

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland
September 21, 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 September 21, 2017 at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

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

Ms. Tonya Baroudi	Ms. Joyce Miller
Ms. Joan Beck	Ms. Simmona Simmons
Kevin Best, Esq.	Ms. JanElaine Smith
Mr. Benjamin Birge	Ms. Sandra L. Solomon
Mr. Joseph E. Bles	Mr. Gerald P. Starr
Ms. Amalie Brandenburg	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: Ms. Deborah Baden, Mr. William Colquhoun, Mr. Bert Rice, Ms. Jacqueline Seamon, 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. 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; Mr. Sam Brown, President, AACPL Foundation; Ms. Maribel Ibrahim, AACPL Facilities and Capital Projects Manager; and Mr. Jeremy Kline and Mr. Edward Masek, Jr. AIA, Principal and Founder, Wheeler Goodman Masek (WGM);

Mr. Roland presented anniversary award pins to Ms. Ellan Thorson and Ms. Penny Evans, thanking them both for their volunteer service of twenty years and seven years, respectively.

Minutes

Mr. Roland said the minutes of the June 15, 2017 and July 10, 2017 meetings had been provided for review and approval. Mr. Harle moved to approve the minutes. Mr. Bles seconded the motion. Both sets of minutes were approved.

Treasurer's Report

Mr. Birge said the June close-out report for Fiscal Year 2017 was among the Treasurer's reports provided in the meeting materials. Mr. Birge added that the Treasurer's Report will have a new look in the future.

Foundation Report

Mr. Roland introduced Samuel J. Brown, Esq., President, Board of Directors, AACPL Foundation. Mr. Brown noted that the Foundation Report was provided in the meeting materials and he touched on several highlights:

- The AACPL Foundation is supporting the Linthicum library's 50th anniversary celebration with a VIP reception at the library on Friday, October 13. Donors in that part of the county have been invited to join library staff, elected officials and longtime friends of the Linthicum library for a wine and cheese reception beginning at 5:30 p.m.
- *The Campaign for the Library* now totals \$1,183,108. Legacy gifts total \$435,000.
- An anonymous donor has challenged the Foundation with a \$100,000 pledge to the Campaign *if* the Foundation can raised \$200,000 in cash gifts and pledges by December 31. As the Campaign still needs \$315,000 to achieve its \$1.5 million cash and pledges goal, this challenge comes at an especially fortuitous time. The Campaign Leadership Committee will be working hard between now and the end of the year to meet this first-ever challenge grant in the Foundation's history.
- On September 14, the Campaign's fourth neighborhood fundraising event was held at the home of Fran and Rich Becker on the Broadneck peninsula. Gifts and pledges given that evening totaled over \$24,000. Total gifts and pledges raised to date from the four neighborhood fundraisers held since January (West Annapolis, Bay Ridge, Gibson Island and the Broadneck peninsula) total \$87,350.

Governance Committee Report

Mr. Harle said that the Governance Committee nominated two Trustees to fill two vacant Director positions, and these were elected in June. He wished to specify that that Ms. Baroudi filled the term ending in 2019, and Ms. Baden filled the term ending in 2020. Mr. Roland asked for a vote to approve the two Director terms. All were in favor and the terms of the two Directors were approved.

Staff Reports

Mr. Roland said that, due to the full meeting agenda and presentation, he had asked the Trustees to review the emailed staff reports and bring their questions to the meeting. Mr. Roland asked if there were any questions concerning the staff reports. A date in the CEO's Report was clarified.

Budget Committee Report

Mr. Birge said the Budget Committee had no report.

Facilities Master Plan Committee Report

Ms. Miller thanked the Trustees for signing up for interviews conducted by MGT as part of the information gathering needed for the Facilities Master Plan. MGT also interviewed the County Executive and County Council. The responses collected enabled MGT to make building assessments based on four components: condition; functionality; technology; and site. Ms. Miller shared these results and explained the scores.

Ms. Miller invited the Trustees to attend the Wednesday, October 4th meeting with MGT at Library Headquarters at 4:00 p.m. Ms. Susan Zoller and Mr. Bill Wilson will discuss their findings to date, as well as the “state of the art of libraries.”

Ms. Miller announced that MGT will provide *Community Information Sessions* from 6:30 to 8:00 p.m. on the following dates:

Tuesday, October 24: Linthicum Community Library Meeting Room (Western Region);
Wednesday, October 25: Mountain Road Community Library Meeting Room (Northern Region); and
Thursday, October 26: Annapolis Regional Library Meeting Room (Southern Region)

Trustees are welcome to join the community information sessions. MGT will present their preliminary report to the Board of Trustees at the November 16 meeting. This will be an opportunity to make alterations prior to the finalization of AACPL’s Ten Year Facilities Plan, which is timed for the end of December.

MOTION to Approve Policy on Lost Cards

Ms. Hollerbach said she presented the Lost Card Policy at the September board meeting. The policy will document the board’s approval of procedures already established and in practice by the Library. Ms. Miller moved to approve the Lost Card Policy. Mr. Bles seconded the motion. The Lost Card Policy was approved.

MOTION to Approve Policy on Narcan Administration

Ms. Hollerbach said she presented the Policy on Narcan Administration at the September board meeting. The policy will allow employees to administer Naloxone in case of emergency, and AACPL to adopt the *Naloxone (Narcan®) Administration Guidelines*. Narcan training has been held for over forty AACPL staff members so far, and Ms. Hollerbach worked with Mr. Best on the policy. Dr. Stielow moved to approve the Policy on Narcan Administration. Mr. Harle seconded the motion. The Policy on Narcan Administration was approved.

