

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Edgewater Community Library,
25 Stepneys Lane, Edgewater, Maryland

April 18, 2019

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 April 18, 2019, at the Edgewater Community Library, 25 Stepneys Lane, Edgewater, Maryland.

Ms. Joyce Miller presided. Trustees in attendance were:

Ms. Tonya Baroudi	Mr. Bert Rice
Ms. Joan Beck	Ms. Jacqueline Seamon
Kevin Best, Esq.	Mr. Keith Seay
Mr. William Colquhoun	Ms. Simmona Simmons
Ms. Penny Evans	Ms. Sandra L. Solomon
Mr. James Harle	Dr. Fred Stielow
Ms. Barbara Maxwell	Ms. Sharon Wible
Mr. Charles Maher	

The following Trustees were unable to attend: Mr. Joseph E. Bles, Mr. Donald E. Roland, Ms. JanElaine Smith and Mr. Gerald P. Starr.

The following staff members were in attendance:

Ms. Terry Bowen	Chief, Human Resources
Ms. Cathy Hollerbach	Chief, Public Services and Branch Management
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

Additional Staff: Zainib Abdul-Rahim, Jennifer Adams, Maureen Domininski, Eva Fernandez, Gloria Harberts, Sharon Lanasa, Michelle McConville, Rachel Myers, Angela Nambiar, Laura Namovicz, Ann Pusey, Ashley Rogers, Wanda Wagner, and Kt Zawodny.

Public Forum Speakers: Heather Bagnall, Michael Broide, Jeremy Browning, Marian Figlio, Debi Josen, Sharon Lanasa, Leika Lucas-Cornwall, Eric Lund, Nancy McDonald, Laura Namovicz, Richard Otten, Ashley Rogers, Sheren Riker, Torrey Snow, and Kt Zawodny.

Call to Order

Ms. Miller called the meeting to order at 4:00 p.m.

Minutes
Public Library Association of
Annapolis and Anne Arundel County
April 18, 2019
Page 2 of 6

Approval of Agenda

Ms. Miller requested a motion to approve the agenda. Mr. Rice moved to approve the agenda. Ms. Wible seconded the motion. The agenda was approved.

Welcome

Ms. Anne Pusey, Branch Manager, welcomed attendees to the Edgewater Community Library (EDG). She provided her background and noted she has been with AACPL at EDG for nearly four years.

Ms. Pusey said the branch serves a changing community which has grown significantly in recent years. It serves many retirees, commuters, and families with young children. It was built in 1991 and is covers 12,000 sq. ft. The branch is co-located with the South County Senior Activity Center and they enjoy a strong partnership. In the past year, EDG had 107,000 visitors who checked out 223,000 items. Programs at EDG attracted 12,000 participants. Early Literacy Programs are plentiful and there are also plenty of enriching programs for other ages as well. Coming up next month: a workshop on how to prepare a grant proposal; Artistic Meditation for teens; and vacation planning for adults and seniors. Ms. Pusey invited everyone to attend these and other programs, and to tour the branch after the meeting.

Public Comments

Ms. Miller introduced herself, welcomed visitors, and encouraged visitors to sign up to speak during the public forum. She added that the Board of Trustees looked forward to hearing their comments, adding that comments would be recorded in order to provide them for Trustees unable to attend the meeting. She asked that speakers limit their time at the podium to three minutes. Fifteen speakers signed up to speak and the public forum ensued.

Minutes

After the public forum, Ms. Miller asked for a motion to approve past minutes. Mr. Rice moved to approve the minutes of the February 21, 2019 meeting. Mr. Harle seconded the motion. The minutes were approved.

The minutes of the open portion of the board meeting held on February 26, 2019 were provided, but not approved. These minutes will be provided for approval at the April board meeting.

