

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

June 20, 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 June 20, 2019, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

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

Ms. Leslie A. Anderson	Ms. Joyce Miller
Ms. Tonya Baroudi	Mr. Bert Rice
Ms. Joan Beck	Dr. Robert Sapp
Ms. Cathy Belcher	Ms. Jacqueline Seamon
Mr. Joseph E. Bles	Mr. Keith Seay
Kevin Best, Esq.	Mr. William A. Shorter
Ms. Penny Evans	Ms. JanElaine Smith
Mr. James Harle	Ms. Sandra L. Solomon
Mr. Charles Maher	Mr. Gerald P. Starr
Ms. Barbara Maxwell	Dr. Fred Stielow

The following Trustees were unable to attend: Mr. William Colquhoun and Ms. Simmona Simmons

Guests: Ms. Selene San Felice, *Annapolis Capital* Reporter; and Ms. Deirdre Anne Hendrick, nominee to the Board of Trustees.

The following staff members were in attendance:

Mr. Skip Auld	Chief Executive Officer
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 members: Mr. Scott Barter, Ms. Gloria Harberts, Ms. Maribel Ibrahim, Ms. Laura Namovicz, and Ms. Judy Poyer.

Call to Order

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

Mr. Auld introduced the meeting guests.

Agenda Approval

Mr. Roland asked if there were any changes for the agenda. There were no changes, and Ms. Beck moved to approve the agenda. Ms. Solomon seconded the motion, and the agenda was approved.

Minutes Approval

Mr. Rice moved to approve the revised the meeting minutes of February 21, 2019, as well as those of the previous meeting, held on May 16, 2019. Ms. Miller seconded the motion. Both minutes were approved.

Briefing: Materials Purchasing Agreements

Ms. Poyer provided a handout for her briefing on cooperative purchasing agreements. She explained that purchasing agreements help the library stretch its materials budget by leveraging price negotiations. The agreements also save time for staff and customers by adding the resources of the entire Maryland public library community. She provided information about SAILOR Databases, the Maryland eBook Consortium, and the Mid-Atlantic Library Alliance.

Treasurer's Report

Mr. Sedmak reviewed the Treasurer's Report, noting that the projected revenue deficit and personal services surplus remained constant through May, and will likely continue to the end of FY19.

Mr. Sedmak reported that Skyline Technologies has been paid for its work in resolving issues related to the virus attack. That invoice and all required documentation have been submitted to Chubb Insurance and the Charles River Association. After a scheduled conference call next week, it is hoped that the library will be reimbursed within the next month. Mr. Sedmak answered questions and provided general information about the cost of the virus attack. Mr. Rodela said he will provide a final report about the resolution of the virus attack, including a breakdown of all related costs.

Chief Executive Officer's Report

Mr. Auld said his report informs the board about sole source purchase requests, as required. With the exception of Unique Management, the requests are for purchases from vendors of library materials. He explained that Unique Management is the library's collection agency.

Certificate of Appreciation for Chairman Donald E. Roland

Mr. Auld said when he joined AACPL, Mr. Roland was the Treasurer of the AACPL Foundation's Board of Directors. Eventually, Mr. Roland was recruited to the Board of Trustees and became Chairman. While Mr. Roland will remain on the Board of Trustees, he wishes to step down as Chairman. AACPL Trustees and staff wish to thank Mr. Roland for his leadership.

Mr. Auld gave Mr. Roland a bottle of champagne, and Ms. Miller presented a Certificate of Appreciation which she read aloud as follows:

“In recognition of your stalwart commitment to the Anne Arundel County Public Library over the last six years. With our deepest appreciation for your steadfast service as Chairman of the Board of Trustees over the last three years. Through your leadership, you have set governance procedures in place that will benefit the board and community for years to come. Thanks to your expert negotiation skills, Discoveries: The Library at the Mall, became a reality and continues to thrive as it moves to a larger location. The library is indebted to you for all your many accomplishments.”

Mr. Roland thanked Mr. Auld and Mrs. Miller and said it is wonderful to work with the AACPL Board of Trustees. He added that he has served on many boards over the years, but AACPL has the most talented and diverse Trustees and they made his role easy.

