

**Minutes**  
**Public Library Association of Annapolis and Anne Arundel County, Inc.**  
**Mountain Road Community Library**  
**4730 Mountain Road, Pasadena, Maryland**

**May 16, 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 May 16, 2019, at the Mountain Road Community Library, 4730 Mountain Road, Pasadena, Maryland.

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

Ms. Joan Beck	Mr. Bert Rice
Mr. Joseph E. Bles	Mr. Keith Seay
Kevin Best, Esq.	Ms. Simmona Simmons
Mr. William Colquhoun	Ms. JanElaine Smith
Ms. Penny Evans	Ms. Sandra L. Solomon
Mr. James Harle	Mr. Gerald P. Starr
Mr. Charles Maher	Dr. Fred Stielow
Ms. Joyce Miller	Ms. Sharon Wible

The following Trustees were unable to attend: Ms. Tonya Baroudi, Ms. Jacqueline Seamon, and Ms. Barbara Maxwell.

Guests: Ms. Leslie A. Anderson (via telephone), Ms. Cathy Belcher, Mr. David Cohn, Ms. Deirdre Hendrick, J. Robert Sapp III, Ed. D., and Mr. William A. Shorter.

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 in attendance included: Ms. Jennifer Adams, Ms. Natalie Benjamin, and Ms. Rachel Myers,

Call to Order

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

### Agenda Approval

Mr. Roland asked if changes were needed to the agenda before approval. Mr. Best said the item *Board Governance Resolution* should be prefaced by *First Reading*. In addition, the purpose for closing the meeting should also include *discussion of a personnel matter*. Mr. Roland asked for approval of the agenda incorporating these changes. Mr. Rice moved to approve the revised agenda. Ms. Smith seconded the motion. The revised agenda was approved.

### Minutes

Mr. Roland asked for a motion to approve past minutes.

- Ms. Evans moved to approve the minutes of the February 26, 2019 meeting. Ms. Solomon seconded the motion. The minutes were approved.
- Ms. Beck moved to approve the minutes of the April 18, 2019 meeting. Ms. Solomon seconded the motion. The minutes were approved.

### Welcome to the Mountain Road Community Library (MTR)

Ms. Jennifer Adams welcomed all to the Mountain Road Community Library. Ms. Adams 35 year career with AACPL will come to a close when she retires on July 1. She described MTR as “small but mighty,” noting that it was built in 1994 and is just under 9,000 square feet in size. The branch serves 14,000 users, and is most comparable to the Maryland City at Russett and Edgewater Community Libraries. There are three schools within walking distance of MTR, and users can borrow fishing poles in addition to regular materials. She invited everyone to attend MTR’s 25<sup>th</sup> Anniversary Celebration on August 6.

Mr. Roland welcomed Mr. Starr back after his recovery from a car accident. Mr. Starr thanked Mr. Roland and the board for the many get-well wishes sent to him and his wife.

### Treasurer’s Report

Mr. Colquhoun said the Treasurer’s Report shows the same projected self-generate revenue shortfall of approximately \$150,000 as the last month. Mr. Sedmak said he will submit the invoice from Skyline Technology Solutions to Chubb Insurance, and they may also cover the cost of the Carbon Black anti-virus software. Chubb Insurance will also put us in touch with a forensic accountant who can document our losses due to the virus attack, currently estimated at over \$78,000.

### Staff Reports

#### *Chief Executive Officer's Report*

Mr. Auld reported that the FY20 Budget proposed by County Executive Steuart Pittman is extremely generous and includes significant increases for AACPL. It remains to be approved by the County Council, and AACPL made its budget presentation to the Council on May 9.

Mr. Auld said he recently sent the Trustees links to videos on how library fines in St. Paul, Minnesota were eliminated, as well as one presented at the *For the Love of the Library* event. In addition, a Leadership Brief for Trustees by the Urban Libraries Council is provided in the meeting materials.

