

**Minutes**  
**Public Library Association of Annapolis and Anne Arundel County, Inc.**  
**Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland**  
**January 18, 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 January 18, 2018, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

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

Ms. Joan Beck	Ms. Joyce Miller
Kevin Best, Esq.	Mr. Bert Rice
Mr. Benjamin Birge	Ms. Jacqueline Seamon
Mr. Joseph E. Bles	Ms. Simmona Simmons
Ms. Amalie Brandenburg	Ms. JanElaine Smith
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	Nathan Volke, Esq.

The following Trustees were unable to attend: Ms. Deborah Baden, Ms. Tonya Baroudi, Mr. Keith Seay, and Ms. Sharon Wible.

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

Guests: Ms. Carol Cason, Western Regional Manager, Branch Manager, Odenton Regional Library, and member of the FY19 Budget Committee; Ms. Maribel Ibrahim, AACPL Facilities and Capital Projects Manager. Ms. Aurelia Larrimore, Library Associate, Deale Community Library.

Mr. Auld introduced the meeting guests and invited Ms. Larrimore to introduce herself. She said she was attending as a requirement of the Library Associate Training Institute (LATI). She added that she has a background in social work and enjoys her work as an Early Literacy Specialist. She eagerly anticipates working at the new AACPL location at the new mall location this spring.

### Minutes

Mr. Roland said the minutes of the December 21, 2017 meeting had been previously provided for review. Dr. Stielow moved to approve the minutes. Mr. Harle seconded the motion. The minutes were approved.

### Treasurer's Report

Mr. Birge noted from the Treasurer's Report that revenue from fines and fees was down, and that this trend will need to be considered in AACPL's next strategic plan.

Mr. Birge reported that using a popular reading list as a test, he found that 11 out of 15 books on it were available through AACPL.

### CEO's Report

Mr. Auld emphasized how much he enjoyed his recent visits to all of the branch libraries, adding that he found it highly gratifying to work with the staff of AACPL. In addition to his written report:

- *AACPL United* leadership training will be held on January 24, 2018 for all Branch Managers and Department Heads. This relates to the board's approval last October of the *Urban Libraries Council Statement on Race and Social Equity*, and more recently to the County's *Anne Arundel United* program.
- AACPL Foundation Director Ann Glenn will provide introductions to four movies that have links to Annapolis at library screenings this winter. Ms. Glenn is extremely knowledgeable about motion pictures and their history. More information about these programs is available on our website.

Dr. Stielow said that at a recent event in honor of Rev. Martin Luther King, a gentleman approached Mr. Auld and thanked him for his efforts in helping to add to the library's collection of Frederick Douglass books.

### Public Services and Branch Management Report

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

- Finishing touches are being made in the teen space at the Odenton Regional Library and it is almost ready for its grand opening. The space includes a beautiful purple carpet and the teens are using it regularly.
- Monthly coffee meetings are being held to discuss the diversity-related efforts of *Anne Arundel United*. The next of these will be held February 9 at the Severn Community Library.

- Thanks to the AACPL Foundation, three additional laptop labs were delivered to Severna Park, Crofton, and Eastport libraries.
- The printed version of the Virtual Services Report has a very small font, so Trustees are encouraged to review the online version sent out by Ms. Denny prior to each board meeting.
- For the first half of FY 2018, programming attendees totaled 99,959.

### Human Resources Report

Ms. Bowen was pleased to announce that the new library location, *Discoveries: The Library at the Mall*, has been staffed using internal recruitment. Some current Annapolis staff and staff from other branches will be combined. Some Annapolis staff will be reassigned elsewhere. There are currently a few AACPL position openings. Ms. Bowen answered questions and reviewed the recent changes in staff positions.

### Support Services Report

Mr. Rodela provided the following information in addition to his written report:

December was a typically quiet month for Support Services. The PC refresh project was briefly delayed but is now resumed, and Maintenance has responded to two snow storms.

On January 12, we took possession of the temporary library space at Monarch Academy. We will begin moving furniture and equipment there starting next week.