Public Services and Branch Management Report

Ms. Hollerbach elaborated on several items included in her written report:

- Staff member Laura Namovicz is using *The Healing Library* template to create and circulate “Death of a Loved One” kits this summer. This project is in partnership with the Judy Center, AACPS, and Master Gardeners of AA County. The kits will help children deal with a difficult subject and will include age-appropriate books.
- The Department of Social Services and the Partnership for Children, Youth and Families will establish a Community Baby Pantry at Discoveries: The Library at the Mall.
- Work has begun on a *Dementia Friendly Libraries* project by one of the strategic planning task forces. Outcomes include special training for staff and better signage displays in branches.

Human Resources Report

Ms. Bowen reported the following in addition to her written report:

- Ms. Samantha Zline will be promoted from Librarian II at the Severna Park Community Library to Branch Manager at the Mountain Road Community Library.
- Ms. Joanie Bradford will be the new Branch Manager at the Severna Park Community Library. Joanie previously worked for AACPL for 23 years, having been hired as a Library Associate and worked in various positions until she left as a Programming & Outreach Librarian at Headquarters. Since that time, she has been employed by the Baltimore County Public Library where she most recently held the position of Library Manager of the Catonsville Branch.
- A recent audit by the Maryland State Retirement system found AACPL to be in compliance in all four areas examined.

Support Services Report

Mr. Auld was pleased to introduce Mr. Scott Barter, new IT Manager. Mr. Barter provided his background, said he enjoys working with AACPL staff, and looks forward to seeing the new Annapolis library.

Mr. Rodela presented a video of the construction site for the new Annapolis library, filmed by IT staff using a drone. AACPL will move into the site in January, and it will open in March.

Mr. Rodela reported that the new lease for the enlarged site of *Discoveries: The Library at the Mall* is under review by the Office of Law. Mr. Best advised that the lease must be approved by the board's Executive Committee.

Marketing and Communications Report

In addition to her written report, Ms. Feldmann provided these updates:

- Recent media clips have been emailed to the Trustees.
- AACPL is taking an active role in promoting *Census 2020*, since an accurate count of citizens will reflect in future funding for libraries.
- An additional \$20,000 for advertising in FY20 enables increased radio and television ads. AACPL will continue to sponsor the *WRNR Back to School Backpack Drive*. Last year we had the highest participation rate among all their partners.
- Advertising in the *Capital's Retirement Living Guide* will continue.

Mr. Best requested that Ms. Feldman provide the board with a policy related to the Maryland Public Information Act. She will bring this to the next meeting.

Foundation Report

Ms. Glenn updated her written report to note the following:

- The Foundation's Annual Fund is currently 46% over its FY19 goal.
- On June 6, Foundation secretary Trish Strott and her husband Greg hosted 35 guests to celebrate the inauguration of the Foundation's *Anna E. Greenberg Legacy Society*. Eight inaugural members of the Society were announced and honored.
- The brick campaign for the new Annapolis library will be held July 8 thru September 12. For a gift of \$100 to the Foundation, donors may have one engraved brick set in the walkway leading from the parking lot to the front entrance. Donors can order bricks online.

Mr. Harle asked Ms. Glenn to continue reporting on Foundation-funded improvements at branch libraries.

Budget Committee Report

Mr. Sedmak reported that the Budget Committee is adjourned until the end of the calendar year. Mr. Roland thanked the committee for its work.

Riviera Beach Committee Report

Ms. Maribel Ibrahim, Facilities and Capital Projects Manager, provided an update on the Riviera Beach Community Library Capital Project as follows:

- The architects are wrapping up the design phase and awaiting permit comments from the permit office before they finalize construction drawings and bid documents. The expected timeline is August 2019, with a potential bid award in winter. Construction could start in early 2020 and culminate in late 2021.
- There were no permit review comments received for the building design which is good, and we are awaiting grading permit comments. There are at least six County agencies reviewing the grading permits, which may protract the release of construction drawings.
- The County has funded our request for a temporary library location, and has increased funding for the project due to construction inflation. The total increase in funding is \$1.4 million. The State has also approved their budget and will be awarding \$200,000 in grant funds to the Riviera Beach Library in FY2020.
- The Department of Public Works will work with County Real Estate to negotiate a lease for our temporary location.
- AACPL is requesting \$2.5 million in state capital grant funding for FY2021.

