

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

January 16, 2020

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 January 16, 2020, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Mr. William A. Shorter presided. Trustees in attendance were:

Ms. Leslie A. Anderson	Ms. Joyce Miller
Ms. Joan Beck	Mr. Bert Rice
Ms. Cathy Belcher	Mr. Donald E. Roland
Mr. Joseph E. Bles	Ms. Jacqueline Seamon
Ms. Laura Brown	Mr. Keith Seay
Mr. James R. Estep	Ms. Simmona Simmons
Ms. Penny Evans	Ms. JanElaine Smith
Mr. James Harle	Ms. Sandra L. Solomon
Ms. Deirdre Anne Hendrick	Dr. Fred Stielow
Ms. Barbara Maxwell	

Attending via telephone: Dr. Robert Sapp

The following Trustees were unable to attend: Ms. Tony Baroudi, Mr. William Colquhoun, Kevin Best, Esq., and Mr. Gerald P. Starr.

The following staff members were in attendance:

Mr. Skip 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. Cathy Hollerbach	Chief, Public Services and Branch Management
Mr. Rudy Rodela	Chief, Support Services
Mr. Scott Sedmak	Chief Financial Officer

Additional staff members: Mr. Peter Bugenhagen, Ms. Maribel Ibrahim, Ms. Darnice Jasper, Ms. Rachel Myers, Ms. Rebecca Tucker, and Ms. Abigail Williams.

Mr. Shorter called the meeting to order at 4:00 p.m.

Mr. Auld explained that noted that several staff members were attending as a requirement of Maryland's Library Associate Training Institute (LATI). The Institute is sponsored by the Maryland State Library Agency. Job responsibilities and training for public library associates in Maryland are dictated by Maryland law. According to the law, library associates are required to complete 90 hours of approved in-service training within the first two years of their appointment to a library associate position. They are also required to do so in order to participate in the Maryland State Retirement System.

Public Comments

There were no public comments.

Approval of Agenda

Mr. Shorter asked for changes and/or approval of the meeting agenda. There were no changes. Dr. Stielow moved to approve the agenda. Ms. Beck seconded the motion. The agenda was approved.

Ms. Anderson moved to amend the agenda in order to discuss the 2002 request to re-name the Crofton Library in honor of the late Councilman John Klocko. Ms. Simmons seconded the motion. The agenda was amended to include this discussion at the end of the meeting.

Resolution by the Board of Trustees on Ms. Bowen's Retirement

Mr. Auld asked to amend the agenda in order to recognize Ms. Terry Bowen, Chief of Human Resources, on the occasion of her last board meeting before her retirement. Mr. Auld read aloud a board resolution signed by Chairman William Colquhoun before presenting it to Ms. Bowen.

The resolution stated that Ms. Bowen came to AACPL with thirty-four years of human resources experience, including a distinguished career in Prince George's County government. For eight years, she shared her tremendous knowledge and experience. Her management skills contributed greatly to the development and growth of AACPL. Ms. Bowen hired more than 60% of AACPL's current career workforce; created new and enhanced old policies and procedures; developed a new performance evaluation system; implemented the Human Resource/Payroll System (ADP); and managed a comprehensive compensation review with the Board of Trustees. Ms. Bowen worked to ensure that all AACPL staff members are treated fairly, which has positively impacted AACPL and will continue to do so for years to come.

Ms. Bowen thanked the Trustees, shared her thoughts on her work with AACPL, and added she was pleased to be able to spend time with her new grandson.

Both Ms. Beck and Mr. Roland, former President and Chairman of the Board of Trustees respectively, spoke of Ms. Bowen's professional dedication and wished her happiness in retirement.

Approval of Minutes

Mr. Shorter asked if there were any corrections to the minutes of the December 19, 2019 meeting. Mr. Rice moved to approve the minutes. Mr. Bles seconded the motion. The minutes were approved.

