

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

February 21, 2019

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 February 21, 2019, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

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

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| Ms. Deborah Baden | Ms. Barbara Maxwell |
| Ms. Joan Beck | Ms. Joyce Miller |
| Ms. Tonya Baroudi | Ms. Jacqueline Seamon |
| Kevin Best, Esq. | Mr. Keith Seay |
| Mr. Joseph E. Bles | Ms. Simmona Simmons |
| Mr. William Colquhoun | Ms. JanElaine Smith |
| Mr. James Harle | Mr. Gerald P. Starr |
| Mr. Charles Maher, Jr. | Dr. Fred Stielow |

The following Trustees were unable to attend: Ms. Penny Evans, Mr. Bert Rice, Ms. Sandra Solomon, and Ms. Sharon Wible.

The following staff members were in attendance

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| Mr. Hampton Auld | Chief Executive Officer |
| Ms. Terry Bowen | Chief, Human Resources |
| Ms. Donna Denny | Executive Assistant |
| Ms. Christine Feldmann | Marketing and Communications Manager |
| Ms. Ann Glenn | Executive Director, AACPL Foundation |
| Ms. Catherine Hollerbach | Chief, Public Services and Branch Management |
| Mr. Rudy Rodela | Chief of Support Services |
| Mr. Scott Sedmak | Chief Financial Officer |

The following additional staff members were in attendance: Ms. Maribel Ibrahim, Ms. Rachel Myers, and Ms. Monica Powell.

Minutes

Mr. Roland said the minutes of the January 17, 2019 meeting had been provided for review and approval. Dr. Stielow moved to approve the minutes. Mr. Bles seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Colquhoun said the Treasurer's Report reveals a deficit in fines and a projected surplus in personal services.

Chief Executive Officer's Report

Mr. Auld said he asked leadership staff to rely on their written reports to update the board in order to conserve time.

As required, Mr. Auld notified the Board that he had authorized renewal of the Library's contract for Pika, an online resource, from its sole source vendor Marmot.

Mr. Auld said his written report included a copy of the transmittal letter for the Fiscal Year 2020 Operating Budget Request sent to County Executive Steuart Pittman on February 4.

Mr. Auld provided a copy of an aspirational report submitted in early February to Mr. Pittman by Foundation Director Karen Smith, a member of the *Educated Communities Transition Team*. The directive from the new administration to the team was to "dream big," and "consider possibilities that may always have seemed out of reach." This process coordinated closely with the Library's budget development process.

Mr. Auld noted a list on the back of the meeting agenda of upcoming public forums related to the FY2020 budget and encouraged Trustee participation.

Public Services and Branch Management Report

Ms. Hollerbach asked if there were any questions about her report. Mr. Harle noted irregularities in the number of January computer sessions at the Maryland City at Russett and Severn branches. Ms. Hollerbach said she and Mr. Rodela will review these figures.

Human Resources Report

In addition to her written report, Ms. Bowen included the annual Equal Employment Opportunity (EEO) Report for Fiscal Year 2018. She reviewed aspects of the report and answered questions.

Support Services Report

Mr. Rodela said Ms. Roberta McGaughran, Materials Manager, will retire effective March 1. Library staff wish her all the best in retirement.

Mr. Rodela announced that January 9, 2020 is the due date for completion of the construction of the new Annapolis Library. A grand opening will be planned for March or April 2020.

Marketing and Communications Report

Ms. Feldmann encouraged the Trustees to read the spring publication of *Library Happenings!*

Foundation Report

Ms. Glenn said invitations will be mailed soon for the April 12 fundraising event, *For the Love of the Library*, at the Eastport-Annapolis Neck Community Library.

Budget Committee Report

Mr. Colquhoun had no report.

Governance Committee Report

Mr. Harle reported that the Committee had not yet heard from the County Executive's office in response to a request for recommendations to fill four board vacancies. The Committee is also currently seeking a current board member to fill the Second Vice President position.

Riviera Beach Capital Project (RIVCAP) Committee Report

Mr. Colquhoun reported that the Riviera Beach Community Library staff, and architects of the planned new building, met on January 31 to discuss interior materials.

New Business

MOTION to Approve Procedure for Program Review

Mr. Auld asked the Board for approval of the draft procedures for program review which he provided at the previous meeting. The procedures describe how Library staff will receive and analyze program recommendations, and share them with the Board.

