

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

**September 20, 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 September 20, 2018, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland

Mr. Donald E. Roland 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. William Colquhoun	Ms. JanElaine Smith
Ms. Penny Evans	Ms. Sandra L. Solomon
Mr. James Harle	Mr. Gerald P. Starr
Mr. Charles Maher, Jr.	Dr. Fred Stielow
Ms. Barbara Maxwell	Nathan Volke, Esq.
Ms. Joyce Miller	

The following Trustees were unable to attend: Kevin Best, Esq., Mr. Joseph E. Bles, Ms. Amalie Brandenburg, Ms. Ellan Thorson, and Ms. Sharon Wible.

The following 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. Donna Denny	Executive Assistant
Mr. Rudy Rodela	Chief of Support Services
Mr. Scott Sedmak	Chief Financial Officer

The following guests were in attendance:

Ms. Leslie Anderson, PFLAG Annapolis & Anne Arundel County  
Mr. Sam Brown, President, AACPL Foundation  
Mr. Jeremy Browning, Annapolis Pride  
Ms. Maribel Ibrahim, Facilities and Capital Projects Manager  
Ms. Darnice Jasper, Branch Manager, Maryland City at Russett Community Library  
Ms. Michelle McConville, Coordinator, Programming and Outreach  
Ms. Catherine McNamara, Branch Manager, Brooklyn Park Community Library  
Ms. Rachel Meyers, Branch Manager, Discoveries: The Library at the Mall

Mr. Auld introduced the meeting guests. Mr. Roland provided time for public comments.

#### Public Comments

Mr. Jeremy Browning with Annapolis Pride thanked the Board of Trustees and staff for the *Drag Queen Story Time*, recently held at the Glen Burnie Regional Library as part of the library's diversity celebration. He said such programs are important to the Lesbian, Gay, Bisexual, and Transgender (LGBT) community as they promote empathy and inclusion. Mr. Browning provided his personal and professional background and took questions from the Trustees. He added that October is LGBT history month.

#### Minutes

Mr. Roland said the minutes of the June 21, 2018 meeting had been provided for review and approval. Mr. Volke moved to approve the minutes. Mr. Rice seconded the motion. The minutes were approved.

#### Treasurer's Report

Mr. Birge reported that AACPL was now ten weeks into Fiscal Year 2019. He noted that Fiscal Year 2018 came remarkably close to its budgeted target with no margin of error. The report shows that open positions are consistently filled and this plays a major role in the personal services budget. The County did not entirely provide the funds needed to allow the Library to bring all salaries to 80% of market value for staff. Our fund balance is low, and this is a concern if the County continues to expect AACPL to rely on it as part of our budget.

#### CEO's Report

Ms. Auld said that he had sad news. Trustee Ellan Thorson's daughter and son-in-law visited him recently to let him know that she was in hospice care. Mr. Auld and Mr. Roland visited Ms. Thorson and she sent her regards through them to the Board of Trustees.

Dr. Stielow moved to create a resolution in honor of Ms. Thorson. Ms. Solomon seconded the motion. A resolution will be prepared to honor Ms. Thorson and her more than twenty years of volunteer service to AACPL.

#### Public Services and Branch Management Report

Mr. Auld said the meeting materials provided by Ms. Hollerbach included the 2019 plans for Every Child Ready to Read, Outreach, and Programming, as well programming attendance/usage totals for the previous and current fiscal years.

Mr. Auld shared an Executive Citation received by AACPL after an event at the Glen Burnie Regional Library, attended and enjoyed by County Executive Steve Schuh and his wife, Dania Blair. *“The Citizens of Anne Arundel County would like to congratulate you on the 1<sup>st</sup> Annual Travel the World Multicultural Festival. We commend you for your hard work and dedication to enriching the lives of our County’s citizens through the promotion of different cultures.”*

#### Human Resources Report

Ms. Bowen reported that open enrollment for staff benefits begins soon. The County has changed vision and dental coverage vendors to provide better benefits for staff, and medical insurance premiums will drop by one percent.

