

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland
November 16, 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 November 16, 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. 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	Dr. Fred Stielow
Mr. William Colquhoun	Ms. Ellan Thorson
Ms. Penny Evans	Nathan Volke, Esq.
Mr. James Harle	Ms. Sharon Wible
Ms. Barbara Maxwell	

The following Trustees were unable to attend: Ms. Tonya Baroudi, Mr. Charles Maher, Jr., Mr. Donald E. Roland, Ms. Sandra L. Solomon, 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. Christina Feldmann	Marketing and Communications Manager
Ms. Ann Glenn	Executive Director, AACPL Foundation
Ms. Cathy Hollerbach	Chief, Public Services and Branch Management
Ms. Donna McVicker	Administrative Assistant
Mr. Rudy Rodela	Chief of Support Services
Mr. Scott Sedmak	Chief Financial Officer

Guests: Ms. Renee Bivans, Library Associate, Odenton Regional Library, representing the AACPL Staff Association; Ms. Maribel Ibrahim, AACPL Facilities and Capital Projects Manager; and Ms. Susan Zoller, Director, MGT Consulting Group.

Mr. Auld introduced the meeting guests.

Minutes

Ms. Miller said the minutes of the October 19, 2017 meeting had been previously provided. Mr. Harle moved to approve the minutes. Mr. Bles seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Birge reviewed the revised Treasurer's Report which included two pie chart summaries of expenditures by object and function. A discussion of the report ensued, and suggestions were made for its improvement.

CEO's Report

In addition to his written report, Mr. Auld noted the following:

- Surveys of library users and nonusers, developed by the Center for the Study of Local Issues (CSLI) at Anne Arundel Community College, were emailed to 14,000 addresses this week. Responses thus far total 3,500.
- Quarterly meetings between Mr. Auld and County Executive Steve Schuh are scheduled through 2018. At a recent meeting, Mr. Schuh asked about the library's HVAC and roof repair status. Mr. Auld told him that the roof at Headquarters has been fixed, but many issues remain. Mr. Schuh said he would try to accelerate these repairs. Mr. Schuh also asked for an updated report on our ranking within Maryland libraries. Mr. Auld will receive ranking updates in a few weeks to share with the Board of Trustees and Mr. Schuh.

Public Services and Branch Management Report

Ms. Hollerbach reviewed the following in addition to her written report:

- The annual meeting room sign-up process, using the new format and prices, went well and received good feedback from customers.
- Sunday Service will move from the Annapolis Regional Library (ANN) to the Eastport-Annapolis Neck Community Library (EAN) in February 2018. Advance publicity of the change will be provided.
- The programming attendance total, ending in October and just four months into Fiscal Year 2018, was 76,494.

Ms. Hollerbach distributed a chart showing how AACPL staff members will be deployed at the new Monarch Academy and Annapolis Mall locations. Staff will include Circulation Supervisors and Custodians at both locations. The initial open hours at both locations were also reviewed and discussed, and these can be adjusted after receiving early statistics.

Human Resources Report

Ms. Bowen said she had nothing to add to her written report, and answered a training question.

Support Services Report

Mr. Rodela provided the following highlights from his written report:

- Kanopy film service launched on November 1. To date, there have been 1,332 checkouts using this service. We will continue exploring other opportunities to meet customer needs for information and entertainment through streaming media. Though we are not transitioning completely away from media in physical formats, we are getting closer.
- The kickoff meeting for the new Riviera Beach Community (RIV) capital project was held this afternoon. Grimm + Parker have a long, storied career in building successful, innovative libraries, and they have hit the ground running with our project. We have already scheduled our first community engagement meeting for Tuesday, December 12, at 7:00 p.m., at RIV. The public information page for this project will launch the first week of December.
- Visitor counts show a decline due to the new, more accurate door counters, and because we are no longer applying statistical corrections to previous data.
- EAN experienced a door counter malfunction in October.

