

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Mountain Road Community Library, 4730 Mountain Road, Pasadena, Maryland.
October 20, 2016

Re: Closed Session on September 20

The Board of Trustees of the Public Library Association of Annapolis and Anne Arundel County, Inc. last met in open session on September 20 at 3:00 p.m. at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

At 5:10 p.m., Mr. Roland asked that the remainder of the meeting occur in a closed session, in accordance with the Open Meetings Act (General Provisions Article § 3-305), in order *to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or official over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.*

Ms. Beck moved to approve the closed session. Mr. Birge seconded the motion. All were in favor and none were opposed. The meeting went into a closed session at 5:15 p.m. Mr. Harle was Secretary for the closed session.

Closed session attendance: Mr. Donald E. Roland presided. Mr. Hampton Auld and the following Trustees were in attendance:

Ms. Tonya Baroudi
Ms. Joan Beck
Kevin Best, Esq.
Mr. Benjamin Birge
Ms. Penny Evans
Mr. James Harle
Ms. Joyce Miller
Mr. Charles Maher, Jr.

Ms. Barbara Maxwell
Ms. Jacqueline Seamon
Mr. Keith Seay
Ms. Simmona Simmons
Ms. JanElaine Smith
Ms. Sandra L. Solomon
Mr. Gerald P. Starr
Ms. Sharon Wible

Re: End of Closed Session

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 October 20, 2016 at the Mountain Road Community Library, 4730 Mountain Road, Pasadena, Maryland.

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

Ms. Deborah Baden
Ms. Tonya Baroudi

Ms. Joan Beck
Mr. Benjamin Birge

Minutes

Public Library Association of Annapolis and
Anne Arundel County Public Library

October 20, 2016

Page 2

Mr. Joseph E. Bles
Ms. Amalie Brandenburg
Mr. William Colquhoun
Ms. Penny Evans
Ms. Joyce Miller
Ms. Barbara Maxwell
Mr. Bert Rice

Ms. Jacqueline Seamon
Mr. Keith Seay
Ms. Simmona Simmons
Ms. JanElaine Smith
Ms. Sandra L. Solomon
Mr. Gerald P. Starr
Ms. Sharon Wible

The following trustees were unable to attend: Mr. James Harle, Mr. Charles Maher, Jr., Ms. Ellan Thorson, Dr. Fred Stielow, and Mr. M. Hall Worthington. Kevin Best, Esq. attended via conference call.

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. Cathy Hollerbach	Chief, Public Services and Branch Management
Mr. Rudy Rodela	Chief of Support Services

Guests: Ms. Jennifer Adams, Branch Manager, Mountain Road Community Library (MTR); Ms. Amy Bartholomee, President, AACPL Foundation; Ms. Renee Bivans and Ms. Angela Pesl from the Severna Park Community Library; and Ms. Sandy Murphy from MTR.

Formal Statement Regarding Closed Meeting

Mr. Roland began the meeting at 4:03 p.m., noting that the previous board meeting had ended with a closed session. Mr. Roland read aloud the closed session statement appearing at the beginning of these minutes.

Welcome

Mr. Auld introduced Branch Manager Jennifer Adams and she welcomed everyone to the Mountain Road Community Library. Ms. Adams has worked there since it opened in 1994. Mr. Auld also introduced the attending staff from Severna Park and Mountain Road to the Trustees.

Minutes

Mr. Roland said the minutes of the September 15, 2016 meeting were provided and asked for their approval or correction. Ms. Beck moved to approve the minutes. Ms. Evans seconded the motion. The minutes of the September 15, 2016 meeting were approved.

Treasurer's Report

Mr. Birge said the Treasurer's Report, representing the first quarter of Fiscal Year 2017, shows finances steady and normal. He added that he spoke with Mr. Sedmak over concern for slowness of the materials budget expenditures, but learned that this number would increase as materials come in throughout the year. Mr. Birge also said he had recently spoken with the County's Director of Central

Services and learned that the roof leaks at Library Headquarters are scheduled for repair within the current fiscal year. Mr. Birge and Mr. Sedmak offered to answer any questions. Mr. Birge asked that if any changes to the Treasurer's Report are needed, to please let him know. Ms. Smith moved to approve the Treasurer's Report. Mr. Bles seconded the motion. The Treasurer's Report was approved.

CEO's Report

Mr. Auld provided his written report and thanked the Trustees who had attended the General Staff Meeting (GSM) on September 30. He said it was great to celebrate AACPL staff and very nice that County Executive Steve Schuh attended and spoke that day. Mr. Auld noted that he and Mr. Roland would be attending the Citizens for Maryland Libraries Annual Meeting in Gaithersburg on Saturday and invited any interested Trustees to join them.