Dr. Stielow moved to amend the final paragraph of the written procedure. Ms. Beck seconded the amendment. This amendment revised the paragraph as follows:

In any case where a Branch or Regional Manager or the Programming and Outreach Manager think there is a potential controversy, they review the proposal with the Chief of Public Services and Branch Management, who reviews it with the Chief Executive Officer. The CEO notifies the Chair of the Board. The CEO or Chair of the Board decides whether the potential for controversy is significant. If the answer is yes, the CEO takes the program proposal to the Board of Trustees for review. The Board can discuss and decide whether or not to allow the program to be developed and presented.

Ms. Maxwell moved to approve the amended procedure. Mr. Harle seconded the motion. The Procedure for Program Review was approved.

Executive Session

Pursuant to § 3-305(b)(1), (7), (8) and (12) of the General Provisions Article, annotated Code of Maryland, and upon motion of Dr. Stielow and seconded by Ms. Beck, and with unanimous agreement, the Board of Trustees of the Public Library Association of Annapolis and Anne Arundel County, Inc., met in closed session on Thursday, February 21, 2019 in the Conference Room, at the Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland. All board members were present except Ms. Penny Evans, Mr. Bert Rice, Ms. Sandra Solomon, and Ms. Sharon Wible. The following staff members were in attendance: Mr. Hampton Auld, Chief Executive Officer, Ms. Terry Bowen, Chief, Human Resources and Mr. Rudy Rodela Chief of Support Services. The Executive Session commenced at 4:40 p.m.

Mr. Auld proposed terminating an AACPL employee pursuant to § 23-406(e) of the Education Article, Annotated Code of Maryland. Mr. Auld and Ms. Bowen reviewed the reasons for discharging the employee and provided documentary evidence. The Board received legal advice. Dr. Stielow moved to accept Mr. Auld's recommendation to terminate the employee. Mr. Harle seconded the motion. The request to terminate the employee was approved.

Upon the motion of Dr. Stielow and seconded by Mr. Maher, and with unanimous agreement the Executive Session concluded at 6:10 p.m. Ms. Baden, Ms. Miller and Ms. Smith were not present for this vote.

Review Westfield Proposal for Discoveries

Mr. Auld projected slides to inform a discussion about a new opportunity for *Discoveries: The Library at the Mall*. Ms. Rachel Myers, its Branch Manager, assisted in providing information covering current programming success, who are the customers, and how malls are evolving.

Mr. Auld said funding for the continuation of Discoveries is the number one priority in the FY2020 Supplemental Budget Request. Currently, programs take over the entire existing space, but with additional footage there would be potential for maker space, meeting rooms, and a larger collection.

Mr. Auld said Westfield Mall recently provided AACPL with a proposal for a larger space under attractive terms. Discoveries has the potential to move from its current space with 30 feet of frontage to one with 250 feet of frontage, under a 10-year lease through December 2030. In order to go forward, board approval is required for him to sign a letter of intent. Mr. Auld added that Mr. Seay and

Ms. Maxwell were at the meeting with Westfield Mall representatives, and a meeting with Mr. Ben Birge, the County's Chief Administrative Officer, was scheduled for February 22.

A discussion ensued about tax exemption, lease terms, and potential impact on the new Annapolis Library. Mr. Best moved to suggest a clause in the lease agreement for tax exemption of one or two percent for 12,000 square foot. Dr. Stielow seconded the motion. In a discussion, Mr. Roland said the

first task was to make certain the Library would receive initial funding for the project, and details to be included could follow. The motion was withdrawn, and all were in favor of signing the letter of intent.

Mr. Roland said that due to time constraints, agenda items which had not been addressed would be reviewed at a future meeting in February, date to be determined. The agenda items not addressed included both old and new business, and were as follows:

Old Business:

- *MOTION to Approve OCLC Unfilled Requests, OCLC Borrowing Policies, Unresolved Returns, Non-Marina (OCLC) Items Bills and Fees, Marina Unfilled Requests Policies – Ms. Hollerbach*

New Business:

- *Review and Discussion of Pending Programs - Mr. Auld*
- *MOTION to Approve Updated Charitable Solicitations Policy - Ms. Hollerbach*
- *MOTION to Approve Signatories of Library Payroll Account - Mr. Sedmak*
- *MOTION to Provide Blanket Authority for Non-Fiscal Impact MOUs - Mr. Auld*

Mr. Roland adjourned the meeting at 6:27 p.m. The next regularly scheduled meeting of the AACPL Board of Trustees will be held on Thursday, March 21, 2019 at 4:00 p.m. at the Odenton Regional Library.

Respectfully submitted,



Barbara D. Maxwell
Secretary

BDM/dld