We were notified of a slight delay in the bid process for the new Annapolis Regional Library. Late last month, the Baltimore City schools released a bid invitation on a \$30M school project that had the same bid schedule. Several firms contacted the Department of Public Works (DPW) saying they might need to withdraw bidding on the library so that they could finish their bids for the school. In order to keep the bid pool competitive (i.e., keep quality bidders interested), DPW has elected to extend the bid deadline one week. Bids are now due on January 23. Currently, it looks like DPW can absorb the delay within their schedule and not delay the construction schedule. In any case, in order to accommodate plans for the Westfield Annapolis Mall library, we needed to set a firm closing date for Annapolis. The last day of operations in the old library will be March 31.

### Marketing and Communications Report

In addition to her written report, Ms. Feldmann provided a copy of a press release announcing the new Westfield Annapolis Mall library location, *Discoveries: The Library at the Mall*. This term came from a group discussion and can be used in a variety of ways. The mall is excited to have us, and will advertise AACPL's location on their digital display for free.

### Foundation Report

Ms. Glenn reported for Mr. Brown with a *Beyond Your Expectations* Campaign status update.

On January 3, the anonymous challenge grant donor extended the match period by thirty days, giving the Foundation additional time to meet the \$200,000 goal. To date, \$152,914 has been received from 124 donors leaving \$47,086 yet to raise. In the last three weeks alone, \$59,500 has been donated toward the effort including a first-time gift of \$10,000 from the staff and associates of the Annapolis law firm, Hillman, Brown & Darrow, as well as a first-time grant from The Helena Foundation of \$10,000. If you've not yet made your gift or pledge, please do so in the next two weeks. A \$100,000 gift to the library depends on raising the \$47,086 still needed.

### Governance Committee Report

Mr. Harle said his committee had no report.

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

Mr. Colquhoun said his committee had no report.

### Facilities Study by MGT Report

Ms. Miller recapped the events of the December board meeting, noting that after the presentation of the Facilities Study by MGT, there were some concerns. These concerns were discussed and the findings of the MGT report were accepted to be referred to whenever possible.

### Budget Committee Report

#### *MOTION to Approve Fiscal 2019 Operating Budget Request*

Mr. Birge said that at the December meeting, the Budget Committee provided its recommendations for the Fiscal 2019 Operating Budget Request. Since then, the committee has continued to deliberate to address the issue of chief-level salaries. Raising the base salary of certain division chiefs does not need to be included as a supplemental request, but can be accomplished within the existing budget.

Mr. Auld explained that the County Budget Office is in agreement with this means of raising the base salaries in question. Mr. Roland cautioned against discussing compensation details in an open forum.

Mr. Auld recommended that Mr. Sedmak provide a review of the supplemental budget requests. Mr. Sedmak reviewed the supplemental budget items as provided in the meeting materials as follows:

1. Enhancing the Collection to Better Serve Customers (\$300,000)
2. OPEB liability (\$1,768,000)
3. Social Media and Content Creation Specialist ( \$70,749)
4. Urban Libraries Council Membership (\$10,500)

Mr. Roland called for a vote to approve the budget request. All were in favor, and the Fiscal Year 2019 Operating Budget Request was approved.

#### New Business

##### *Formation of the Facilities Master Plan Committee*

Mr. Roland said the need for a new facilities master plan was discussed at a meeting earlier in the day. A new facilities master plan will use the recent MGT report, and will consider the needs of community and staff. Trustee Charles “Skip” Maher has volunteered to chair the new *Facilities Master Plan Committee*, and Trustee volunteers are needed. Mr. Roland asked that interested Trustees let Mr. Maher know they would like to serve on this committee.

##### *Formation of the Strategic Plan Committee*

Mr. Roland said that the need for a new strategic plan was also discussed at a meeting earlier this afternoon. Dr. Fred Stielow has volunteered to chair the new *Strategic Plan Committee* and volunteers are needed to join him. Mr. Roland asked interested Trustees let Dr. Stielow know if they want to serve on this committee. It was noted that a contractor will be hired to assist with the new Strategic Plan.

