

Minutes

Executive Committee of the Public Library Association of Annapolis and Anne Arundel County, Inc. Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland

April 16, 2020

The Executive Committee of the Public Library Association of Annapolis and Anne Arundel County, Inc. met via teleconference at 3:00 p.m. on Thursday, April 16, 2020, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Mr. William Colquhoun convened the meeting at 3:06 p.m.

Trustees attending:

Ms. Joan Beck
Mr. Keith A. Seay
Ms. Simmona Simmons
Ms. Deirdre Anne Hendrick
Ms. Barbara Maxwell, Secretary
Ms. Joyce Miller, Vice Chairman
Mr. William Shorter, Second Vice President

Staff attending:

Mr. Skip Auld, Chief Executive Officer
Ms. Donna Denny, Executive Assistant
Ms. Cathy Hollerbach Chief, Public Services and Branch Management
Mr. Rudy Rodela Chief, Support Services
Mr. Koven Roundtree, Chief, Human Resources
Mr. Scott Sedmak, Chief Financial Officer
Ms. Christine Feldmann, Manager, Communications and Marketing
Ms. Ann Glenn, Executive Director, AACPL Foundation

Approval of Agenda

Mr. Colquhoun welcomed all and asked for any changes for the agenda. There were no changes to the agenda. Ms. Beck moved to approve the agenda. Ms. Miller seconded the motion. All were in favor and the agenda was approved.

Approval of Minutes

Mr. Colquhoun asked if there were any corrections to the minutes provided of the Friday, March 13, 2020 Executive Committee meeting. Ms. Miller moved to approve the minutes. Ms. Beck seconded the motion. All were in favor and the minutes were approved. Ms. Hendrick said second motions were unnecessary for the approval of minutes.

Mr. Colquhoun asked if there were any corrections the minutes of the Sunday, March 15, 2020 Executive Committee meeting. There were no additions or corrections. Ms. Miller moved to approve the minutes. All were in favor and the minutes were approved.

Mr. Colquhoun asked if there were any corrections to the minutes of the Thursday, March 19 Executive Committee meeting. Mr. Shorter noted that he was in attendance in person, not via teleconference, at that meeting. This change was made and there were no other corrections. Ms. Maxwell moved to approve the minutes. All were in favor and the minutes were approved.

Treasurer's Report

Ms. Hendrick asked Mr. Sedmak to comment on the Treasurer's Report. Mr. Sedmak noted that the financial reports had been provided to the board prior to the meeting. He added that a few weeks of revenue were obtained before the Library was closed due to the COVID-19 pandemic.

Staff Reports

Mr. Auld said updates from the leadership staff would be provided at the board meeting.

Committee Reports

Budget Committee Report

Ms. Hendrick said the Budget Committee had had not met since the previous board meeting and had no report.

Cybersecurity Committee Report

Ms. Hendrick said the Cybersecurity Committee met to review questions submitted to Mr. Rodela. The committee will schedule another meeting to review additional questions.

Riviera Beach Capital Project (RIVCAP) Committee Report

Mr. Colquhoun reported that progress on the RIVCAP project is stalled due to the COVID-19 pandemic. All contents were due to be removed from the facility by May 1 in order for asbestos abatement and demolition to begin. The Public Works Department considers it an essential project, but does not want to proceed until safety protocols are certain. They will reassess the project next month and work with AACPL on timing.

Unfinished Business

There was no unfinished business.

New Business

MOTION to Approve Materials Contracts above \$75,000

Mr. Sedmak reviewed four purchase requests previously shared with the board. He noted that the purchasing policy requires board approval for total amounts exceeding \$75,000.

The purchases reviewed for approval were as follows:

| Vendor | Not to Exceed Amount | Description | Procurement Method |
|---|-----------------------------|--|---------------------------|
| Ingram Library Services (\$200,000 new approval/\$800,000 approved on June 20, 2019) | \$1,000,000 | Books | MALiA Contract |
| Kanopy, LLC (\$70,000 new approval/\$80,000 approved June 20, 2019) | \$150,000 | Streaming Video | Sole Source |
| Overdrive, Inc. (\$450,000 new approval/\$550,000 approved June 20, 2019) | \$1,000,000 | eBooks, Audiobooks and Frontline Tech Support | Sole Source |
| Recorded Books, LLC (\$350,000 new approval/\$650,000 approved June 20, 2019) | \$1,000,000 | Digital Audiobooks and Magazines and Books on CD | Sole Source |

Mr. Sedmak answered questions and explained that the MALiA Contract represents a library consortium that provides favorable pricing for electronic resources. Ms. Hendrick moved to approve the purchases. All were in favor and the purchases were approved.

IRS Form 990 for the Fiscal Year Ended June 30, 2019

Mr. Sedmak said that although AACPL is a non-profit organization, an annual tax return is required by the IRS. He noted that all FY 2019 IRS Form 990 documents had been provided prior to the board meeting. Mr. Sedmak added he normally would not ask for approval of the 990 until the next board meeting, but it is due prior to then. Ms. Beck moved to approve the FY 2019 IRS Form 990. All were in favor and the board approved the FY 2019 IRS Form 990 for submission.

Revision to Current Emergency Compensation

Mr. Auld noted that AACPL staff have been provided with Comp time for their hours worked during the existing emergency closure. The closure is now expected to continue for six or more weeks. With some staff working between 20 and 45 hours per week, additional accrued Comp time will become unsustainable. Although the employee deadline for using Comp time was waived, some staff will need to expend 100 or more hours.

Mr. Auld reviewed a proposal to revise the current emergency compensation. The revision would go into effect on Saturday, April 26, 2020, with Comp time no longer be provided for hours worked. Instead, AACPL will continue to pay Emergency Event Leave to all career staff, and the average hours worked in the previous twelve (12) months to hourly staff. Additionally, the Library wants to reward the staff that are actively working to keep the Library a viable part of the community and operationally sound. Therefore, employees Grade 17 and below will receive \$3.00 per hour for every hour worked on essential functions as determined by an employee's supervisor, in addition to the Emergency Event Leave.

Ms. Hendrick moved to approve the revised emergency compensation proposal. A discussion ensued and Mr. Auld answered questions. Mr. Seay proposed changes to clarify the proposal language. These changes were agreed to by all for adoption in the final document. Mr. Shorter recommended seeking the advice of counsel when considering proposals in a fluid environment. Ms. Hendrick moved to waive the 30 day rule. All were in favor and the 30 day rule was waived. All were in favor of the revised emergency compensation proposal, and the motion passed.

Reclassification of Five Positions

Mr. Roundtree said t the FY21 County budget will not allow for the approval of new positions. However, during a hiring freeze, it is acceptable for AACPL to fill existing positions. Mr. Auld reviewed five existing positions to be reclassified and filled. Ms. Hendrick moved to approve the reclassifications. All were in favor and the motion passed.

The meeting was adjourned at 3: 35 p.m.

Respectfully submitted,



Barbara D. Maxwell
Secretary

BDM/dld