

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland
March 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 5:40 p.m. on March 15, 2018, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Ms. Joyce Miller presided. Trustees in attendance were:

Ms. Deborah Baden	Ms. Barbara Maxwell
Ms. Tonya Baroudi	Mr. Bert Rice
Ms. Joan Beck	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	Nathan Volke, Esq.
Mr. Charles Maher, Jr.	Ms. Sharon Wible

The following Trustees were unable to attend: Mr. Donald E. Roland and Ms. Ellan Thorson.

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. Renee Bivans, Library Associate, Odenton Regional Library, representing the Staff Association

The meeting was held following a training session on sexual harassment for the members of the Board of Trustees and Directors of the AACPL Foundation, and began with a closed session of the Board of Trustees, with the exception of the inclusion of Mr. Auld and Ms. Bowen. Ms. Miller presided, and she gave the following statement to close the meeting, as required under the Open Meetings Act (General Provisions Article § 3-305): *“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and to protect the privacy or reputation of individuals concerning a matter not related to public*

business.” The Board of Trustees voted to close the meeting. When the closed session adjourned, Ms. Miller invited all remaining non-Trustee participants to join the meeting.

Minutes

Ms. Miller said the minutes of the February 15, 2018 meeting had been previously provided for review. Mr. Rice noted the need for a correction. Dr. Stielow moved to approve the minutes as corrected. Ms. Solomon seconded the motion. The minutes were approved as corrected.

Treasurer’s Report

Mr. Birge thanked Mr. Sedmak for preparing the Treasurer’s Report. He noted that FY2018 revenue goal would not be met, but expected savings will cover the shortfall. He added that the board should be aware that library fines and fees are no longer a sustainable revenue source.

Foundation Report

Ms. Glenn said Mr. Brown was unable to stay after the training to provide the Foundation Report, and noted that it was included among the meeting materials.

Governance Committee Report

Mr. Harle said that, as an outcome of the sexual harassment training provided prior to the meeting, the Governance Committee would work on developing guidelines and/or policies in this area.

Budget Committee Report

Mr. Birge said his committee had no report.

Facilities Master Plan Committee Report

Mr. Maher reported that a draft Facilities Master Plan was provided in the meeting materials and the board should be prepared to discuss this at the April meeting.

Riviera Beach Capital Project (RIVCAP) Committee Report

Mr. Colquhoun reported that the Riviera Beach staff met with architects from Grimm and Parker on April 3 to discuss initial planning for the new library. No public meetings have been set up, because it is still too early in the project. AACPL has heard that the community would like a temporary library while their new library is under construction. Funding for a temporary Riviera

Beach Library will be sought in the County's Capital Improvement Plan (CIP) for Fiscal Year 2020. The key issue will be where to provide a temporary library.

Strategic Plan Committee Report

Dr. Stielow reported that an evaluation committee recently met to review and select a Strategic Plan consultant from ten formal bids. Mr. Sedmak confirmed that an offer was recently made to the successful candidate, but no contract was in place and the unsuccessful candidates have not yet been notified. Dr. Stielow said that once the consultant is officially on board, they will be invited to an introductory meeting with leadership staff, Trustees and Foundation Directors. The meeting will be held at the Riviera Beach Library on Tuesday, April 3, from 9:00 a.m. to 10:30 a.m.

Old Business

MOTION to Approve Appropriation Transfer Policy

Mr. Sedmak said he had presented the Appropriation Transfer Policy at the February meeting. At that time, he noted that last year the board approved AACPL's new purchasing policy, but because AACPL cannot spend money from its budget without it being appropriated, he had worked with the Budget Committee to create an *Appropriation Transfer Policy*. By adopting this policy, 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 noted that a discussion about the proposed policy generated questions that were held over to be discussed at the current meeting. Mr. Sedmak asked Mr. Auld to lead the continued discussion.

Mr. Auld said that at the previous meeting, the section of the policy most discussed was that which identified staff that would have the authority to make appropriation transfers. This was discussed further, leading to revisions of Section III of the policy. Dr. Stielow moved to make the policy wording gender-neutral. Mr. Birge seconded the motion. The gender-neutral wording of the policy was approved. Ms. Brandenburg moved to include quarterly notification of transfers to the County Budget Office. Mr. Volke seconded the motion. The notification to the County requirement of the policy was approved.

The final version of Section III of the Appropriation Transfer Policy was approved by the Board of Trustees to read as follows:

1. The Chief Executive Officer (CEO) or CEO's designee may transfer appropriation authority between Sub-Items within an Object as they deem to be in the best interest of the Library.
2. The CEO or CEO's designee may transfer appropriation authority up to and including \$20,000 between Objects as they deem to be in the best interests of the Library. The CEO shall notify the Board of Trustees and the County Budget Office in writing of any such transfer at the next regularly scheduled Board meeting and shall include in CEO's report a statement of the purpose of the transfer along with an enumeration and summation of all prior transfers made in the current fiscal year.
3. Appropriation authority transfer in excess of \$20,000 between Objects shall require the prior approval of the Board of Trustees.