##### *MOTION to approve Fiscal 2019 Capital Budget Request*

Mr. Roland said the recent study by MGT presented information which conflicts with AACPL’s current Capital Improvement Plan (CIP). Mr. Auld must make a presentation to the county’s Capital Improvement Plan Oversight Committee next week, and guidance is needed from the board if there is a need to resize the new Glen Burnie Regional Library, based on the MGT study results.

Mr. Roland referred to the documents Mr. Rodela provided which compared the 2012 Facilities Master Plan and the recent MGT facilities study, as well as a draft CIP plan. Mr. Roland noted that AACPL submitted a request for a 35,000 sq. ft. Glen Burnie Regional library, based on the 2012 plan. Mr. Roland asked what the board recommended now, after MGT strongly recommended a total of 80,000 square feet to serve Glen Burnie in two new libraries. A discussion ensued and the following points were made:

- There are many ways to get to a total of 80,000 sq. ft. for the Glen Burnie region.
- Getting to .75 sq. ft. per person in our library system is an aspirational figure. Our current total square footage per person area is significantly lower than our peers.
- The functionality of a building is more important than square footage.
- MGT recommended the combined area of two libraries, one in mid-county and one in Glen Burnie total between 75,000 and 85,000 sq. ft. They recommended one library at 30,000 and a second library at 50,000 sq. ft.
- The new Annapolis Library adds 12,000 sq. ft. to its total size, putting it at 6.6 sq. ft.
- The new Facilities Master Plan should have a minimum recommendation of .75 sq. ft.
- As to adding an additional library in Glen Burnie, rather than replacing the existing library, the current library is at the end of its useful life and is in bad shape. The Glen Burnie community has been waiting a long time for its library, and we do not yet have land for a second library.
- If we do not ask for the size that is needed, it won't happen. Many are competing for capital funds from the County, but we have documentation to justify a larger footprint.
- We have come a long way in the last few years and we need to look at the entire picture. It has been over two decades since so many libraries have been in the CIP.

Mr. Best reminded that the question on the table was the preferred size of the new Glen Burnie Library and Dr. Stielow recommended a show of hands for the board to vote their preferred size

Mr. Auld recorded the votes as follows: four (4) voted for a 35,000 sq. ft. library; fourteen (14) voted for a 40,000 sq. ft. library; one (1) voted for a 45,000 sq. ft. library; and two (2) voted for a 50,000 sq. ft. library. The majority preferred to change the requested size of the Glen Burnie Library from 35,000 to 40,000 sq. ft. in the FY 2019 Capital Budget Request. [Note: In the days following the meeting, the County Department of Public Works revised the request to make it 40,000 sq. ft.]

Ms. Beck moved to approve the FY 2019 Capital Budget Request. Ms. Smith seconded the motion. The FY 2019 Capital Budget Request was approved.

*MOTION to approve Emergency Closing Leave Policy*

Ms. Bowen reported that recent snow closing had showed the need for more specific instructions in the Emergency Closing Leave Policy for custodial and maintenance staff members. She provided the revised policy, with changes in bold type, and asked for a waiver of the 30 day rule. Mr. Harle moved to waive the 30 day rule. Mr. Rice seconded the motion. The 30 day rule was waived. Ms. Evans moved to approve the revised Emergency Leave Closing Policy. Mr. Rice seconded the motion. The Emergency Leave Closing Policy was approved.

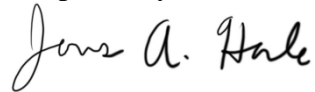
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*Request for Annual Conflict of Interest Disclosures*

Mr. Sedmak said the Conflict of Interest Policy and signature page had been previously emailed as well as included in the meeting materials. He asked that the signature page be completed and returned to Ms. Denny for IRS compliance purposes.

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

Respectfully submitted,



James Harle  
Secretary

JH/dd