

**Minutes**  
**Public Library Association of Annapolis and Anne Arundel County, Inc.**  
**Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland**  
**May 18, 2017**

The monthly meeting of the Board of Trustees of the Public Library Association of Annapolis and Anne Arundel County, Inc. was held at 4:00 p.m. on May 18, 2017 at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Ms. Joyce Miller presided. Trustees in attendance were:

Ms. Deborah Baden	Mr. Bert Rice
Ms. Tonya Baroudi	Ms. Jacqueline Seamon
Ms. Joan Beck	Mr. Keith Seay
Mr. Benjamin Birge	Ms. Simmona Simmons
Mr. Joseph E. Bles	Ms. JanElaine Smith
Ms. Amalie Brandenburg	Mr. Gerald P. Starr
Mr. William Colquhoun	Dr. Fred Stielow
Ms. Penny Evans	Ms. Ellan Thorson
Mr. James Harle	Nathan Volke, Esq.
Mr. Charles Maher, Jr.	Ms. Sharon Wible
Ms. Barbara Maxwell	

The following Trustees were unable to attend: Kevin Best, Esq., Mr. Donald E. Roland, and Ms. Sandra L. Solomon.

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, Odenton Regional Library and Staff Association Representative, and Ms. Maribel Ibrahim, Facilities and Capital Projects Manager.

Ms. Miller introduced the meeting guests.

Minutes

Ms. Miller said the minutes of the April 20, 2017 meeting had been provided for review and approval. Mr. Rice moved to approve the minutes. Mr. Bles seconded the motion. The minutes were approved.

### Treasurer's Report

Mr. Birge said the Treasurer's Report contained nothing unusual and finances were as expected.

### CEO's Report

Mr. Auld said he was pleased to participate in several recent Foundation events:

- as guest bartender at *For the Love of the Library*, Eastport-Annapolis Neck Library, April 21;
- at the book launch for Foundation Vice President Lisa Hillman's *Secret No More : A True Story of Hope for Parents with an Addicted Child*, Annapolis Library, May 7; and
- speaking at the unveiling of Severn Bank book drop plaques, Annapolis Library, May 9.

Mr. Auld invited the Trustees to attend the second annual *Comic Con* at the Odenton Regional Library, noting that Trustee Benjamin Birge would be a costume judge at the event.

### Public Services and Branch Management Report

Ms. Hollerbach noted several recent activities:

- AACPL and AACPS were honored in a presentation by the Board of Education for providing 1000 bags Early Literacy Baby Bags to new parents at Baltimore Washington Medical Center and Anne Arundel Medical Center. The program may be expanded to include gifts for the arrival of second and third children;
- Ms. Hollerbach presented a program on Outreach at the State Library Resource Center Conference;
- Tech Ambassadors set up stations at the *For the Love of the Library* event at Eastport and showed off our brand new PlayStation VR, the Green Screen set purchased for Mountain Road, the Eastport Smart Table, and the 3D printer.

Ms. Hollerbach reviewed the statistics provided from April, adding that customers are searching tutoring topics in algebra and calculus using *Brainfuse*. Another popular program, *Adulting 101*, is geared toward teens and covers a variety of topics such as sewing and basic finance.

### Human Resources Report

Ms. Bowen noted that her written report includes two resignations and a retirement. There are currently eight staff vacancies. Her report also details many recent training opportunities and conferences attended by staff members.

### Support Services Report

Mr. Rodela provided the following highlights:

- There will be a big jump in the amount of materials ordered. Purchases were relatively flat the past few months because selecting staff in Materials Management needed to refocus efforts to weed the collection. Now in the closing quarter of the Fiscal Year, they are working to take full advantage of the new funds in the materials budget. Over the summer, Materials Management will be working with PBS and HR to resolve a need for additional staff.
- The *Notice to Proceed* memo for the Odenton Teen Lab was issue on May 9. We expect work on that project to begin shortly.
- Ms. Maribel Ibrahim, who prepared our successful application for the \$1M grant for the Annapolis Regional Library, will be serving on the state's FY 2019 Grant Review Panel.

Mr. Harle asked for an update on the new Riviera Beach Community Library. Mr. Rodela said the purchase order was just submitted for approval awarding the architect contract. There will be a meeting of the County's Consultant Selection Committee (CSC) in late May to approve the purchase order. Mr. Auld noted that Mr. Colquhoun will Chair the Riviera Beach Community library Capital Project Committee. Mr. Colquhoun encouraged Trustees interested in serving on the committee to let him know via email.

### Marketing and Communications Report

Ms. Feldmann provided the following information:

- New standing poster frames will soon be installed at all branches and thanked the Foundation for acquiring them;
- The summer issue of *Library Happenings!* arrived from the publisher just in time, since all 40,000 copies of the spring issue have been distributed;
- AACPL lapel pins and blue mini back-packs were provided to the Trustees as thank you gifts from April's *Volunteer Month*; and
- Over the past month 27 targeted email messages were sent to AACPL customers. These had an open rate of 49% and a click-thru rate of 4%, both of which are twice industry standards.

