

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Odenton Regional Library, 1325 Annapolis Road, Odenton, Maryland

March 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 March 21, 2019, at the Odenton Regional Library, 1325 Annapolis Road, Odenton, Maryland.

Mr. William Colquhoun, presided. Trustees in attendance were:

Ms. Tonya Baroudi	Mr. Bert Rice
Ms. Joan Beck	Mr. Keith Seay
Kevin Best, Esq	Ms. Simmona Simmons
Mr. Joseph E. Bles	Ms. Sandra L. Solomon
Ms. Penny Evans	Dr. Fred Stielow
Mr. Charles Maher	Ms. Sharon Wible
Ms. Barbara Maxwell	

The following Trustees attended via telephone: Mr. James Harle and Ms. Jacqueline Seamon.

The following Trustees were unable to attend: Ms. Deborah Baden, Ms. Joyce Miller, Mr. Donald E. Roland, Ms. JanElaine Smith, and Mr. Gerald P. Starr

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

Additional staff included: Ellen Deltuva, Laurel Fisher, Becky Hass, Rebecca Hollerbach, Maribel Ibrahim, Darnice Jasper, Barbara Lopatin, Valerie Mauler, Rachel Myers, Laura Namovicz, Ashley Rogers, Katie Tjarks, Kelly Topita, Stephanie Petruso, Wanda Wagner, Craig Wallace, and Katie Zwadony.

Guest speakers included: Patricia Aquilina, Leslie Anderson, Kathryn Brown, Jeremy Browning, Christine Butrim, Christine Dodd, Kathleen Donnelly, Christi Gaenz, Laura Graham, Deirdre Hendrick, Jennifer Lynch, Sheren Riker, Jill Rodenburg, Colleen Rubb, Susan Smith, Lydia Smithers, Cathy Sitzwohl, and Katie Tjarks.

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Call to Order

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

MOTION to Select Acting Chairman

Mr. Colquhoun, Treasurer, introduced himself and said because Mr. Roland and Ms. Miller were unable to attend the meeting, he was willing to act as chair. Mr. Colquhoun called for a motion to appoint a chair. Dr. Stielow moved to appoint Mr. Colquhoun the Acting Chairman. Mr. Bles seconded the motion. Mr. Colquhoun was appointed Acting Chairman.

MOTION to Approve Meeting Agenda

Mr. Colquhoun asked for a motion to approve the meeting agenda. Mr. Maher moved to approve the meeting agenda. Ms. Simmons seconded the motion. The meeting agenda was approved.

Welcome to the Odenton Regional Library

Ms. Carol Cason, Western Regional Manager, and Branch Manager of the Odenton Regional Library, welcomed the AACPL Trustees, staff and visitors. She noted the branch is the newest in the AACPL system, opening in 2004. Ms. Cason began her career at Odenton's previous library facility. The branch is also the largest, at approximately 40,000 square feet. Ms. Cason highlighted some of the current programs at her branch and invited everyone to attend these and tour the facility with staff. Mr. Colquhoun thanked Ms. Cason, and said he regularly enjoys the programs with his family.

Mr. Colquhoun greeted the two Trustees attending the meeting via telephone, Mr. Harle and Ms. Seamon.

Mr. Colquhoun announced that one of the Trustees and their spouse had recently been injured in a car accident, and were still recovering. He invited the Trustees to sign the circulating get-well card addressed to them.

Public Comments

Mr. Colquhoun advised that those who had signed-up to speak and share their thoughts about AACPL's diversity programming were allowed two minutes each, which would be strictly timed in order for all to participate. Eighteen individuals spoke, including several AACPL staff members.

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Due to time constraints, the minutes of the February 21, 2019 and February 26, 2019 board meetings were not approved. Mr. Colquhoun said the minutes would be approved at another meeting.

Treasurer's Report

Mr. Colquhoun had no comments to add to the written report provided.

Budget Committee Report

Mr. Colquhoun said the County's Budget Office has asked a questions for clarification regarding the submitted FY2020 Budget Request. He noted two upcoming budget-related meeting dates listed at the end of the agenda and invited all to attend.

Governance Committee Report

Mr. Seay reported with Mr. Harle, who was attending via telephone, that County Executive Steuart Pittman has submitted the names of nominees from Councilmanic Districts 2, 3, 7, and one At Large for appointment to the AACPL Board of Trustees to the County Council. Once the Council acts on these nominations, the vetting process will begin.

Riviera Beach Committee Report

Mr. Colquhoun referred to the Support Services Report provided by Mr. Rodela which provides details on the status of the new Riviera Beach Community Library. No funding authorization has been made yet for a temporary facility. Architectural firm Grimm + Parker is providing information so that the Department of Public Works can contract a Commissioning Agent, or Construction Management Inspector, to oversee construction. The architects are working on getting LEED assessments, finalizing specifications for the shed, vending areas, delivery room, and recycling. The architects will present their design at a Community Meeting on April 16 at 7:00 p.m. at the Riviera Beach Community Library.

Chief Executive Officer's Report

Mr. Auld announced that the project to expand *Discoveries: The Library at the Mall* is proceeding and will accelerate to design and construction phase if funding by the County is allocated in the upcoming budget. The lease for the new space will be presented at the May board meeting.