#### Support Services Report

Mr. Rodela reported the following:

- The old Annapolis Regional Library has been demolished. The slab for the new library building will be poured in November. The construction timetable remains on track with potential bad weather delays already programmed into the schedule.
- Library statistics dating back to 2012 are now on the website, located under “AACPL by the Numbers.”

#### Marketing and Communications Report

Ms. Feldmann shared photos published in the *Annapolis Capital* of the Annapolis Regional Library being demolished. She noted that an article about AACPL’s Human Library Program was published in the *Washington Post*. Ms. Feldmann provided a copy of an advertising insert about AACPL that will be placed in *Gazette* newspapers, noting that it markets services that are likely to appeal to a large part of the population, such as Brainfuse.

Ms. Feldmann invited the Trustees to join Maria Hiaasen to celebrate the publication of *Float Plan*, a novel by her husband, Rob Hiaasen, who was slain in the Capital Gazette shooting. The book launch will be held at the Eastport-Annapolis Neck Community Library on October 19 from 7:00 to 9:00 p.m.

#### Foundation Report

Mr. Brown reported the following:

- Work on meeting the bequest and planned giving component of the Campaign continued over the summer and Campaign Leadership Committee members made phone calls to

approximately 100 current donors identified as strong candidates for a legacy gift. Donor cultivation meetings have been taking place as the result of these calls.

- The Foundation will host its first ever library retirees reunion breakfast on Tuesday, October 23 at Carrol's Creek Café in Annapolis. This event has been a goal since the beginning of the Campaign and we plan to have it be an annual event.
- The Foundation has two new Directors, Chris Nelson and Marc Rodriguez. Trustee recommendations for potential new Foundation Directors are appreciated.

#### Budget Committee Report

Mr. Birge said the Budget Committee had no report.

#### Governance Committee Report

Mr. Harle said the Governance Committee had no report.

#### Riviera Beach Capital Project (RIVCAP) Committee Report

Mr. Colquhoun thanked Mr. Rodela and Ms. Ibrahim for their support of the project. He was also very appreciative of the architects. He reported that the public meeting held in July was well-attended. Any concerns expressed were minor, not overall design issues. This week they met with RIV staff about the interior, and on October 22, 1:00 to 3:00 p.m. there will be a public presentation at the branch to view the interior design. A similar presentation will be held at the office of the architects on November 8 from 10:00 a.m. to 1:00 p.m. The new library will be just under 20,500 sq. ft. and double the size of the current library. It will open in late 2020 or early 2021, and its general contractor will be selected next November.

#### Strategic Plan Committee Report

Dr. Stielow reported that Mr. Rodela is putting together the strategic framework which the committee is editing. Many ideas, such as tactical use of the internet and more specialized collections, were surfaced by staff. Community groups have learned a lot about AACPL services because of our outreach during the process, creating many new opportunities for partnerships. The strategic plan will be presented to the Trustees at the October board meeting at the Crofton Community Library and approved at the November meeting.

#### New Business

##### *Discussion: Fines as a Barrier to Access*

Dr. Stielow said that one issue that came up during strategic planning was fines as a barrier to library access. Mr. Auld provided a handout of AACPL's five most impoverished library

service areas, along with the number of accounts at each that are blocked from borrowing materials.

Mr. Auld said that eliminating fines would end an annual revenue source of approximately \$400,000, but this revenue could be offset by a supplemental budget request. He added that the following questions are worth considering: What is the staff cost of recouping fine revenue? What is the value of the anger brought to the circulation staff over fines? Is the impact of fines counter to our mission? We know staff could devote their time to other duties. In a discussion, the following comments were made about eliminating fines:

- SAIL was created to help students check out materials with no fines.
- The impact on impoverished people is harsh.
- Other libraries, such as Enoch Pratt, have eliminated fines.
- A lost book is not forgiven after 60 days.
- Data from the SAIL program needs to be analyzed.
- It would increase attendance.
- An amnesty program could be publicized.
- What other libraries have done away with fines longer than one year?
- Fine revenue decreases every year.
- It is a policy issue not a budget issue.
- If we lose the revenue, we will have to make it up.
- What is the amount of the average fine? Duration of blockage? Age of the cardholder?