The minutes of the March 21, 2019 meeting required edits to denote who made and seconded two motions at the end of the meeting. The board provided these edits. Ms. Evans moved to approve the minutes as edited. Ms. Baroudi seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Colquhoun said the Treasurer's Report showed a surplus in personal services of \$720,000. Human Resources continues to catch-up on filling open positions, after the slow-down brought about by the virus attack.

In response to a question, Mr. Sedmak provided approximate cost figures brought about by the virus attack for remediation, consulting, and loss of revenue.

Governance Committee Report

Mr. Harle introduced three of four individuals nominated to the Board of Trustees by County Executive Steuart Pittman and confirmed by an April 1, 2019 resolution of the County Council. They included: Joseph Robert Sapp, III, E.D.; Mary (Cathy) Catherine Belcher; and Leslie A. Anderson. An additional nominee, William A. Shorter, Jr. was unable to attend the meeting.

Mr. Harle announced that Ms. Deborah Baden had recently resigned. As a result, the Governance Committee has asked the County Executive to provide one additional nominee, for a total of five, to be installed at the board's annual meeting in June. Mr. Harle then reviewed future term limits, board size reduction, and district representation goals, as contained in the bylaws.

Unfinished Business

MOTION to Approve FY2018 IRS Form 990

Mr. Sedmak said the draft FY2018 IRS Form 990 was provided in hard copy at the previous meeting and shared twice via email. He noted that the signed form was due to the IRS before the board meets again. Mr. Maher asked for a brief review of the form. Mr. Sedmak said it was based on audited figures, and he reviewed the revenue and expense portions of the form. Mr. Sedmak noted that liabilities include the Other Post-Employment Benefits (OPEB) Trust and spoke about the importance of funding it. Mr. Sedmak also pointed out that the form shows AACPL spent 74% of its funds for direct public service.

Dr. Stielow moved to approve the FY2018 IRS Form 990. Ms. Solomon seconded the motion. Mr. Best asked who audited the figures used in the form. Mr. Sedmak said Clifton Larson Allen was hired by the County as auditor of the figures. After more discussion concerning the OPEB Trust, the FY2018 IRS Form 990 was approved.

MOTION to Provide Blanket Authority for Nominal Fiscal Impact MOUs

Mr. Sedmak and said Mr. Best assisted in drafting the resolution to give blanket authority to the Chief Executive Officer (CEO) to authorize Memorandums of Understanding involving fiscal

impact that is under \$5,000. Mr. Sedmak asked that the 30 day rule be waived, in order that outstanding MOUs of this type, such as that with the Judy Center, could be authorized. Mr. Rice moved to waive the 30 day rule. Mr. Harle seconded the motion. The 30 day rule was waived. Dr. Stielow moved to approve the blanket authority of the CEO to authorize MOUs with fiscal impact under \$5,000. Mr. Harle seconded the motion. The motion passed.

MOTION for Vice-Chairman to sign Judy Center MOU

Ms. Hollerbach asked that the 30 day rule be waived so that the board's Vice-Chairman, Ms. Miller, could sign the MOU in the absence of Mr. Roland, the Chairman. Mr. Harle moved to waive the 30 day rule. Ms. Evan seconded the motion. The 30 day rule was waived.

Mr. Best asked if the Judy Center MOU had been legally reviewed and suggested tabling it until this was done. Dr. Stielow said if the agreement were new to AACPL he would agree, but it was not. Mr. Harle said the board was aware of longstanding joint efforts with the Judy Center. Mr. Best said he would review the MOU and alert the board to any problems. Ms. Solomon said she would like to see the MOU signed in order for the partnership to get underway. Dr. Stielow moved to approve the signature of the Vice-Chairman on the MOU, subject to review of the document by Mr. Best. Ms. Evan seconded the motion. The board approved the signature of the Vice Chairman on the Judy Center MOU, subject to review by Mr. Best.