Mr. Auld asked Ms. Hollerbach to address the programming questions made by the guest speakers. Ms. Hollerbach said that Planned Parenthood programs are about sexting awareness for teens and dating for seniors, not women's health. She added that the topic of AACPL's recent Drag Queen Storytime was sea life, and was not the same as the national program entitled Drag Queen Story Hour.

Old Business

MOTION to Provide Blanket Authority for Non-Fiscal Impact MOUs

Mr. Auld said this authority would enable him to sign documents, such as the annual MOU with the Judy Center, as long as the cost does not exceed \$5,000. Dr. Stielow moved to approve the resolution for providing this authority to Mr. Auld, but asked that it be corrected to read *nominal*, rather than *non-fiscal* impact. Ms. Smith seconded the motion. After a discussion, the motion failed to pass. The resolution will be edited before another reading.

Proposed MOTION: Replace the Program Approval Procedures, adopted February 21, 2019 with Program Notification Procedures as provided

Dr. Stielow moved to approve the Program Notification Procedures. Ms. Evans seconded the motion. A discussion ensued about how AACPL announces information about its programs to public and accepts public input on programs.

Mr. Auld reviewed the written *Program Notification Procedure* as provided in the meeting materials.

At Mr. Auld's request, Ms. Hollerbach explained how parents are notified about programs, program attendance under Maryland law, the required age of babysitters, and other related program policies posted for the public. *Library Happenings* is published quarterly, and new programs are announced via social media if happening quickly. She added that parents must sign permission slips for children to attend after-hours programming.

Ms. Seamon asked how much program detail is sufficient for notification. Ms. Hollerbach said there are space considerations for the publication of *Library Happenings*. The Website will always have more details, and customers can also always call the branch for details.

Ms. Beck moved to amend to the *Program Notification Procedure* and read a proposed amendment. The amendment included language to require that proposed new programs be reviewed by Trustees via their intranet portal on Eliza, announced in the newspaper 60 days prior, provide an opportunity for the public to respond with "tell us what you think," and a quarterly report on public comments.

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Dr. Stielow asked how customers know about programs when they visit a branch. Ms. Feldman said that *Library Happenings* is always available to read and there are poster announcements on stands.

Mr. Best advised there was a motion on the table.

Ms. Beck was asked to repeat her motion to amend the *Program Notification Procedures*. This was done. Mr. Bles seconded the motion. The Trustees engaged in a discussion.

Mr. Harle moved to table Ms. Beck's amendment until it could be reviewed in written form. Ms. Wible seconded the motion.

Mr. Best asked to clarify whether Mr. Harle's motion was to table the entire policy as amended.

Mr. Harle said he only wanted to table Ms. Beck's amendment and Ms. Wible concurred that is what she had seconded. All were in favor, and the MOTION passed. The amendment provided by Ms. Beck was tabled.

Mr. Auld reviewed the timeline and history related to the Program Notification Procedures currently offered.

After additional discussion, Ms. Beck suggested that a vote be taken at the next meeting.

Mr. Best reviewed the status of the issues by noting that the board approved a policy two months ago and that this policy includes board review of potentially controversial programs.

Mr. Seay suggested that two different issues are being conflated. There is the board policy which Mr. Best speaks of, and the internal operating procedures which Mr. Auld was asked to develop.

Mr. Harle called the question on the motion to table a motion put forth by Ms. Beck. All were in favor and Ms. Beck's motion was tabled.

Mr. Best reviewed the status of the meeting and directed the board to the motion by Dr. Stielow.

Dr. Stielow withdrew his motion to approve the new policy. Mr. Best said this issue was now ended.

Mr. Auld said Program Approval Procedures were adopted on February 21. The new Program Notification Procedures will provide more notification than previously, and asked if there was a Trustee to move to approve them.

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Mr. Harle moved to approve the new Program Notification Procedures. Ms. Solomon seconded the motion. After more discussion, Mr. Colquhoun suggested taking up the Program Notification Procedures at the next meeting. Mr. Harle tabled his motion.

Mr. Colquhoun asked if all the programs had been submitted. One more new program was identified.

Mr. Best moved to adjourn the meeting. Dr. Stielow seconded the motion. Mr. Colquhoun called the question and all were in favor of adjournment.

Ms. Smith suggested a vote to go forward with the programs. Ms. Beck disagreed.

Mr. Best said a vote had been taken and a majority agreed to adjourn. He noted that it was the official closing time for the meeting.

Ms. Smith moved to extend the meeting for ten more minutes. The motion was seconded by Ms. Simmons. The motion passed and the meeting time was extended.

It was moved by Dr. Stielow and seconded by Mr. Harle that the Chief Executive Officer and staff were authorized to proceed with development of the programs under review. The motion passed with two votes of no.

Dr. Stielow moved to adjourn the meeting. Ms. Solomon seconded the motion. The motion passed and Mr. Colquhoun adjourned the meeting at 6:20 p.m.

The next regularly scheduled meeting of the AACPL Board of Trustees will be held on Thursday, April 18, 2019 at 4:00 p.m. at the Edgewater Community Library.

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