Treasurer's Report

Ms. Hendrick asked Mr. Sedmak to present the Treasurer's Report. Mr. Sedmak said the report showed nothing out of the ordinary, noting that it was the halfway point of Fiscal Year 2020. He pointed out the recent purchase of a trailer for the Maintenance Department as well as the purchase of over 28,000 books, a high number for the period. Mr. Sedmak explained that the buyer of children's materials made these purchases prior to her retirement, in order to help Materials Management transition to new staff. He added that the February report would show receipt of a \$90,000 insurance payment for mitigation of the computer virus attack.

Staff Reports

Chief Executive Officer's Report

Mr. Auld updated the Trustees on the status of the embargo of new eBook titles by the McMillan Publishing Company. He spoke about the effect this is having on AACPL and public libraries elsewhere. Litigation is underway to change the situation, but resolution will take time.

Mr. Auld noted the *Vertical Report* included with his regular report to the board. He explained that the vertical report is required by county administration and is a composite of information AACPL leadership staff share with him. He reviewed the report, noting that staff board reports contain more detail.

Mr. Auld reviewed upcoming events listed on the back of the meeting agenda. These included Budget Town Hall meetings, with one occurring after the board meeting at Old Mill High School that he and Mr. Colquhoun would attend. He invited the Trustees to attend the Town Hall meetings, as well as his upcoming annual presentation to the Anne Arundel Delegation of the General Assembly.

Foundation Report

Mr. Auld asked Ms. Glenn to give her report as she had to leave early. She asked the Trustees to save the date of the annual *For the Love of the Library*, which will take place on Friday, April 17 from 6:30 to 8:30 p.m. at the new Michael E. Busch Annapolis Library. She was pleased to report that the Library Foundation had raised \$300,000 towards its FY20 goal of \$232,000. She thanked Trustees who supported the fund with end-of-year contributions.

Public Services and Branch Management Report

Ms. Hollerbach said staff have relayed many happy stories as a result of the implementation of the fine-free policy for children. In addition, she was pleased to report that *Leadership Anne Arundel* now includes AACPL in its programming, using the Odenton Library as the site for their *Education Day* last week.

Discoveries Update

Ms. Rachel Myers, Branch Manager at *Discoveries: The Library at the Mall*, gave a progress report and shared photos of the new library space that will open Monday, February 17. In response to a question, Mr. Auld provided financial information about the new location.

Human Resources Report

Ms. Bowen gave her final report to the board and thanked her staff for all the hard work recently completed. By the numbers: 12 staff were hired; 13 staff were promoted; 15 staff were transferred; and 3 staff retired during the past month. In addition, employee life insurance benefits changed to an age-banded rate system, creating additional work during Open Enrollment. Currently, there are only 4 vacant positions in the branches. Mr. Koven Roundtree, the new Chief of Human Resources, will provide the report in February.

Support Services Report

Mr. Rodela reported that the lease for a temporary space for the Riviera Beach Library will be signed by the end of the month. Construction bids will be accepted starting February 18, and new library construction will begin in June.

Mr. Rodela showed a video of the new Michael E. Busch Annapolis Library, currently under construction. He also showed a slide presentation about collection usage over the past nine years, which showed that 25.1 % of all items checked out are downloadable items.

Mr. Rodela answered questions about plans for a new Glen Burnie Library. AACPL hoped to accelerate its construction schedule, but Mr. Auld and Mr. Rodela recently learned from the Capital Budget Review Committee that this would delay another County construction project. They also presented plans for a new Millersville Library to the Capital Budget Review Committee. AACPL's future capital projects also include: expansion of the Edgewater Library; renovation of the Brooklyn Park Library to accommodate additional community services; and replacement of the Deale Library with a new 12,000 sq. ft. facility.

Marketing and Communications Report

In addition to her written report, Ms. Feldmann said she had recently emailed media clips. Her department is busy working on upcoming events for the openings of *Discoveries: The Library at the Mall and Michael E. Busch Annapolis Library*.