MOTION to Approve Circulation Loan Policy

MOTION to Approve Educator's Library Card Policy

MOTION to Approve Library Hold Policy

MOTION to Approve Library Renewal Policy

Ms. Hollerbach said that at the previous meeting in February, she had shared four revised policies including: Circulation Loan Policy; Educator's Library Card Policy; Library Hold Policy; and Library Renewal Policy. Materials outlining these revisions were included in the meeting materials. Ms. Hollerbach asked if there were any questions about the policies. There were no questions, and Ms. Hollerbach asked for approval of the policies. Ms. Evans moved to approve all four policies. Ms. Beck seconded the motion. All four policies were approved.

New Business

MOTION to Approve Sick Leave Policy

Ms. Bowen said that AACPL's existing Sick Leave Policy required an update and she requested a waiver of the 30 day rule in order to make the change immediate. The reason was that the State of Maryland very recently passed a law for all employers to cover instances of sick leave previously not covered. Ms. Bowen had provided the previous version, as well as the revised policy, in the meeting materials. She added that Mr. Best had reviewed and approved the changes made. Mr. Rice moved to waive the 30 day rule. Ms. Beck seconded the motion. The 30 day rule was waived. Mr. Rice moved to approve the revised Sick Leave Policy. Ms. Evans seconded the motion. After a discussion, the Sick Leave Policy was approved.

MOTION to Approve Reclassification of Positions

Ms. Bowen presented a request to the Board to approve the Reclassification of three Circulation Assistant positions as follows: One Library Associate; One Programming & Outreach

Coordinator (STEM), and One Network Systems Specialist. The total budget impact would be approximately \$48,000 which will be offset through attrition. The Chief of Human Resources, in coordination with the Chief of Public Services and Branch Management, continues to evaluate staffing patterns and branch operations throughout the system. When a vacancy occurs, together they determine the needs and priorities. Branch Managers work through these changes and make adjustments to staffing and operations as they deem necessary. In response to a question, Ms. Hollerbach helped provide information on how work is done within the branches. They are moving toward more self-service processes, which helps allow for downsizing staff in certain branches. Ms. Bowen asked for a waiver of the 30 day rule for board approval. Mr. Rice moved to waive the 30 day rule. Mr. Harle seconded the motion. The 30 day rule was approved. Mr. Rice moved to approve the reclassification of positions as described. Mr. Harle seconded the motion. The reclassification of three Circulation Assistant positions as described was approved.

MOTION to Approve IRS Form 990

Mr. Sedmak reported that the draft of AACPL's current IRS Form 990 was provided in the meeting materials. This is in order to provide the Trustees with time to examine it before he asks for its approval at the April meeting, enabling it to be filed before the deadline. Mr. Sedmak asked that Trustees contact him with any questions they might have about the form in the meantime.

MOTION to Approve Agreements

Mr. Sedmak reported the need to retroactively approve the Agreement for Services #1801 with Marmot Library Network, Inc. for the Online Public Access Catalog in the amount of \$118,432 over three years, as well as the Master Agreement with SirsiDynix for the Integrated Library Management System in the amount of \$1,910,749.68 over seven years. Both procurements were done on a sole source basis in accordance with the Library's Purchasing Policy. The Chief Executive Officer (CEO) advised the Board of these purchases in his CEO Reports in September and November, 2017, respectively. The Delegation of Contracting Authority Resolution revised in September, 2016 authorizes the Chairman of the Board, CEO, and Chief Financial Officer to sign agreements up to \$75,000. The prior version of the Delegation did not include a limit. As these procurements exceeded \$75,000, they should have been formally approved by the Board of Trustees before the agreements were executed. Mr. Harle moved to retroactively approve the two agreements. Ms. Beck seconded the motion. The two agreements were approved retroactively.

Trustees' Intranet Presentation

Mr. Rodela said that, in response to the resolution passed by the board at the February meeting, he was pleased to provide the board with a presentation about their new online *Trustee Portal*, located on AACPL's intranet site. Here, all currently effective resolutions, rules, procedures, manuals, guidelines, plans, policy statements and directives of the Library can be found and they are now accessible by any officer, director or trustee with a valid username and password.

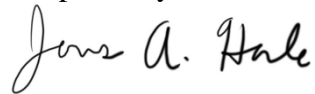
Minutes
Public Library Association of
Annapolis and Anne Arundel County
March 15, 2018
Page 6 of 6

Mr. Rodela noted that much of the same AACPL information is also now available to the public on the Library's website. As he toured the site to review its features, Mr. Rodela explained that the Trustees should expect an email invitation to log in and then change their password for future access. He added that this will be the way board members will obtain their meeting documents in the future.

Ms. Miller reviewed important upcoming calendar dates, which included the closing of the old Annapolis library at the end of the month, and the openings of two new libraries in April.

The meeting was adjourned at 6:30 p.m. The next Board of Trustees meeting will be held at 4:00 p.m. on April 19, 2018, at the Deale Community Library, 5940 Deale-Churchton Road, Deale, Maryland.

Respectfully submitted,



James Harle
Secretary

JH/dd