#### Public Services and Branch Management Report

Ms. Hollerbach said she provided the board with a report on procedures to ensure transparency for notification and public input on library programming entitled: [Comprehensive Overview of AACPL Programming and Outreach](#). She noted that the online version of her report contains links that will lead to additional information, and she would be pleased to answer any questions.

Dr. Stielow wanted more detail on transparency and wanted to know what has been learned recently concerning programming. A discussion ensued. Ms. Hollerbach said AACPL learned how to explain why it wants to do programs and to provide talking points.

Ms. Hollerbach reported that thanks to a grant from AACPL Foundation, flyers will be sent home, in tandem with public elementary school report cards, to promote the reading challenge.

#### Human Resources Report

Ms. Bowen reported that nearly all staff vacancies were filled, including the position of IT Manager. She added that, in response to the recent computer virus attack, Human Resources has instituted mandatory security awareness training for all staff using an online program called *KnowBe4*. The course teaches staff how to recognize scam emails and how to respond to phishing.

#### *Support Services Report*

Mr. Rodela reported that new IT Manager, Scott Barter, began work this week. He brings experience in state government, Azure, and Microsoft Office 365.

Mr. Rodela answered questions and said that damp weather has prevented the construction crew from adding the bricks to the new Annapolis library structure. The building is due to be

completed on January 13, 2020, and will open to the public on March 15, 2020. He also reported that the roof repair at Linthicum Community Library had been completed.

#### *Marketing and Communications Report*

Ms. Feldmann provided the summer edition of *Library Happenings!* She shared a sample insert that will be in Gazette newspapers to promote *Summer @ Your Library*. She showed a large, front page article about *Discoveries: The Library at the Mall*, and its potential to become a permanent branch, from the current *Annapolis Capital*.

#### Foundation Report

Ms. Glenn thanked everyone for their support of the recent annual *For the Love of the Library* gala. The Foundation's FY19 Annual Fund currently totals \$196,516, with donations to the Annual Fund now at 26% over FY19's goal of \$144,000. A strong response from donors at the gala, particularly the 41% increase in the number of sponsors, played a role in this increase.

#### Committee Reports

##### *Budget Committee Report*

Mr. Colquhoun reported that four of the ten supplemental budget requests made by AACPL are included in the FY20 Budget proposal. Please contact your County Council member to advocate for adoption of the Library budget as proposed by the County Executive.

##### *Riviera Beach Committee Report*

Mr. Colquhoun reported that a building permit has been obtained for the new Riviera Beach Community Library. A public meeting was held about the new facility on April 16, and 35 people attended. The participants asked questions and were pleased with the design.

##### *Governance Committee Report*

Mr. Harle reported that the Governance Committee reviewed the Board Governance Resolution prepared by Mr. Best and affirm that is a worthwhile document for all intents and purposes. The resolution will be brought forward for adoption at the next meeting.

Mr. Harle reported that the following four individuals had been nominated by the County Executive, approved by the County Council, and interviewed by the Governance Committee. The committee finds them all to be excellent candidates and recommends their election to the Board of Trustees:

- Leslie A. Anderson
- Cathy Belcher
- Joseph Robert Sapp, III, E.D.
- William A. Shorter, Jr.

The candidates who were present were asked to leave the meeting room so that a vote could be conducted in their absence. Afterwards, the Trustees unanimously voted to elect all four candidates to be members of the Board. The candidates were invited back into the meeting and welcomed to the Board of Trustees.

Mr. Harle introduced Ms. Deirdre Kendrick, a candidate from District 5 and nominated by the County Executive to join the board. The County Council will vote on her nomination soon.