Public Services and Branch Management Report

Ms. Hollerbach said she began her new job recently and it was great to be back working here. She started with AACPL in 1989, worked for three years with Prince Georges County Memorial Library System, and returned three weeks ago. She provided a brief written report and said she was looking forward to completing work her predecessor had begun and bringing forward her own initiatives.

Human Resources Report

Ms. Bowen said the General Staff Meeting (GSM) was successful thanks to Ms. Bethany Tyler, Staff Development Coordinator, and the Staff Development Team. She thanked Trustees for attending. She said she would ask the board later in the meeting to consider a later annual date for future General Staff Meetings. She added that the department is currently preparing Open Enrollment for staff to select their benefits in November.

A discussion ensued concerning the GSM monetary staff awards, and both Ms. Smith and Mr. Birge expressed interest in increasing their size.

Support Services Report

Mr. Rodela highlighted three items in his report:

- The statistics reporting project continues. This month we received a server license for the Tableau data analytics product. This license and training was funded through DLDS as part of their strategic initiatives. Mr. Robert Hall, ILS Manager, is the lead on this project.

Minutes

Public Library Association of Annapolis and

Anne Arundel County Public Library

October 20, 2016

Page 4

- The installation of the new door counting system is nearly finished. It is fully active in 14 branches. Only one more sensor at BPK is waiting installation. We will monitor the system performance over the next two months.
- Our 3-D printing service was inaugurated at Annapolis, Odenton, and Glen Burnie on September 12.

Statistics Report

Mr. Rodela distributed and reviewed the new *Key Performance Metrics and Trends Report* for August and September, noting that during these months the school year began and the SAIL cards were distributed to students. He then announced a change in methodology, noting that when Ms. Liz Sunderman-Zinger was appointed as MSDE/DLDS State Data Coordinator in Oct 2016, she undertook a top-to-bottom revision of the state's data collection rubrics. The goal was to ensure consistency in the way all Maryland Libraries reported data for the Public Library Survey. The updated rubrics were vetted through an ad-hoc "Data Definitions Committee" from the Maryland Association of Public Library Administrators (MAPLA). Ms. Stephanie Petruso and Ms. Robbie McGaughran were our delegates. The rubrics were approved in June and became effective in July. All FY 2017 statistics follow the new rubrics statewide.

Mr. Rodela noted that there are significant changes, chief of which is introduction of a statistic called "total use of the collection." In this statistic, we now include database uses along with the traditional circulation statistics we had been reporting. He noted that, as could be seen in the current month's statistics report, this results in a significant change to a key performance statistic. He added that all the data is preserved for annual federal and state surveys. Mr. Rodela and Mr. Auld answered questions.

Marketing and Communications Report

Ms. Feldmann said her department has been busy supporting Hispanic heritage and STEM Festival events. Unfortunately, they had to cancel the STEM MakeFashion event scheduled at the mall for next week. She noted she will be sending the media clippings out electronically instead of making printed versions. If this not received, or someone prefers the printed version, please let her know. She is currently working on a new brochure detailing student SAIL account resources.

A discussion ensued about upcoming events related to National History Day and the Ft. Meade Centennial. Several Trustees were delighted to attend a program by Margot Shetterly, author of *Hidden Figures: The American Dream and the Untold Story of the Black Women Mathematicians Who Helped Win the Space Race* at the Linthicum Community Library on October 17. Ms. Feldmann added that Ms. Becky Hass, Programming and Outreach Manager, convinced publisher Harper Collins to include us in her tour and a movie about the book will be released soon.

Foundation Report

Ms. Bartholomee gave an update on the *Beyond Your Expectations Campaign*:

- The Campaign Leadership Committee continues its work to secure pledges from members of both Trustees and Directors and has, as of this month, begun reaching out to its next group of potential campaign donors, current annual fund donors.
- The Committee has also been working to follow up on meeting with the individuals who were guests at the special campaign breakfast sponsored by Ms. Anna Greenberg at Loews Annapolis Hotel on September 6th.
- The Campaign Committee gained a new member this month, library friend and community volunteer Catherine “Citsi” Castro, who’s done extensive volunteer fundraising work for a number of area non-profits.
- Pledges, cash, and legacy gifts (bequests) received since May, 2016 to *Beyond Your Expectations: The Campaign for the Library* now total \$460,800, an increase of \$149,800 in the last month.
- On September 18th, the Foundation hosted 38 current and potential donors at the second of our three *Beyond the Stacks* gatherings at the Annapolis Library. Guests enjoyed a talk from Mary Hastler, CEO of the Harford County Public Library, on libraries of the future and from Jeremy Kline, lead architect on the new Annapolis library who presented the most recent renderings of the new building.