Governance Committee Report

Nomination/Election of New Trustee

Mr. Harle said that Ms. Deirdre Anne Hendrick, a resident of Annapolis and Councilmanic District 5, was nominated by County Executive Steuart Pittman and confirmed by the County Council to serve as a member of the Board of Trustees. Mr. Harle said the Governance Committee is pleased to recommend the addition of Ms. Hendrick to the board and asked for a vote to be conducted. Ms. Hendrick left the meeting room during the vote. The vote was held, and all were in favor to elect Ms. Hendrick to the Board of Trustees. Ms. Hendrick returned to the room and was congratulated.

Mr. Harle said the next County-appointed board member will be Mr. James R. Estep, a resident of Odenton and Councilmanic District 4, and his nomination and election will take place in September.

Mr. Roland advised that, in keeping with the bylaws, there will be one additional appointment available for the County to make after Mr. Estep. From that point, vacancies will remain unfilled until the board has a total of 17 members, with eight members appointed by the County and nine appointed by the Board.

Nomination/Election of Officers and Directors

Mr. Harle noted that at the previous meeting in May, the slate of Officers were presented, but the need for two new Directors was not addressed. Mr. Harle said the Governance Committee nominates Ms. Penny Evans and Ms. Simmona Simmons for the open Director positions.

Mr. Harle moved the slate for election on behalf of the Governance Committee as follows:

Mr. William J. Colquhoun	Chairman
Ms. Joyce C. Miller	1 st Vice Chairman
Ms. Charles Maher, Jr.	Treasurer
Ms. Barbara Maxwell	Secretary
Kevin J. Best, Esq.	Counsel

Ms. Penny Evans Director
Ms. Simmona Simmons Director

There was no discussion, a vote was taken, and the slate was approved unanimously.

Renewal of Membership Terms

Mr. Harle said the current membership term for Ms. Beck, Ms. Evans, Mr. Harle, Mr. Maher, Dr. Stielow, and Ms. Solomon had expired. All wished to serve another three year term, expiring June 2022. Mr. Harle moved, on behalf of the Governance Committee, for a vote to renew the term for all. There was no discussion, a vote was taken, and the terms of the members were renewed unanimously.

Mr. Harle reported that the Governance Committee still seeks nominations for a 2nd Vice-Chairman. Mr. Roland explained that the position of 2nd Vice-Chairman was recently created to help train a successor, as the 1st Vice-Chairman does not choose to become Chairman.

Unfinished Business

MOTION to Adopt the Board Governance Resolution

Mr. Best read aloud and submitted the following testimony:

“This resolution is simply a codification and restatement of the law governing this Library and includes extracts of the collective wisdom and advice found in the Maryland Trustee’s Manual. Like the Library, this resolution serves as a resource to educate the trustees, the staff, the county government, the media and the public.

The Board of Trustees over the last several months has at times been portrayed unfairly and has been the subject of much public attention, criticism, accusations of impropriety or micromanaging by the public and even its own staff. It has been essentially accused of usurpations and assertions that have often been based on strong passions, ignorance of the law and a lack of basic knowledge of the proper roles, powers, governance, responsibilities and authority within this organization.

This Board has often lately been characterized as having once been a sleepy, oversized and unmanageable board having been relegated to essentially serving in an advisory capacity instead of properly assuming its proper legal role in performing its fiduciary duties as a governing body over the policy making and administrative functions of the Library.

As I described in my presentation in Edgewater in April, the Anne Arundel County Public Library is a very unique creature. The Public Library Association of Annapolis and Anne Arundel County, Incorporated is a private corporation but under certain laws it (& its employees) is/are treated as an instrumentality of the county. In the Attorney General of Maryland’s letter of advice dated August 17, 2016 to the Maryland Advisory Council on Libraries, Anne Arundel County appears to have both a library agency and a library board, but the county’s charter

expressly adopts State law provisions on the library board's powers. In the Anne Arundel County Charter, § 552 it states, "nothing in the Charter contained shall be held or construed as affecting or [in] anywise changing the organization, operation and administration of the County library system by the Board of Library Trustees as provided by public general law."

An explanation and endorsement of the state (of the law) regarding the organization, operation and administration of the County library system by the Board of Library Trustees is what this Resolution is intended to accomplish. I want to especially commend Chairman Roland for his sponsorship of the resolution and his leadership in providing these policy guidelines to the organization at a time when they are much needed if not long overdue.

