

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Linthicum Community Library, 400 Shipley Road, Linthicum, Maryland
October 19, 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 October 19, 2017 at the Linthicum Community Library, 400 Shipley Road, Linthicum, Maryland.

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

Ms. Tonya Baroudi	Ms. Joyce Miller
Ms. Joan Beck	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	Ms. Ellan Thorson
Mr. Charles Maher, Jr.	Nathan Volke, Esq.
Ms. Barbara Maxwell	Ms. Sharon Wible

Dr. Fred Stielow attended the meeting via video conferencing from St. Georges, Bermuda.

The following Trustees were unable to attend: Ms. Deborah Baden, Kevin Best, Esq., and Mr. Keith Seay.

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: Mr. Chuck Ferrar, Vice President, AACPL Foundation; Ms. Maribel Ibrahim, AACPL Facilities and Capital Projects Manager; Ms. Dana Toon, Circulation Assistant, Maryland City at Russett Community Library, representing the AACPL Staff Association; and Mr. Tim Van Fleet, Branch Manager, Linthicum Community Library.

Mr. Van Fleet welcomed everyone to the Linthicum Community Library (LIN). He has been Branch Manager at LIN for over a year and has been with AACPL for twelve years, initially working at the Eastport-Annapolis Neck Community Library (EAN).

He was pleased to note that LIN recently celebrated its 50 year anniversary with a well-attended reception sponsored by the AACPL Foundation. Built in 1967, the basement at LIN was

Minutes
Public Library Association of
Annapolis and Anne Arundel County
October 19, 2017
Page 2 of 8

designed as a fallout shelter. The branch serves many travelers and travel industry employees due to its proximity to Baltimore Washington International Airport (BWI) and light rail transit. Mr. Van Fleet invited the Trustees to tour the branch after the meeting.

Mr. Auld introduced the meeting guests.

Minutes

Mr. Roland said the minutes of the September 21, 2017 meeting had been previously provided. Ms. Evans moved to approve the minutes. Ms. Maxwell seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Birge said the Treasurer's Report had been redesigned and he encouraged the Trustees to provide suggestions for further improvement. While the financial ledger will continue to be provided electronically each month, the new report will provide a better overview of current spending. He reviewed the report and answered questions. Ms. Evans suggested showing the costs of materials and their circulation separately. Ms. Beck suggested changes in showing compensation data.

CEO's Report

Mr. Auld shared materials from a recent Urban Libraries Council forum he had attended. The October CEO's Report will be included with the November report and provided at the next meeting.

Public Services and Branch Management Report

Ms. Hollerbach reviewed the following highlights from her written report:

- Public Services and Branch Management is working with Marketing and Communications to develop a library card for children. The SAIL program children use in connection with schools is virtual, but this will be an actual card featuring library mascot Sneaks.
- Lynda.com is an extremely popular virtual service offered in AACPL's catalog. Its videos views have gone from a range of 6,000 to 10,000.
- Appreciation goes to the Facilities Maintenance staff and branch staff at Eastport Annapolis-Neck and Mountain Road for helping to implement recent renovations. Mr. Rodela will detail these improvements in his report.

Human Resources Report

Ms. Bowen said that in addition to her written report, HR recently conducted thirty interviews to fill six open Library Associate positions. She thanked the Trustees for attending the October 9 General Staff Meeting (GSM), noting she would request approval for the date of next year's GSM later in the meeting.

Support Services Report

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

- On October 1, we premiered our new self-checkout system, an application called meeScan, from Bintec Library Services in Canada. It is available for iOS, Android, and BlackBerry and setting up the app is quick and easy. Mr. Rodela provided a video presentation on the use of meeScan and noted that during the first half of October, customers checked out 4,330 items using the application.
- Facilities and Maintenance team finished two major renovations:
 - At the Mountain Road Community Library, the children and adult floors were swapped, so that now the children's collection is near the meeting and programming space, along with consolidating the service desk, and much needed cosmetic refreshes.
 - At the Eastport Annapolis-Neck Community Library, the service desk was consolidated and new computer spaces added, greatly improving the flow through the entrance of the building.

Mr. Rodela displayed photos of these projects.

- We are expanding our services to include streaming video. In early November, we will be offering customers access to "thoughtful entertainment" through Kanopy films. Kanopy includes a wide variety of independent and world films, selections from the Criterion Collection, the entire Great Courses series, and timely, curated selections. We will have a one-year initial subscription (*not to exceed \$24,500 for the year, and will be receiving monthly invoices for costs incurred by customer use during that month. The costs per title viewed are \$1 to \$2. Hoopla costs range from \$.99 to \$3.99.*) Like LA Public, NY Public, and Frederick County, we will cap usage at 10 films per month per customer. Kanopy sets the minimum age for users as 13. Films with an R rating have a pop-up asking if the user is 18. However, many of the films are international and have no ratings regardless of content. We will have the same content as Frederick County and Baltimore County. Titles are available for streaming on any device, including Roku, iOS and Android apps on phones, tablets and smart TVs. At the board's request, we've provided a list of our current database subscriptions, plus usage and cost information.
- Concerning the monthly statistics report, because of the way the new catalog connects with our catalog, we've taken the opportunity to adjust the way renewals are reported. All the on-line renewals are now credited to HDQ, while the branches are credited with all

the in-person, staff-mediated renewals. This change gives a much better picture of the staff workload at the branches.