Ms. Bartholomee also gave an update on the Annual Fund, noting that on September 28, Foundation and library staff from North County took part in the pre-opening of the new Moe’s Southwest Grill in Glen Burnie. They welcomed guests, who had been invited by the Foundation, to attend for a \$5.00 donation. Moe’s donated all proceeds from the evening, which totaled \$800, to the Foundation.

Annapolis Regional Library Capital Project Committee (ANNCAP) Report

Ms. Beck reported that ANNCAP has been dealing with many details and steps to reach its current status. She asked Ms. Maxwell to review the information provided. Ms. Maxwell thanked Mr. Rodela for all his help with the process thus far, and reviewed the handouts, including a chart outlining the steps and all related contacts. She noted that these documents are also posted on AACPL’s website and will come in handy when asked questions by customers. Ms. Maxwell added that everyone involved in the project looks forward to building a good relationship with the community surrounding the new Annapolis Regional Library.

Governance Committee Report

Ms. Smith said the committee had no report.

Budget Committee Report

Mr. Birge said the Budget Committee has been restructured and will operate differently moving forward. Mr. Birge will Chair, and Ms. Baroudi and Mr. Colquhoun have agreed to serve. Mr. Birge said two new members will also to join the committee: Mr. David Juppe, Manager, Operating Budget, Office of Policy Analysis, Department of Legislative Services, State of Maryland; and Mr. Chad Clapsaddle, Senior Director of Budgets, Johns Hopkins University, as well as former Executive Director of Capital Budgeting, State of Maryland. These new members are budget experts, very civic-minded, and will be helpful with AACPL's budget request message. Mr. Birge added that he is excited to begin and they will have their first meeting fairly soon. He hopes to have a report and bios of the new members for the next board meeting.

Old Business

Records Retention and Disposal Schedule

Mr. Auld said he had provided a copy of the revised schedule to the previous meeting and answered questions. Ms. Smith moved to approve the Records Retention and Disposal Schedule. Ms. Beck seconded the motion. The Records Retention and Disposal Schedule was approved.

Alcohol at Foundation and Staff Retirement Events

Mr. Auld said he had asked for consideration of blanket approval for alcohol at Foundation and staff retirement events at the previous board meeting. However, at this time he asked for blanket approval only for alcohol at Foundation events. This was because he has not had not yet been an opportunity to discuss alcohol at after-hours library staff retirement events with Mr. Best, the Risk Management Department, or the Office of Law. After a discussion, Ms. Evans moved to approve the serving of alcohol at official AACPL Foundation events, provided the CEO and Chairman of the Board of Trustees are informed in advance of these occasions. Ms. Miller seconded the motion. The serving of alcohol at official Foundation events was approved.

Print-Copy-Scan-Fax Policy

Mr. Rodela said he introduced the Print-Copy-Scan-Fax Policy to the board at the previous meeting, and had received no questions during the interim. Mr. Rice moved to approve the Print-Copy-Scan-Fax Policy. Ms. Smith seconded the motion. The Print-Copy-Scan-Fax Policy was approved.

Purchasing Policy

Mr. Sedmak said he presented the proposed Anne Arundel County Public Library Purchasing Policy to the Trustees on September 17. If approved, this policy would allow the Library to internalize all Operating Budget purchasing functions. Research suggests these responsibilities were ceded to Anne Arundel County sometime in the early 1970s. With the advent of the Procurement Card Program in 1998 and the liberalization of purchasing requirements approved via Charter Amendment in 2004,

Minutes

Public Library Association of Annapolis and

Anne Arundel County Public Library

October 20, 2016

Page 7

Library purchasing has evolved into a cooperative, joint process involving the County Purchasing Office and the Library's Finance Department. There have been discussions of returning Operating Budget purchasing authority to the Library off and on for the past several years. In the spring of this year, the County formally asked the Library if we would be interested in taking over these responsibilities.

Mr. Sedmak noted that as part of their review of the proposed Policy, the Trustees had asked for the estimated costs of internalizing all Operating Budget purchasing functions. Mr. Sedmak provided a memo detailing the estimated costs broken down into three areas, including personal services, advertising, and miscellaneous.

In summary, Mr. Sedmak said he expected the direct cost of internalizing all Operating Budget purchasing functions would not exceed \$12,000 per fiscal year. He noted that any cost increases due to position reclassifications would not be incurred immediately. Under the Library's personnel rules, reclassifications do not necessarily result in an immediate increase in compensation. Conversely, the advertising and miscellaneous costs would be incurred as soon as the responsibilities were transferred.

Mr. Sedmak answered several questions. Mr. Rice moved to approve the purchasing policy. Ms. Maxwell seconded the motion. The purchasing policy was approved.

