

**Minutes**  
**Public Library Association of Annapolis and Anne Arundel County, Inc.**  
**1681 Riedel Road, Crofton, Maryland**

**October 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 October 18, 2018, at the Crofton Community Library, 1681 Riedel Road, Crofton, Maryland.

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

Ms. Deborah Baden	Ms. Jacqueline Seamon
Ms. Tonya Baroudi	Mr. Keith Seay
Ms. Joan Beck	Ms. Simmona Simmons
Mr. Benjamin Birge	Ms. Sandra L. Solomon
Mr. Joseph E. Bles	Mr. Gerald P. Starr
Mr. William Colquhoun	Dr. Fred Stielow
Ms. Penny Evans	Nathan Volke, Esq.
Mr. Charles Maher, Jr.	Ms. Sharon Wible
Ms. Barbara Maxwell	

The following Trustees were unable to attend: Kevin Best, Esq., Ms. Amalie Brandenburg, Mr. James Harle, Ms. Joyce Miller, Mr. Bert Rice, and Ms. JanElaine Smith.

The following regularly attending staff members were in attendance:

Mr. Hampton Auld	Chief Executive Officer
Ms. Terry Bowen	Chief, Human Resources
Ms. Christine Feldmann	Marketing and Communications Manager
Ms. Ann Glenn	Executive Director, AACPL Foundation
Ms. Donna Denny	Executive Assistant
Mr. Rudy Rodela	Chief of Support Services
Mr. Scott Sedmak	Chief Financial Officer

The following additional staff were in attendance:

Ms. Carol Cason, Manager, Odenton Regional Library, Western Regional Supervisor  
Ms. Maribel Ibrahim, Facilities and Capital Projects Manager  
Ms. Ruby Jaby, Branch Manager, Crofton Community Library  
Ms. Catherine McNamara, Branch Manager, Brooklyn Park Community Library  
Mr. David Piper, Librarian, Crofton Community Library  
Ms. Ashley Rogers, Branch Manager, Severn Community Library  
Ms. Karen Smith, Director, AACPL Foundation

Ms. Hollerbach introduced the staff and invited Ms. Jaby to introduce her facility. Ms. Jaby welcomed the Trustees to the Crofton Community Library which opened September 2002. She and her staff helped in planning the library, which was formerly located in a shopping center. The library is 25,000 square feet and serves the Greater Crofton area's 30,000 residents. The branch enjoys partnerships with the Crofton Chamber of Commerce and the Crofton Village Garden Club, among other local organizations.

### Minutes

Mr. Roland said the minutes of the September 20, 2018 meeting had been provided for review and approval. Ms. Simmons moved to approve the minutes. Ms. Solomon seconded the motion. The minutes were approved.

Mr. Roland announced that in order to provide sufficient time for the Strategic Plan presentation, regularly scheduled reports would not be presented. Electronic and hard copies of reports were previously provided.

### Old Business

#### *Sick Leave Bank Policy*

Ms. Bowen said she had provided an update and revision of the Sick Leave Bank Policy at the September meeting. It now includes language that benefits employees seeking to use the bank, and was also updated to meet FMLA and HIPPA regulations. She asked if there were any questions about the policy and sought the board's approval. Ms. Maxwell moved to approve the Sick Leave Bank Policy, as revised. Ms. Wible seconded the motion. The Sick Leave Bank Policy was approved.

#### *3D Printing Policy*

Ms. Hollerbach said Mr. Auld had presented the revised 3D Printing Policy for her at the September meeting. The revision specifies that the Library will not use 3D printers to print weapons or parts of weapons as defined by our Weapons Policy. Ms. Hollerbach asked if there were any questions about the policy and sought the board's approval. Dr. Stielow moved to approve 3D Printing Policy as revised. Ms. Baroudi seconded the motion. The 3D Printing Policy was approved.

#### *Social Media Policy*

Ms. Hollerbach said Mr. Auld had also presented the revised Social Media Policy for her at the September meeting. Mr. Best assisted with the revision, which states that the Library reserves the right to monitor content before or after it is posted, and remove any messages it deems

abusive, defamatory, in violation of copyright, or otherwise inappropriate for the service. Dr. Stielow moved to approve the Social Media Policy. Mr. Volke seconded the motion. The Social Media Policy was approved.

#### *Future Board Meeting Locations*

Mr. Auld said he had spoken at the previous board meeting about a proposal for the board to meet at more than two branches each year, as it does currently. He provided a handout showing a proposed schedule for the meetings to occur at a different branch each month. This would Trustees with exposure to all branches in rotation over 16-17 months. The proposal will be brought to the next board meeting for discussion.

#### *Network Virus Update*

Mr. Rodela reviewed the history of the virus attack made on AACPL computers on September 24. The method of introduction was “spearfishing,” and the virus was a new version of Emotet. It is a polymorphic virus, and extremely difficult to eradicate. The virus was not immediately identified due to the fact that IR had just rolled out a network update and thought some of the initial problems were due to this. He added that fortunately, the Library’s Wi-Fi, Sirsi Dynex and point-of-sale systems have not been compromised. Attempts to stop the virus ourselves have been unsuccessful and so the contractor will need to turn our network off and reimage our servers. We do not have an exact timeline as we are still waiting to get a contractor on board. The nearest estimated cost for the vendor is \$160,000. The restoration of the network would take much longer if we used IT staff instead of a vendor. Mr. Rodela answered questions and said that proper internet hygiene is the best defense against such an attack.

#### *Emergency Budget Appropriation and Purchasing Approval*

Mr. Auld said he needed to ask the board to make a motion to approve an emergency budget appropriation and purchase to provide payment to the vendor that will be hired to mitigate the Library’s network virus.