Committee Reports

Budget Committee Report

MOTION to Approve Fiscal Year 2021 Operating Budget Request

Ms. Hendrick reviewed the components of AACPL's FY 2021 Operating Budget Request. The materials included revenue, a baseline operating budget, ten prioritized supplemental request items, and a narrative. Ms. Hendrick described the how the supplemental request items were ranked by the committee. She and the committee members answered questions.

Ms. Hendrick moved to approve the FY21 Baseline Budget Request. The FY21 Baseline Budget Request was approved.

Ms. Hendrick moved to approve the FY21 Supplemental Budget Request. The FY21 Supplemental Budget Request was approved.

Additional discussion concerned supplemental item number seven and the hiring of four social workers. Ms. Hollerbach provided information on how this would be co-managed with the Department of Social Services, providing services in branches to link customers to programs and available resources.

Diversity Committee Report

Ms. Solomon thanked everyone who volunteered to serve on the committee. She reported that she recently met with the leadership of the staff counterpart, *Workforce Quality and Diversity Committee*, in order to align the diversity and equity efforts of both committees.

Special Committee on Cyber Security

Ms. Hendrick said her committee had no report, but would soon meet with Mr. Rodela to review his responses to their questions about the 2018 virus attack report.

Governance Committee Report

Mr. Harle said his committee had no report.

Unfinished Business

MOTION to Approve Proposed AACPL Code of Conduct (Revision of Library Rules)

Ms. Hollerbach provided a revised version of the proposed Code of Conduct she presented at the previous meeting. It would replace the document called "Regulations Governing the Use of the Library & Library Grounds by the Public." It was updated to focus on rules that are related to safety and legal issues, and will be linked on the library website. There were no questions. Mr. Harle moved to approve the Code of Conduct. Mr. Bles seconded the motion. The Code of Conduct was approved.

New Business

First Reading – Proposed Public Information Act Requests/Public Records Requests Policy

Ms. Feldmann presented a draft policy outlining the required response by AACPL to requests for information. The draft had been reviewed by Mr. Best, and was based on recommendations from the Attorney General's office. Mr. Shorter thanked Ms. Feldman and said the policy would be revisited in February.

First Reading - Proposed Waiver of Employee Fines

Mr. Auld said the proposed waiver of employee fines was discussed and favorably received at the November 2019 board meeting, however no formal written policy accompanied it at that meeting. A draft proposed policy was provided and Mr. Auld reviewed it. He also asking the board to waive the 30 day rule in order to approve it. Dr. Stielow moved to waive the 30 day rule. Ms. Smith seconded the motion. The 30 day rule was waived. Mr. Harle moved to approve the proposed policy to waive employee fines. Ms. Simmons seconded the motion. The policy to waive employee fines was approved.

MOTION to Approve Revision of Procurement Card Policy

Ms. Hendrick explained that the current procurement Card Policy required revision in order to meet purchasing requirements related to the two new libraries. The revision changes the review and approval process for related short term capital projects from Mr. Sedmak to Mr. Rodela. Mr. Harle moved to waive the 30 day rule. Mr. Bles seconded the motion. The 30 day rule was waived. Ms. Smith moved to approve the revised procurement card policy. Mr. Harle seconded the motion. The procurement card policy was revised.

Crofton Library/Naming Discussion

Ms. Anderson requested a discussion earlier in the meeting about the history of the Crofton Library. Mr. Rice and others who were on the board in 2002, recalled that the late County Councilman John Klocko passed away when the Crofton Library was completed. Because the new library had been championed by Mr. Klocko, some felt his dedication warranted his name being placed on the building.

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Instead, the board reached a compromise by naming a tree-line area outside the branch *Klocko Way* in his honor. Ms. Hendrick moved to table the discussion. Mr. Bles seconded the motion. The discussion was tabled.

Mr. Bles moved to adjourn the meeting. Mr. Harle seconded the motion. Mr. Shorter adjourned the meeting at 5:30 p.m.

The next meeting is scheduled for Thursday, February 20 at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis.

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