Petty Cash Policy

Mr. Sedmak said that this policy had been presented to the board on September 17. A minor typo was discovered with removal of the word "to," however the document's intent and effect remaining unchanged. Ms. Beck moved to approve the Petty Cash Policy. Ms. Smith seconded the motion. The Petty Cash Policy was approved.

New Business

Deferred Compensation Plan Document Revision

Mr. Sedmak said the Deferred Compensation Plan Document Revision materials had been provided both in hard and electronic copies, showing the revision markups. He explained that the Library is moving toward outsourcing some account processing once done internally. Our vendor offered to take on some of these aspects and we were pleased to help them craft the means to do so. Mr. Sedmak asked the Trustees to look the revised document over, and he will be able to answer any questions at the November 17 board meeting. Mr. Seay suggested that the language concerning Trustee liability be changed from simple to gross negligence.

Position Reclassification and Salary Scale

Ms. Bowen said the Classification Committee (Scott Sedmak, Wanda Wagner, Terry Bowen, and Cindy Thorn) met on September 13, 2016 to review the following new position: *Marketing and Communication Specialist* (previously Maintenance Mechanic I). This position has been created for the

Minutes

Public Library Association of Annapolis and

Anne Arundel County Public Library

October 20, 2016

Page 8

Marketing and Communication Department to assist in the effective operation of the Library's public relations and marketing programs. Work involves contacting sources inside and outside the Library for information and assisting with general media relations. The Committee consulted with Mr. Auld regarding their findings. Mr. Auld requested that the Board approve the classification of this new Marketing and Communication Specialist at grade 12GA. The position is targeted to be recruited and filled later in November 2016 and funding has been allocated for this position. Ms. Bowen answered questions about the position and asked for its approval and addition to the salary scale. In addition, it was noted that there had been the creation of a part-time hourly Support Services position which also needed to be added to the salary scale. Ms. Beck moved to approve the position reclassification and additions to the salary scale. Ms. Miller seconded the motion. The position reclassification and salary scale were approved.

General Staff Meeting 2017

Ms. Bowen said that the annual General Staff Meeting (GSM) has traditionally been held on a Friday at the end of September. She wanted to ask the board how it would feel about moving the meeting to a Monday, specifically Columbus Day. Many customers already expect the Library to be closed on this Holiday and it would also make branch scheduling easier. The only difference would be that we are generally open from 9:00 a.m. to 9:00 p.m. on Mondays and from 9:00 a.m. to 5:00 p.m. on Fridays. It is because of this potential impact that the question is being brought to the board in its capacity to represent the communities served. A discussion ensued and the following comments were made:

- It is a holiday, but it is not a school holiday.
- Magnet school parents called wondering why we were closed on a Friday this year.
- The October date coincides with Boat Show, which means that the town is full of thousands of extra people and to get anywhere is a problem.
- Mondays are busy, but Columbus Day is not busy, because people think we are closed
- Friday is the lightest day of the week.
- Could you bring usage data to the next meeting?
- Why can't we try it?
- AAMC is holding the date for us.
- How does staff feel about it?

Ms. Bowen said additional information and follow up to questions will be brought to the November board meeting. If there are any additional questions in the meantime, please send her an email.

Capital Projects, FY 2018

Mr. Auld reported that the Board needs to approve AACPL's capital project requests for FY 2018, which must be submitted by October 28. He recently received the related review schedule, instructions, guidance memo, and budget manual for this process. The County's Chief Administrative Officer, Mark Hartzell, has revised the process, which we submitted to the Department of Public Works in the past.

Minutes

Public Library Association of Annapolis and

Anne Arundel County Public Library

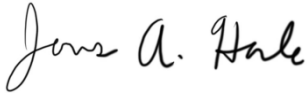
October 20, 2016

Page 9

Mr. Auld noted that there are two projects, the Annapolis Regional Library at \$24,000,000 (32,500 sq. ft.) and the Riviera Beach Community Library at \$16,000,000 (20,000 sq. ft.), as well as Repair and Renovation funds (\$350,000) currently included in the Capital Budget Request. As he recommended earlier to the Executive Committee, AACPL should also submit the new Glen Burnie Regional Library project at \$26,000,000 (32,500 sq. ft.). A discussion ensued, and it was noted that a new capital study will be made, and that building plans can be revised up until the year of construction funding. Mr. Birge moved to approve the FY 2018 Capital Budget Request with the addition of the new Glen Burnie Regional Library project as presented. Mr. Bles seconded the motion. The FY 2018 Capital Budget Request was approved.

The meeting was adjourned at 5:21 p.m. The next Board of Trustees meeting will be held on November 17, 2016, at Library Headquarters.

Respectfully submitted,



James Harle

Secretary

JH/dd