Mr. Rodela offered to answer questions, which led to a brief discussion about database subscription costs.

Marketing and Communications Report

In addition to her written report, Ms. Feldmann noted that the Westfield Mall had created a STEM (Science/Technology/Engineering/Math) Lounge space to help promote the County's STEM Festival. She gave a brief slide presentation showing photos of the STEM Lounge.

Westfield Annapolis Mall Library Report

Mr. Roland noted that at the September board meeting, the agreement with Westfield Annapolis Mall was approved. However, since then Mr. Auld has learned of a change which he will explain.

Mr. Auld said the location of AACPL's space in the mall had changed from where originally planned. It will now be next to Crate and Barrel near Lord and Taylor. There are pros and cons to this change, but overall we are pleased with the shape of the new space and the openness of its frontage windows. Westfield cannot guarantee that this will be our permanent location, and they can move us if they wish. However, the new space has been vacant for some time and it is less likely that we will be moved from this location.

Mr. Roland explained that the manager of the mall has a limited ability to provide a "no future move" guarantee, since his decision can be overridden by his corporate office. Westfield is creating a new agreement for AACPL, but Mr. Roland does not want to have to call a special meeting of the board to approve it. He would like the Executive Committee to be able to approve the change. Dr. Stielow pointed out that since no particular mall space was delineated earlier for board approval, Mr. Roland is free to sign the revised agreement.

A discussion ensued about the risk of location change in the future. It was pointed out that almost everything AACPL will place in the location is moveable and there will be little hardwiring. It is expected to cost \$10,000 to retrofit the space. Mr. Roland noted that the mall location will be ideal to show customers our new checkout application, streaming videos, and other technology. Dr. Stielow suggested having a contingency plan as a backup.

Foundation Report

Mr. Chuck Ferrar, Vice President of the AACPL Foundation, reviewed the following information from the Foundation Report:

- \$152,414 was added to the *Beyond Your Expectations* Campaign since the September report. Leadership gifts included a \$50,000 pledge from Janet Richardson Pearson and Bill Pearson.
- On October 12, the Foundation's Campaign Leadership Committee held its first meeting of FY18. Campaign counsel Bess Langbein, Committee Co-chairs Amy Bartholomee and Hamilton Chaney, along with Committee members Sam Brown, Michelle Coates, Christine Feldmann, Gloria Harberts, and Joyce Miller reviewed Campaign progress to date and worked on plans to raise the \$164,478 still needed to achieve the \$1.5 million cash and pledge portion of the Campaign by December 2017. The Committee focused primarily on ways to leverage the anonymous \$100,000 2-for-1 challenge grant announced last month. In addition, the Committee reviewed plans for launching a proposed major gift legacy society (honoring planned gifts above \$50,000) to increase bequests to the Campaign.
- On October 3, the Foundation debuted the credit card program for the branches. This pilot program gives each branch a credit card with an annual spending limit of \$2,000. The Foundation credit card will make it possible for each branch to purchase needed items not currently in their budget, or for which funding is difficult to arrange on short notice.
- On October 13, the Foundation hosted a VIP reception at the Linthicum branch as part of their 50th anniversary celebration. Over 70 guests enjoyed refreshments and a program which featured proclamation presentations from State Delegates Pam Beidle and Mark Chang and County Council member Pete Smith. Susan Kurz, longtime AACPL staff member, also spoke during the program.
- 2018's *For the Love of the Library* will be held Friday, April 20, at the Eastport Library.
- The Foundation recently welcomed Mr. Steve Israel, a new part-time hourly staff member. Mr. Israel will assist with data management, recordkeeping, and events planning. He is a 2016 graduate of William and Mary College, and currently works part-time for Preservation Maryland. He has experience working with non-profit organizations including the Kennedy Center and the JCC Children's Theater in Baltimore.

Governance Committee Report

Mr. Harle said his committee had no report.

Budget Committee Report

Mr. Birge said his committee had no report, but they would start gearing up for the budget season in the next few weeks.

Facilities Master Plan Committee Report

Ms. Miller thanked her committee and other board members for attending the October 4 meeting. The final cut scores provide a composite of facilities needs to enable planning for the future. Based on the white paper Bill Wilson provided, we know to try to be prepared for the unknown.

Three community meetings will be held October 24, 25 and 26, and at each of these MGT will make a presentation and solicit feedback. They will bring results to the November board meeting, making a final presentation in December. Details about the community meetings are posted on our website. Additional publicity includes 150,000 direct emails, press releases, social media postings, and flyers.