### *Reclassification*

Ms. Bowen said the position of Multicultural Programming and Outreach Liaison was created in 2014 when restructuring the Programming and Outreach Division. Since then we have added two Programming and Outreach Coordinator positions. With the growth of this Division, and to meet the needs of its operation, the duties and tasks of the Multicultural Programming and Outreach Liaison position have changed, and realigned to mirror those of the Programming and Outreach Coordinator.

A revised job description with those duties and tasks reviewed by the Classification Review Committee. The Committee is recommending that the Multicultural Programming and Outreach Liaison position (14GA) be reclassified to a Programming and Outreach Coordinator position

(16GA). The current salary of the Incumbent of the Multicultural Programming and Outreach Liaison falls between the 16GA Min/Max, therefore resulting in no current budget impact.

The Salary Scale has been revised to remove the former position, so approval of the scale is also requested. Ms. Bowen answered questions. Mr. Harle moved to approve the reclassification as

well as the revised salary scale. Ms. Smith seconded the motion. Both the reclassification and the revised salary scale were approved.

*Revised Sick Leave Bank Policy*

Ms. Bowen said the current policy has been revised to include language that benefits employees seeking to use the bank. The document has not been updated for years and needed to be brought up to standards that included FMLA and HIPPA regulations. Two documents were included in the meeting materials, one in final form, and one noting all of the changes to the policy. Ms. Bowen said she was not seeking a waiver of the 30 day rule, and would bring the revised policy back to the board in October for approval. Ms. Bowen noted that the policy was revised in conjunction with the AACPL Staff Association, and they approved being removed from the Sick Leave Bank Review Committee, due to HIPPA requirements. Ms. Bowen noted that she recently asked the board to approve the Maryland Sick Leave Law for part time staff.

*Revised 3D Printing Policy*

Mr. Auld presented the revised 3D Printing Policy on behalf of Ms. Hollerbach and added there was no need to waive the 30 day rule. Mr. Auld said the revision bans using 3D printers to print weapons, or parts of weapons, as defined by the AACPL Weapons Policy. Mr. Best thought this would be an important revision when national news reported the potential for making weapons on 3D printers. Dr. Stielow also worked on the policy, providing some recommended language, and it will be brought to the October meeting for approval.

*Revised Meeting Room Policy*

Mr. Auld presented the Meeting Room Policy on behalf of Ms. Hollerbach, adding a request to waive the 30 day rule. The changes to the policy have already been implemented after a request by a local politician who wished to use an AACPL meeting room for campaigning. Previously, meeting rooms were not open to religious events or political campaigning. Mr. Best, as well as the Intellectual Freedom Panel of the American Library Association were consulted. The Library cannot ban these types of events, but will continue to ban fundraising events connected with them. Mr. Rice moved to waive the 30 day rule. Dr. Stielow seconded the motion. The 30 day rule was waived. Mr. Rice moved to approve the Meeting Room Policy as revised. Dr. Stielow seconded the motion. The Meeting Room Policy was approved.

*Social Media Policy*

Mr. Auld presented the Social Media Policy on behalf of Ms. Hollerbach for review by the board, adding that there was no need to waive the 30 day rule. It addresses an issue that arose when comments were posted about the Drag Queen Story Time and nasty language was removed by the Library. Mr. Best said AACPL needed to address these actions in its policy,

and it will be brought back to the October meeting for approval.

*Notification of Annual Renewal of Cooperative Borrowing Agreement and Resource Sharing/ILL Agreement*

Mr. Auld pointed out the agreement within the meeting materials. This is an annual Maryland state library form and it is brought to the board for informational purposes only.

*Consideration of Conducting All Future Board Meetings at Branches*

Mr. Roland said Ms. Miller wished to be present for a discussion of moving the location of Board meetings. The discussion was tabled until the next opportunity for Ms. Miller to be present.

Mr. Roland adjourned the meeting at 5:43 p.m. The next regularly scheduled meeting of the AACPL Board of Trustees will be held on Thursday, October 18, 2018 at 4:00 p.m. at the Crofton Community Library.

Respectfully submitted,

A handwritten signature in black ink on a light gray rectangular background. The signature is cursive and reads "Barbara D. Maxwell".

Barbara D. Maxwell  
Secretary

BDM/dld