

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

December 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 December 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	Mr. Keith Seay
Ms. Joan Beck	Ms. Jacqueline Seamon
Mr. Joseph E. Bles	Ms. Simmona Simmons
Ms. Penny Evans	Ms. Sandra L. Solomon
Mr. James Harle	Mr. Gerald P. Starr
Ms. Barbara Maxwell	Dr. Fred Stielow
Ms. Joyce Miller	

The following Trustees were unable to attend: Kevin Best, Esq., Mr. William Colquhoun, Mr. Charles Maher, Ms. JanElaine Smith, 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. Ann Glenn	Executive Director, AACPL Foundation
Ms. Donna Denny	Executive Assistant
Mr. Rudy Rodela	Chief of Support Services
Mr. Scott Sedmak	Chief Financial Officer

Guests included: Ms. Catherine McNamara, Ms. Maribel Ibrahim, and Mr. Quinten Wilson.

Minutes

Mr. Roland said the minutes of the November 15, 2018 meeting had been provided for review and approval. Mr. Harle moved to approve the minutes. Ms. Evans seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Sedmak noted that revenue was down in November due to the effects of the malware attack. During this period, online revenue could be collected, but most fines and service fees could not.

Chief Executive Officer's Report

Mr. Auld said the revenue loss Mr. Sedmak described may be covered by insurance. Once the contract with Skyline Technology Solutions is complete, we will submit the charges for reimbursement from the Chubb Group and the County Self Insurance Fund.

Public Services and Branch Management Report

Ms. Hollerbach noted the volume of programming activity in November at Discoveries: The Library at the Mall. She provided a handout for the 2019 Reading Challenge.

Human Resources Report

Ms. Bowen noted the recent graduation of thirteen AACPL supervisory staff from the Leadership Institute, a yearlong program which just completed its third successive year. This year, mentorships. In the coming year, staff development will focus on training part-time staff, and offering key classes of the Leadership Institute to all staff. The Leadership Institute will be offered again as the potential class size increases.

Support Services Report

Mr. Rodela introduced IT Manager Quinten Wilson, and he gave an update on the status of the malware repair. He also described additional plans for defenses to reduce AACPL vulnerability.

Marketing and Communications Report

Ms. Feldmann said the Trustees will receive media coverage clips in their monthly email. She provided a segment of information graphics from the FY18 Community Impact/Annual Report which is now on the AACPL website.

Foundation Report

Ms. Glenn thanked the Trustees for generously responding to Mr. Brown's recent letter requesting their contribution to the Annual Fund in support of the AACPL Foundation.

Budget Committee Report

Mr. Auld reported that the Budget Committee met earlier in the day. They received FY20 Operating Budget Request instructions from Mr. Birge, and they are similar to those of previous administrations. AACPL will present a baseline budget, plus supplemental requests. The Budget Committee will meet twice in January before presenting the request to the Board for approval, and then submitting it to the Budget Office by February 2.

MOTION to Approve Program Policy

Mr. Seay said the Program Policy had been presented to the Board at the November meeting. The policy was drafted via committee, so no motion was needed to request the board to approve the policy. Mr. Auld said senior leadership staff was comfortable with the policy. Mr. Roland called the question for approval of the policy, and the Board of Trustees unanimously approved the Program Policy.

Governance Committee Report

Mr. Harle:

- Noted that the position of Treasurer had been recently vacated by Mr. Birge and the Governance Committee wished to nominate Mr. William Colquhoun for the position. There were no other nominations. The Board of Trustee voted unanimously for Mr. Colquhoun to serve as Treasurer;
- Provided an addition to the Bylaws naming a second Vice President for the Executive Committee in order to create a pipeline for an officer to succeed the Chairman. This will be voted on at the January meeting while the Governance Committee seeks a Trustee willing to assume these responsibilities; and
- Reported that the Board now has four vacant position and nominations will come from the County Executive. In the meantime, the Governance Committee is seeking ideas for new Trustees, particularly from County Council Districts 2, 3, 7 and *At Large*.

Riviera Beach Capital Project Committee Report

Mr. Rodela reported that design work is progressing for the new Riviera Beach Community Library. Due to increased steel costs, the engineers will need to reconsider the design. A potential temporary library location has been scouted, and more information will be available next month.

Old Business

MOTION to Approve Future Board Meeting Locations

Mr. Roland said there had not been sufficient time to discuss the board's future meeting locations at its previous meetings. One recommendation was to hold the meetings consistently at different branch locations, but not all reactions to this idea were positive. The original purpose of the idea was to expose board members to more AACPL libraries in order to get to know them better.

Ms. Miller proposed implementing a program similar to “Adopt a Library” which Ms. Glenn created for the Foundation’s Board of Directors. Ms. Miller explained how it would work, volunteered to Chair the program, and asked the Trustees to share the names of three branches not closest to them, and volunteer to “adopt” them. Ms. Miller said she could make assignments based on Trustee information and she will bring the results to the next meeting.

Ms. Beck made a MOTION to add one additional branch location to the board meeting schedule in 2019. Ms. Miller seconded the motion. The Board unanimously agreed to add a third branch location to its meeting schedule in 2019. The 2019 meeting schedule will be provided in January.

MOTION to Approve Resolution for Recognition of Capital Gazette Journalists

Mr. Auld said there was some discussion at the last meeting concerning recognition by AACPL for the Capital Gazette Journalists killed in a tragic shooting on June 28. He has received many emails on this topic since a *Letter to the Editor* in the *Annapolis Capital* appeared, and he has shared his responses with Mr. Roland. Mr. Auld asked that the Trustees bring suggestions for a potential resolution to their January meeting.

New Business

MOTION to Approve Workplace Internet and Computer Use Policy

Mr. Rodela said this is new policy for the Board to consider until next month. There is no staff policy in place like it yet, but the best steps for prevention is training and putting best practices in writing.

Citizens for Maryland Libraries (CML) Annual Meeting

Mr. Bles encouraged the Board members to attend the annual CML meeting. It is usually held on a Saturday in October with speakers featured before and after lunch.

MOTION to Approve Purchases over \$75,000

Mr. Sedmak reported that the Library’s contract with Sirsi Dynix needs approval by the Board for another year. He added that this is a sole source vendor, and the fourth year of a five year contract. Ms. Miller moved to approve the Sirsi Dynix contract renewal. Mr. Bles seconded the motion. The Sirsi Dynix contract was approved.

Mr. Roland adjourned the meeting at 5:16 p.m. The next regularly scheduled meeting of the AACPL Board of Trustees will be held on Thursday, January 17, 2019 at 4:00 p.m. at Library Headquarters.

Minutes
Public Library Association of
Annapolis and Anne Arundel County
December 20, 2018
Page 5 of 5

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara D. Maxwell". The signature is written in a cursive style with a long horizontal flourish at the end.

Barbara D. Maxwell
Secretary

BDM/dld