New Business

Distribution of Revised Program Notification Procedure

On behalf of Mr. Auld, Ms. Hollerbach provided a Revised Program Notification Procedure for the board's review. Dr. Stielow asked to table this agenda item since Mr. Auld was not present, and Ms. Beck's proposal from the previous meeting concerning it had not been addressed. Dr. Stielow asked for strategic information on how AACPL serves everyone in the County. Ms. Miller struck the first reading of this item from the agenda.

MOTION to receive after hours screening of Love, Simon (PG-13) (a) for Gay Straight Alliance students at area high schools (parental permission required) at the Severna Park Library on Friday, May 17 and (b) at Glen Burnie Library the afternoon of June 13 during GLBT Month

Ms. Hollerbach asked for approval of an afterhours screening of the film, Love, Simon. Dr. Stielow said that the board's approval was not needed, and the board only needed to be notified about novel programs. Mr. Best said the program policy approved by the board in February still stood, and the board has the right to exert authority if they are concerned about a program.

Mr. Seay said that the Board gave a green light to programs at the last meeting.

The Board did not contest the comment by Dr. Stielow that the Board only needed notification. Mr. Best agreed that notification was sufficient and reminded the Board that they should raise any concerns after notification.

Presentation on the legal roles, powers, governance, responsibilities and authority of the Board of Trustees, the Board Chairman, the Chief Executive Officer, Other Officers, Committees and Staff

Mr. Best gave a slide presentation of the laws which governs AACPL and the responsibilities of the Board of Trustees. He noted that some of the material included was from the most recent (2009) Maryland Library Trustees Manual.

MOTION to Approve Board Governance Resolution (first reading)

Mr. Best asked the board to review and consider the Board Governance Resolution he had prepared and provided in the meeting materials. Mr. Best said the document collects and restates legal aspects that represent the origin and framework of AACPL.

Dr. Stielow asked if the resolution was provided by the Governance Committee or Counsel. Mr. Best said it was coming from him, as Counsel, at the request of the Chairman.

Dr. Stielow moved to remand the resolution to the Governance Committee.

Mrs. Beck thanked Mr. Best for his donated time and effort in preparing the presentation and material.

Mr. Colquhoun said he had read the resolution and would vote for it, since it confirmed the status quo and states that the board does not direct staff, but sets policy. He added that it was a well done, complicated task.

Ms. Maxwell said Mr. Best did a great job “connecting the dots” so Trustees have a clearer understanding of their role. Mr. Rice agreed.

Mr. Best said municipal corporations are usually much more straightforward, but AACPL has a hybrid legal structure, as explained in the document.

Dr. Stielow withdrew his motion.

Minutes
Public Library Association of
Annapolis and Anne Arundel County
April 18, 2019
Page 6 of 6

Updated Facilities Master Plan (First Reading)

Mr. Rodela asked the board to review the updated facilities master plan for approval at the May meeting. AACPL is required to have a current plan in order to be eligible for state grants. Mr. Rodela said the plan is nearly identical to the 2019 version, with the exception of capital project updates and a shift of projected timelines up to FY2029. Mr. Best moved to accept the plan as a first reader. Ms. Solomon seconded the motion. The first reading of the updated Facilities Master Plan was accepted.

MOTION to Close Meeting

Ms. Miller asked for a motion to close the meeting in order to approve minutes of past closed meetings, as well as to consider a Maryland Public Information Act request. Mr. Rice moved to close the meeting. Ms. Evan seconded the motion. The meeting was closed.

Meeting Reopened

Ms. Miller reopened the meeting at 6.26 p.m. The board thanked her for chairing the meeting. Mr. Rice moved to adjourn the meeting. Dr. Stielow seconded the motion.

Meeting Adjourned

Ms. Miller adjourned the meeting at 6:29 p.m. The next regularly scheduled meeting of the AACPL Board of Trustees will be held at 4:00 p.m. on Thursday, May 16, 2019, at the Mountain Road Community Library.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara D. Maxwell". The signature is fluid and cursive, with the first name being the most prominent.

Barbara D. Maxwell
Secretary

BDM/dld