### Foundation Report

Ms. Bartholomee reported the following:

- \$27,036 in cash and pledges were received by the *Beyond Your Expectations* Campaign during the last month. Cash gifts and gift commitments received since May, 2016 to *Beyond Your Expectations: The Campaign for the Library* now total \$1,108,388. Legacy gifts total \$435,000.
- The Campaign Committee and Foundation Staff are working to prepare for two upcoming neighborhood fundraising gatherings for the Campaign. These events are patterned on the

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successful *Women of West Annapolis* fundraiser held in January. Randy Rice and Susan Duncan will be hosting the first one on June 1<sup>st</sup> at their Bay Ridge home. There are currently 25 people attending. We're also preparing for a neighborhood gathering on Sunday, June 11 at the Gibson Island Club. This event is being hosted by a group of Pasadena-Gibson Island library friends under Ms. Bartholomee's leadership.

- The Foundation sponsored its first-ever book launch on Sunday, May 7 at the Annapolis Regional Library. More than 130 guests attended the gathering at which Foundation Director Lisa Hillman spoke and read passages from her newly-published memoir, *Secret No More: A True Story of Hope for Parents with an Addicted Child*. More than 100 books, donated by Lisa, were sold at the event, raising over \$2,800 for the Campaign.
- On Tuesday, May 9, the Foundation hosted the unveiling of the new Severn Bank book drop plaques at the Annapolis library. On that day, all five plaques, now installed at the Annapolis, Eastport, Edgewater, Glen Burnie and Severna Park libraries, were officially unveiled. Skip Auld welcomed the small group of invited guests to the event at which County Executive Steve Schuh and Severn Bank CEO Alan Hyatt spoke and jointly unveiled the plaque.
- The Foundation's fourth annual *For the Love of the Library* fundraiser was held Friday, April 21. More than 230 guests gathered at the Eastport library and enjoyed food and libations donated by area restaurants and caterers. A total of \$48,960 was raised for the Foundation's Annual Fund including \$12,250 coming from ticket sales (a 22% increase over last year); \$6,300 from the live auction (an 85% increase over last year) and \$15,300 from the "fund-a-goal" effort to purchase VOX books for the children's areas (a 40% increase over last year's effort.)
- The Foundation's Annual Meeting for FY17 was held May 16. A new slate of officers for FY18 was nominated and elected. They are: President, Sam Brown; Vice President, Chuck Ferrar; Treasurer, Michelle Coates and Secretary Trish Strott.

Ms. Beck thanked Ms. Bartholomee for her excellent leadership as President of the Foundation Board of Directors.

### Annapolis Regional Library Capital Project Committee (ANNCAP) Report

Ms. Beck reported that so far all has gone well with the exterior design of the new library. The architects are currently in the construction document phase, and are looking closely at the interior design and furnishings for all spaces.

Ms. Maxwell added that the architects are using Annapolis' maritime heritage to design a nautical map of the Chesapeake Bay that will be featured on the lobby floor of the new library. Their still-evolving vision and design is subtle, classy and sophisticated. Everyone who has seen the plans thus far has been thrilled. A grant request has been made to add passive solar energy to the building. The architects will make a presentation to ANNCAP in September in preparation for their final presentation to the Board of Trustees on September 21.

### Governance Committee Report

Mr. Harle reported that all members of the Board of Trustees whose terms expire at the end of the current fiscal year have agreed to serve for another three-year term. The Governance Committee will bring a slate of officers for election at the June meeting.

### Budget Committee Report

Mr. Birge reported that County Executive Steve Schuh unveiled his proposed FY 2018 budget on Monday, May 1. The \$1.45 billion budget included a variety of tax cuts and fee eliminations as well as some excellent news for the AACPL including:

- 2 percent Cost of Living increases starting with the pay of July 28 (the first full pay period of the new fiscal year);
- 4 percent Merit increases for eligible staff on their anniversary date;
- \$100,000 to adjust certain salaries that are currently below market. This funding is a result of a supplemental budget request.
- The second installment of the \$1 million materials budget increase;
- \$700,000 in Local Development Council funding for Severn Library improvements;
- \$350,000 in repair and renovations funding; and
- Continued funding for the Annapolis and Riviera Beach replacement libraries.

Additionally, the minimum of the pay scale will increase by 2 percent and the maximum will increase by 6 percent. This means that even employees who currently are at top of grade will be eligible to earn the 4 percent merit in addition to the 2 percent Cost of Living increase.

The proposed FY 2018 Capital Budget for AACPL was lowered by \$1 million, which was the same amount provided to AACPL by the Maryland Library Capital Grants Program. Mr. Auld questioned this and made arrangements to speak with County Administration, but the meeting did not change the County's decision.