In accordance with Section III.3 of the Appropriation Transfer Policy approved by the Board on March 23, 2018, he requested the board’s approval of an appropriation transfer in the amount of \$159,181 to the Contractual Services Object, Sub-Item 9010.7605 – Data Processing Software Maintenance, from the Capital Outlay Object, Sub-Item 9010.8521 – Furniture & Fixtures in the amount of \$54,306.19 and the Personal Services Object Sub-Item 9010.7011 – Salaries and Wages in the amount of \$104, 874.81. If approved, this transfer will fund an agreement with Skyline Technology Solutions, Inc. for assistance with the mitigation of the malware problem currently affecting Library computers. The purchase is also presented for the Board’s consideration and an emergency procurement provision is contained in the purchasing policy.

Mr. Auld said that in the interest of full disclosure: Skyline Technology Solutions, Inc. is the company that is currently helping AACPL with its network migration to Office 365; its President was the speaker at the recent AACPL General Staff Meeting; and its Chief Financial Officer is Ms. Hollerbach's husband. We have been in the process of evaluating several companies, and Skyline Technology Solutions, Inc. is clearly the best choice moving forward. We are also working with County officials.

Mr. Rodela answered questions about pre-approved contractors and competitors for the Library's business. Dr. Stielow moved to approve the emergency budget appropriation and purchase. Ms. Evans seconded the motion. Mr. Roland called for a vote and the Board of Trustees, with the exception of two members, approved the emergency budget appropriation and purchase.

#### *Ex Officio Appointment*

Mr. Roland announced that he wished to appoint Ms. Joan C. Beck as a non-voting Ex Officio member of the Executive Committee. Ms. Beck has served on the Anne Arundel County Public Library Board of Trustees since 1997 in many leadership positions, including as Chairman for eight years. He noted that the current position of Chairman was titled President at the time of her service. Therefore, pursuant to Bylaws Section 5.02 (c) Mr. Roland requested the approval of the board. Ms. Evans moved to approve the appointment. Ms. Maxwell seconded the motion. The appointment was approved.

#### *New Officer Position*

Mr. Roland noted that he has been Chairman of the Board of Trustees for three years. While he does not plan to retire soon, it is important that any transition to a new Chairman be well prepared. Therefore, the Board of Trustees needs to adopt a succession plan. This was discussed earlier in the Executive Committee meeting.

Mr. Roland explained that Vice Chairman Joyce Miller serves as Vice-Chairman in an exemplary fashion, including her role of assuming the duties of Chairman whenever necessary. However, Ms. Miller made it known from the start of her tenure as Vice Chairman that she cannot assume the role of Chairman due to her significant responsibilities as Medical Librarian at Anne Arundel Medical Center.

Mr. Roland requested that the Board of Trustees direct the Governance Committee to develop a succession plan for Chairman. Prior to the board meeting, Mr. Roland provided the Executive Committee with his recommendations on how this might be accomplished, which will also be shared with the Governance Committee. The Governance Committee should present their recommendations at the November Board of Trustees meeting.

*Posthumous Board Resolution for Ellan Thorson*

Mr. Roland read aloud the following: *Whereas Ellan Thorson was a valued member of the Board of Trustees since July 1, 1997; demonstrating her enthusiasm for public service by serving as a member of the Executive Committee of the Library Board in the capacities of Director, Secretary, and Treasurer; hosting the Trustees and Directors Annual Summer Social for many years in order to foster comradery among Library leaders; and whereas books had always been an important part of her life, as a child, a teacher, a mother, a library patron, and a Board member; now, therefore, the Board of Trustees hereby commends Ellan Thorson, posthumously, for her outstanding contributions to the Anne Arundel County Public Library.* Ms. Beck moved to approve the resolution. Mr. Bles seconded the motion. The resolution was approved by acclamation and will be presented to her family.

*AACPL Strategic Plan Presentation*

The AACPL Strategic Plan presentation was projected as slides and reviewed. Dr. Stielow, Chair of the Strategic Plan Committee, introduced the presentation and spoke about the board's role in the new plan. Mr. Auld reviewed the plan's broader strategies, origins, methodology, and the teams that worked on the plan. Mr. Rodela reviewed the framework of *Strategy 2022* and introduced several staff members who gave testimonies about their work experiences. These included: Ms. Catherine McNamara, Branch Manager, Brooklyn Park Community Library; Mr. David Piper, Librarian, Crofton Community Library; and Ms. Ashley Rogers, Branch Manager, Severn Community Library.

Consultant Margaret Sullivan thanked the board and staff on behalf of her entire team. Their goal was to make the process of creating the plan lead to empowerment. They are pleased that the plan gives AACPL the tools and techniques to be entrepreneurial and a renewed commitment to its values. AACPL should celebrate that it is credible leader in the communities it serves. The next steps are to prepare staff for change, tell the good news story about AACPL, and be its advocates.

Mr. Auld asked if there were any questions and said that the board would be asked to vote for acceptance of the plan at the November meeting. He asked that any suggestions about the plan be emailed to Mr. Rodela.

Ms. Baden thanked the staff members for their impressive testimonials. Mr. Roland thanked everyone who participated in creating the Strategic Plan. Mr. Auld thanked Ms. Sullivan and her team for their expertise and assistance.

Mr. Roland awarded five-year anniversary pins to eligible Trustees and thanked them for their commitment and service.

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Mr. Roland adjourned the meeting at 5:36 p.m. The next regularly scheduled meeting of the AACPL Board of Trustees will be held on Thursday, November 15, 2018 at 4:00 p.m. at Library Headquarters.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara D. Maxwell". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Barbara D. Maxwell  
Secretary

BDM/dld