As the Library's chief legal counsel, I advise you to adopt this resolution."

Dr. Stielow moved to approve the resolution.

Ms. Hendrick expressed concern about the wording *board members shall not engage with staff members on their concerns and complaints with the institution*. She then moved to table the adoption of the resolution. Ms. Solomon seconded the motion.

A discussion ensued. Mr. Best pointed out that a grievance policy exists for staff, and that the language was taken from the Maryland Trustee Manual. The resolution is only a restatement of current laws and policies.

Dr. Stielow moved to amend the resolution by replacing "shall not" with "should not." Ms. Miller seconded the revision.

Mr. Seay proposed the following language "board members should not receive individual concerns and complaints directly from members of the staff."

Ms. Hendrick said neither of these changes addressed her concern, and she stood by her motion to table the resolution.

A discussion ensued. Mr. Best offered to strike the sentence which Ms. Hendrick found objectionable.

Dr. Stielow withdrew his amendment to replace language in the resolution.

Ms. Hendrick withdrew her motion to table the resolution.

Mr. Roland called the question. All were in favor, and the resolution was adopted.

MOTION to Approve Program Analysis and Notice Procedures

Dr. Stielow moved to approve the Program Analysis and Notice Procedures. Mr. Rice seconded the motion.

A discussion ensued and Dr. Stielow provided background on how the programming procedures evolved.

Ms. Hendrick expressed concern about wording in the document, specifically “merits special attention” and “novel.”

Mr. Auld reviewed the history behind the current version in order to place the wording in context.

The discussion continued and Ms. Evans suggested substituting *novel* with *new*.

Ms. Hendrick asked if the Library would be better off without the procedures, leading to more discussion.

Mr. Carter moved to call the question. Ms. Smith seconded the motion.

Mr. Roland called the question. By acclamation, all were in favor and the procedure was adopted.

New Business

Mr. Sedmak asked the board to address the following items:

- *MOTION to Approve Appropriation Transfer*
- *MOTION to Approve Purchases/Notification of Purchases*
- *MOTION to Approve FY 2020 Operating and Capital Budgets*

Mr. Best moved to approve all three items brought to the board by Mr. Sedmak. Mr. Shorter seconded the motion. All three items were approved.

MOTION to Approve FY20 Salary Plan

Ms. Bowen said that the adoption of the FY20 budget includes a 2% COLA and a 3% merit increase for staff, so a new salary scale must be approved. She provided a copy of the FY20 Salary Plan and reviewed it, including the following information as follows:

- Changes to position titles are shown in bold print.
- The addition of two new classifications were added, including a Cataloger and AEO/Maintenance PTH.
- The Materials Receiving, Finance, Foundation, and Human Resources PTH were reclassified to a new PTH level.
- For all grades in the General and Facilities classifications after adding the 2% COLA the maximum rate were adjusted to reflect the same percentage between minimum to maximum.

Dr. Stielow suggested the Budget Committee examine salary plans in the future.

Ms. Hendrick moved to approve the FY20 Salary Plan. Ms. Anderson seconded the motion. The FY20 Salary Plan was approved.

Trustees Adopt a Library Program

Ms. Miller explained the *Adopt a Library* for the newest trustees, noting that it is an idea borrowed from Foundation leadership and matches Trustees with library locations. It is also an outcome of Strategy 2022, AACPL's Long Range Plan. While there are no formal guidelines, Trustees act as liaisons for their adopted site, sharing news and information with the board. Ms. Miller then assigned new trustees with their library location. She noted there is some overlap because there are more Trustees than branches. Ms. Hollerbach said it is fine for larger branches to have multiple Trustee connections.

MOTION to Approve Collection Box at SPK

Ms. Hollerbach asked the board to approve the Severna Park Kiwanis request to place a donations collection box during July at the Severna Park Community Library. Mr. Shorter moved to approve the request. Dr. Stielow seconded the motion. The request was approved.

Mr. Roland noted that the new slate of officers would take effect with the adjournment of the meeting. He adjourned the meeting at 6:20 p.m.

The next meeting is scheduled for Thursday, September 19, 2019 at Library Headquarters.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara D. Maxwell". The signature is written in a cursive, flowing style with a long horizontal line extending to the right.

Barbara D. Maxwell
Secretary

BDM/dld