy. Mr. Best asked why \$20,000 was chosen as a limit. Mr. Birge said the AACPL Foundation has a similar limit policy and it was also scaled to a size relative to what the library typically expends. A discussion ensued, generating questions to be addressed and brought to the next meeting.

Additional Library Policies

Ms. Hollerbach said she had provided four new policies in the meeting materials for the board to review and approve at their next meeting. All four policies reflect current library standards and are another instance of formally documenting the policies we currently use. She asked that the Trustees send her their questions before she brings the policies back to the March board meeting for approval. The four policies included:

- Circulation Loan Policy
- Educator's Library Card Policy
- Library Hold Policy
- Library Renewal Policy

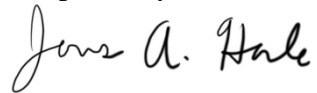
Dr. Stielow said he had just returned from the American Libraries Association Conference in Denver. He recommended that Trustees attend a major library conference. Mr. Auld said he would attend one day of the Public Library Association Conference, March 20-24 in Philadelphia, and Trustee interested in registering should let him know.

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Ms. Baden asked for copies of AACPL's sexual harassment and workplace safety policies. In a discussion that followed, Ms. Baden joined the Strategic Plan Committee.

The meeting was adjourned at 5:20 p.m. The next Board of Trustees meeting will be held at 5:00 p.m. on March 15, 2018, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Respectfully submitted,

A handwritten signature in cursive script that reads "James A. Harle".

James Harle
Secretary

JH/dd