Old Business

MOTION to approve Sublease Contract for Temporary Library at Monarch Academy

Mr. Roland said that at the September meeting, Mr. Birge made a motion to approve the sublease contract for a temporary library at Monarch Academy and the motion was seconded by Mr. Bles. In the discussion which followed, it became clear that we needed additional information and Dr. Stielow moved to table the discussion. After the meeting, Mr. Auld found and forwarded an email from the County's Capital Budget Analyst Kurt Svendsen, giving us assurance that the County will cover the costs of the temporary library. Further, Mr. Svendsen apologized that these funds did not get into the FY2018 budget and promised to cover these costs so that we would not need to use contingency funds for this purpose. Mr. Auld also received a similar assurance from Mr. John Hammond during the budget preparation period. Therefore, Mr. Auld strongly recommends approval of the sublease contract for the temporary library at Monarch Academy.

Mr. Auld added the County has participated in good faith with AACPL on this project, and the buildout contractor needs to be paid. He and several leadership staff members attended the grand opening of Monarch Academy on October 10, and saw firsthand that there is tremendous positive energy for this new school.

A discussion ensued about the proposed hours of the temporary library and concern for limited access by local residents. In the interest of time, Mr. Roland suggested staff report at the next meeting about the factors, including costs, involved in a decision on hours.

Ms. Evans moved to approve the sublease contract for a temporary library at Monarch Academy. Dr. Stielow seconded the motion. The sublease contract for a temporary library at Monarch Academy was approved.

New Business

MOTION to approve October 8, 2018 (Columbus Day) for next General Staff Meeting (GSM)

Ms. Bowen said that, earlier this year, she had asked permission to close AACPL on Columbus Day, October 9, to conduct the General Staff Meeting (GSM). Her office has spoken with Anne Arundel Medical Center about holding next year's GSM there again, and they are holding Columbus Day, October 8, 2018 for us. Ms. Bowen asked for approval and waiver of the 30 day rule. Ms. Beck moved to waive the 30 day rule. Ms. Maxwell seconded the motion. The 30 day rule was waived. Mr. Harle moved to approve closing AACPL on October 8, 2018 in order to conduct the GSM. Ms. Smith seconded the motion. The board approved closing AACPL on October 8, 2018 for the GSM.

MOTION to approve Emergency Closing Leave Policy Amendment

Ms. Bowen provided material to show an update to the existing Emergency Closing Leave Policy. The purpose of the update is to clarify staff instruction regarding leave when a branch is closed due to an emergency. Ms. Beck moved to approve the change to the Emergency Closing Leave Policy. Mr. Harle seconded the motion. The Emergency Closing Leave Policy was amended.

MOTION to approve Naloxone (Narcan) Administration Guidelines Policy Amendment

Ms. Hollerbach noted that the board had already approved the Naloxone (Narcan) Administration Guidelines Policy at the previous meeting, but there are clarification needs. After attending the Narcan Administration training herself, and in consultation with Mr. Best, language is needed to state that the medication cannot be passed off to be administered by an untrained person. In addition, poison control forms for the state of Maryland need to be completed after administering the drug, and these forms have been added. Mr. Harle moved to approve the amended Naloxone (Narcan) Administration Guidelines Policy. Mr. Rice seconded the motion. The Naloxone (Narcan) Administration Guidelines Policy was approved as amended.

MOTION to approve Confidentiality of Certain Library Records

Ms. Hollerbach said law enforcement officials occasionally subpoena information on materials a customer has borrowed. In the past, we have consulted with the County's Office of Law for approval for this, but for the reasons outlined in the related materials provided, we would rather consult with AACPL Counsel instead. Ms. Hollerbach said she would bring the request for approval of a change in this procedure to the November board meeting, in accordance with the 30 day rule.

MOTION to approve Urban Libraries Council Statement on Race and Social Equity

Ms. Solomon, Chair of AACPL's Diversity Advisory Board (DAB), said Mr. Auld recently shared that the Urban Libraries Council (ULC) has a working group on Race & Social Equity which recently released the following statement:

As leaders of North America's public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- *Eliminating racial and social equity barriers in library programs, services, policies and practices;*
- *Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role;*
- *Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice;*
- *Serving as a convener and facilitator of conversations and partnerships to address community challenges; and*
- *Being forthright on tough issues that are important to our communities.*

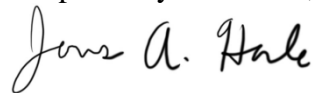
Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.

Ms. Solomon said that ULC worked on the statement for two years, and it has been accepted by many libraries as noted in the meeting materials provided. The DAB reviewed and unanimously recommend that AACPL accept the statement by signing on as well. Though not a policy, it is a formalization of what is already our standard practice.

Ms. Maxwell moved that the Board of Trustees of AACPL accept the Urban Libraries Council Statement on Race and Social Equity. Ms. Solomon seconded the motion. The motion carried and the Urban Libraries Council Statement on Race and Social Equity was accepted.

The meeting was adjourned at 5:15 p.m. The next Board of Trustees meeting will be held on November 16, 2017, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Respectfully submitted,



James Harle
Secretary

JH/dd