Marketing and Communications Report

In addition to her written report, Ms. Feldmann noted the following:

- The winter edition of *Happenings!* features architectural renderings of the new Annapolis library on the cover and inside the issue.
- Trustees Ben Birge and Kevin Best attended the screening of a county-produced and library-supported documentary about Ft. Meade's centennial. Trustee Bert Rice added that a book was written in celebration of the 100th anniversary of Ft. Meade, and copies should be added to the collection. Ms. Feldmann noted that a program was held at the Severn Community Library featuring the authors of this book.
- The Marketing and Communications staff are working to improve signage in branches thanks to funding provided by the Foundation. Customers will notice more colorful and less jargon-filled signage.
- The opening celebration of the new Club 1117 at the Odenton Regional Library had to be delayed until January due to construction delays.

Ms. Beck suggested purchasing electronic signage to place outside the Eastport-Annapolis Neck Community Library.

Foundation Report

Ms. Glenn provided the following highlights from the Foundation Report:

- The Foundation will host a reception for the unveiling of a plaque at the Eastport-Annapolis Neck library's Discovery Dock on Friday, December 15, at 5:00 p.m. honoring the Bay Ridge Community's \$27,275 commitment to *Beyond Your Expectations*. These were gifts and pledges made to the Campaign at the June event held at the home of Director Randy Rice and Susan Duncan. Trustees are invited and encouraged to attend.
- The Community Foundation of Anne Arundel County held its *2017 Celebration of Philanthropy Awards Luncheon* at the BWI Marriott on November 10th. Their *2017 Philanthropists of the Year* were announced and they are Jane Campbell-Chambliss and Peter Chambliss. The couple also supports the AACPL Foundation, and a room in the new Annapolis library will be named after them.
- The Foundation Governance Committee presented a slate of new candidates for election at the November 14 Foundation Board meeting. Three new directors were elected to the Foundation Board of Directors: Mr. Mark Rodriguez, Ms. Jane Campbell-Chambliss, and Mr. Chris Nelson. The winter issue of *Happenings* features the new "Foundation Funded" stamp printed next to events made possible by the AACPL Foundation.
- Campaign leadership is working hard to raise the \$150,000 still needed by December 31 to secure the \$100,000 anonymous donor challenge. Please consider making annual fund donation to the challenge campaign or a pledge by December 31.

Governance Committee Report

Mr. Harle said his committee had no report.

Budget Committee Report

Mr. Birge said his committee had no report.

Unfinished Business

MOTION to approve Confidentiality of Certain Library Records

Ms. Hollerbach said updates to the *Policies and Procedures Manual, Appendix F: Confidentiality of Certain Library Records*, were presented at the October board meeting and she requested board approval.

Dr. Stielow suggested that the policy be amended to contain references to the *Patriot Act* and the concept of intellectual freedom. He also suggested the American Library Association as a source. Action on the policy was tabled until the December meeting. In the meantime, Ms. Hollerbach will edit the policy as suggested.

Minutes
Public Library Association of
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November 16, 2017
Page 5 of 5

New Business

Motion to Approve Library Program Policy

Ms. Hollerbach provided a draft document of library program policy for review. A discussion ensued and suggestions were made for its improvement. Ms. Hollerbach will edit the policy document as suggested and present it again at the December board meeting.

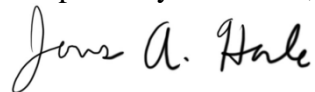
Facilities Master Plan Presentation by MGT Consulting Group

Ms. Miller thanked her committee members and other board members for coming to the community meetings and providing their input on the facilities master plan study.

Ms. Susan Zoller from MGT Consulting Group gave a PowerPoint presentation of the preliminary findings of the study for the creation of AACPL's 10 year facilities master plan. The presentation included: project goals; agenda; community input data; building assessment data; demographic and usage data; assessment data; and findings/recommendations. Trustee questions were answered and the presentation was emailed to the board the following week. Additional feedback via email to Ms. Zoller and Ms. Miller was requested in order to help complete some sections.

The meeting was adjourned at 5:30 p.m. The next Board of Trustees meeting will be held on December 21, 2017, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Respectfully submitted,



James Harle
Secretary

JH/dd