Mr. Auld said that County Executive Schuh continues to be supportive of AACPL. He has funded two libraries and made a strong verbal commitment for a new Glen Burnie Library, although it requires further study before inclusion in the County's Capital Improvement Plan (CIP.) Our upcoming MGT facilities study will examine the library system's current facilities, their capacity for meeting current and estimated future utilization rates of customers, and make recommendations to address the system's facility needs over the ten-year planning period. In his proposed budget, County Executive Schuh also made a solid investment in AACPL staff, providing 2% Cost of Living increases and 4% percent Merit increases for eligible staff. He has also allowed for us to bring up the salaries of 45 positions that were below 80% of the comparative peer market.

Ms. Beck said she was pleased to see AACPL staff compensation now in better shape, as it is important to have salaries competitive with other Maryland library systems in order to retain our staff.

Mr. Birge added that staff compensation will be tracked better in the future thanks to Ms. Bowen. Human Resources will provide us with a good idea of where we may be falling behind and enable us to get ahead of it, saving money in the long run. Better data puts us in the position of asking for funding when the need is foreseen, not when it has become critical.

### Old Business

#### *MOTION to Approve Meeting Room Policy: Rules and Regulations*

Ms. Hollerbach noted that she had provided the board with copies of the revisions to the *Meeting Room Policy: Rules and Regulations* at the previous meeting. She answered the question why non-profit organizations are not charged for the use of meeting rooms, and clarified that if a non-profit were to use a meeting room to sell things, they would then need to pay as if they were a for-profit organization. Mr. Bles moved to approve the *Meeting Room Policy: Rules and Regulations*. Mr. Harle seconded the motion. The Meeting Room Policy was approved.

### New Business

#### *MOTION to Authorize the AACPL CEO to sign a Memorandum of Understanding with the Judith P. Hoyer Early Care and Education Center at Hilltop Elementary and Belle Grove Elementary*

Mr. Auld said that AACPL has had ongoing relationships with the Judy Centers for several years and, in the past, he has signed these MOUs without bringing them to the Board of Trustees. Mr. Best recently pointed out that because this relationship creates liability, and deploys manpower for a number of services, it must be board approved. Mr. Auld read the related resolution out loud. Ms. Beck moved to authorize having Mr. Auld sign the MOU. Ms. Evans seconded the motion. Mr. Rice had a question about the nature of the relationship and a discussion ensued.

Mr. Auld said this is a state program developed many years ago and AACPL chose to be a partner because many of our programs are compatible with their services. These are special centers that provide transportation and intensive programs meant to meet needs of kids and families.

Ms. Hollerbach said the Judy Centers provide extra support for at risk families. These families may not come to the library, so we go to them and make sure they have library cards. AACPL keeps statistics on these visits and they are part of the outreach by our early literacy specialists. Mr. Birge noted that kindergarten readiness scores are improved by Head Start or Judy Center involvement.

Ms. Miller called the question, and permission was provided by the board for Mr. Auld to sign a new Memorandum of Understanding with the Judith P. Hoyer Early Care and Education Center at Hilltop Elementary and Belle Grove Elementary.

*MOTION to Transfer Funds for Urban Libraries Council Membership Dues*

Mr. Auld noted that since AACPL now manages its own purchasing, any mid-year transfers of funds must be brought to the Board of Trustees for approval. AACPL's membership in the Urban Libraries Council (ULC) was dropped several years ago due to a shortage of funds. ULC membership costs \$10,500 annually and between 150 and 180 library systems are members. The value for members is high and they are provided with webinars, discussion platforms, and events.

Mr. Rice moved to approve a transfer of funds for membership dues to the Urban Libraries Council. Mr. Harle seconded the motion. Mr. Birge said the Budget Committee had discussed this membership and thought it was a good idea. The funds are currently available, but not in the FY 2018 budget, so it will need to be brought up again next year. The Budget Committee suggested that these membership funds be considered when drafting the budget for FY 2019. Ms. Miller called the question, the motion carried, and the board approved the transfer of funds for membership dues to the Urban Libraries Council.

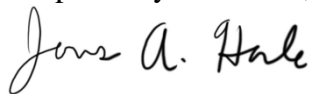
*Retention of Unique Management as Sole Source Vendor*

Mr. Auld said that now that AACPL has new purchasing rules, the Board of Trustees must be informed when AACPL chooses to retain a sole source vendor. A sole vendor, Unique Management Company, performs the Library's collection service. Mr. Auld explained the Library's current process for collections. Mr. Sedmak added that collection revenue had decreased dramatically due to the outcome of a legal judgment on the company which rendered it unable to credit report for library fines. He added that we are at the end of a five year contract with this vendor, but it still has value for its ability to get missing materials returned. This contract will be examined again next year. Mr. Sedmak explained the collection process and noted that AACPL never has to pay this vendor more than the revenues collected.

Ms. Miller invited the Trustees to join her after the meeting at a reception to honor Mr. M. Hall Worthington. Mr. Worthington joined the Board of Trustees in 1998, and during his tenure served as both Vice-Chair and Chair, until his resignation last year.

Ms. Miller reviewed the upcoming events and the meeting was adjourned at 5:02 p.m. The next Board of Trustees meeting will be held on June 15, 2017, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Respectfully submitted,



James Harle  
Secretary

JH/dd