Annapolis Regional Library Capital Project Committee (ANNCAP) Report

Ms. Beck said that she, Ms. Maxwell, and ANNCAP were pleased to introduce a presentation about the construction of the new Annapolis Regional Library by Mr. Jeremy Kline.

Architects Presentation for Annapolis Library Construction

Mr. Kline said it was good to be with the Board of Trustees again, noting that AACPL had reached the “home stretch” of the new Annapolis library building planning process that began in November 2015.

The special exception application for the new library was approved in March by the City of Annapolis Board of Special Appeals. Since then, the firm has been preparing construction permit documents, and designing the building’s interior. Mr. Kline said the entire team was involved in the interior development, including Margaret Sullivan and Louis Cherry.

Mr. Kline gave his PowerPoint presentation and answered questions. He explained the building’s Leed Silver certification, as well as its geothermal system. There was also a discussion about the pull down grid that separates the meeting room from the rest of the building, which will be useful for events such as elections.

Mr. Rodela introduced Mr. Joe Holoubek, a Project Manager for Anne Arundel County Department of Public Works, who oversees the project’s budget. Mr. Holoubek said that the last estimate showed the project over budget by over \$3,300, but changes in materials such as lighting and carpeting will be used to make deduction adjustments going forward. The County will go out to bid on the new library project sometime in November, with a construction budget of \$14 million. There is also a contingency budget with extra funds for unforeseen conditions like hazardous materials, drawing mistakes, etc. The new library will open in the fall or winter of 2019.

Ms. Beck moved to approve the construction design of the new Annapolis Regional Library. There was no discussion. All were in favor, and the construction design of the new Annapolis Regional Library was approved.

Old Business

MOTION to Approve Westfield Mall Library Project and Contract

Mr. Auld said the Board of Trustees had come together in closed session over the summer to discuss the Westfield Mall Library Project. This is a unique opportunity to bring library materials and services to a wider audience of county residents. The Westfield Library will open in March 2018, with a lease through December 2019.

The mall library will be located in a 3,000 square-foot storefront (formerly American Apparel) near Macy’s, and is very close to the entrance at the Maggiano’s Italian Restaurant. The library will be open

Monday-Thursday from 10:00 a.m. to 9:00 p.m., and on Friday and Saturday from 10:00 a.m. to 5:00 p.m. There will be approximately eight staff members working at this branch.

The Westfield Library will offer a full complement of early literacy and other programming and special events, as well as a variety of other resources and services. This is an innovative concept in providing library services to customers. The library will feature books for kids, teens and adults; a small classic picture book collection; a small teen collection; comfortable seating; a Discovery Dock; WiFi; self-checkout; public computers; DVDs; a 3D printer and holds pickup.

The Westfield Group will provide the key to the space 60 to 90 days prior to the first day of the contract, and there will be two short term lease agreements - not a standard lease, with a nominal cost of \$100 per month. Some aspects of the contract still need clarification.

Mr. Auld said furnishing and providing technology for the new library will cost \$125,000, and the AACPL Foundation has graciously committed to providing this amount. A discussion ensued about sunken costs vs. reusable costs at the mall location.

Dr. Stielow moved to approve the Westfield Mall Library Project and contract, pending clarification of a few remaining lease details. Mr. Harle seconded the motion.

In a discussion, it was noted that Westfield Annapolis is the most visited shopping center in the county, with more than 13 million people coming through its doors each year. Ms. Feldmann said she is already discussing how to market the new library with Westfield, including a ribbon cutting event. Hopes were expressed that that AACPL will be able to demonstrate to county officials the value of this concept, and keep the library open as a permanent location.

The Board of Trustees voted to approve the Westfield Mall Library Project and contract, pending a few remaining lease details.

New Business

Discussion to Approve Sublease Contract for Temporary Library at Monarch Academy

Mr. Auld noted that this meeting agenda item was initially marked for a motion, but was changed to a discussion to provide the Board of Trustees with more time to consider items in the sublease which AACPL will assume. A copy of the sublease, not yet fully executed, was provided and a discussion ensued. Mr. Birge motioned and Mr. Bles seconded acceptance of the contract.

Mr. Auld said that based on discussions with staff leadership, the best staffing pattern would be from 10:00 a.m. to 5:00 p.m. on Mondays thru Fridays. Staffing on Saturdays and at night would require a second shift. The Annapolis Regional Library has been working closely on programming at Monarch Academy and through outreach.

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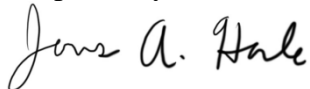
Mr. Auld noted that it was an eighteen month contract beginning January 1, 2018, with a move-in date for March or April, and expiring on June 30, 2019. AACPL will occupy 3,000 square feet of space, at a cost to AACPL of \$216,000. A discussion ensued about other costs, including what will be done to prepare the building for library space. Mr. Auld said this cost will be around \$10,000.

After discussion of numerous concerns, Mr. Stielow motioned to table the motion, in order to allow Mr. Auld to gather more information for the Board at the October meeting. Ms. Solomon seconded the motion to table. This motion passed unanimously.

[Note: Mr. Auld subsequently retrieved a July 7 email from County Capital Budget Analyst Kurt Svendsen which assures the Library that the County intends to fund the temporary library.]

The meeting was adjourned at 5:53 p.m. The next Board of Trustees meeting will be held on October 19, 2017, at the Linthicum Community Library, 400 Shipley Road, Linthicum, Maryland.

Respectfully submitted,



James Harle
Secretary

JH/dd