#### *Nomination of Officers and Directors*

Mr. Harle reported the following on behalf of the Governance Committee:

- The terms of Mr. Best, Dr. Stielow, Ms. Beck, Ms. Solomon and Ms. Wible were due to expire in June and all, with the exception of Ms. Wible, wished to run for another term. A vote to renew their terms will be held next month, and a Trustee candidate will be sought to fill the vacancy left by Ms. Wible.
- Mr. Roland plans to step down as Chairman in June, and Mr. Colquhoun has tentatively agreed to run for Chairman. Ms. Maxwell and Ms. Miller have agreed to run for another term in their current position as Secretary and Vice Chairman respectively.
- Nominations for Treasurer, Second Vice-President, and Riviera Beach Capital Project Committee Chair are sought.

Mr. Maher volunteered to run as Treasurer and Mr. Harle thanked him.

#### Unfinished Business

##### *First Reading Board Governance Resolution*

Mr. Best said the resolution pertains to the proper roles, powers, governance, responsibilities and authority of the Board of Trustees, the Board Chairman, the Chief Executive Officer, Other Officers, Committees and Staff, and generally pertains to orderly decision-making, respect for proper roles and legal authority. He added that this was the first reading of the nine-page document and it can be amended. Ms. Smith asked if Mr. Best would electronically share the slide presentation he gave about board governance at the April meeting.

*First Reading – Program Analysis and Notice Procedures*

Mr. Auld reviewed the *Program Analysis and Notice Procedures*, a document he proposed to replace the *Program Approval Procedures* that the Board adopted on February 21.

The main difference between the documents is that the new procedure calls for notifying the Board of programs that “merit special attention,” whereas the existing procedure calls for notifying the Board of programs that are “potentially controversial.” Mr. Auld said the way this will work is that, when there is a program meriting special attention, the CEO will notify the Board on Wednesday one week prior to the board meeting.

Mr. Roland noted that at any time, the board may invite public comment. Ms. Smith noted that we provide extensive description of programs that are coming up in many places, such as in *Library Happenings!*, which comes out two weeks before programs start each quarter, on the AACPL website, etc. Ms. Hollerbach noted that outreach programs are usually not in *Library Happenings!* and other publicity vehicles are used, such as AACPL’s social media, posters, etc.

*MOTION to Approve Updated Facilities Master Plan*

Mr. Rodela said he had presented the updated Facilities Master Plan at the April meeting, noting that it had been carried forth in time from its previous iteration to make it current. A current plan is required in order to qualify for state capital grants. Mr. Harle moved to approve the Facilities Master Plan. Ms. Smith seconded the motion. The FY20 Facilities Master Plan was approved.

New Business

*Motion to Approve Request by Crofton Boy Scouts*

Ms. Hollerbach presented a request from the Boy Scouts who wish to collect flags at Crofton Library to use for training before flag retirement ceremonies. Mr. Harle moved to approve the request. Ms. Solomon seconded the motion. The request was approved.

*Motion to Approve Purchases*

Mr. Sedmak asked for board approval for purchases of library materials in total amounts exceeding \$75,000 which were as follows:

<b>Vendor</b>	<b>Not to Exceed Amount</b>	<b>Description</b>	<b>Procurement Method</b>
Bibliotheca, LLC	\$300,000	Cloud Library eBooks	Sole Source
Ingram Library Services (\$150,000 new approval/\$500,000 approved on June 21, 2018)	\$650,000	Books	MALiA Contract
Midwest Tape (\$50,000 new approval/\$300,000 approved on June 21, 2018)	\$350,000	Audio/Visual	MALiA Contract
Recorded Books, LLC (\$30,000 new approval/\$520,000 approved on June 21, 2018)	\$550,000	Digital Audiobooks and Magazines and Books on CD	Sole Source

Ms. Evans moved to approve the purchases. Ms. Solomon seconded the motion. The library materials purchases were approved as presented.

Dr. Stielow asked for information about negotiation strategies for purchasing library materials. Mr. Rodela said that AACPL participates with many purchasing groups and this information will be provided at the next board meeting.

*Executive Session*

Mr. Roland recommended a motion to close the meeting in order to consult with counsel to obtain legal advice regarding the current Maryland Public Information Act (MPIA) requests and possible fee waivers, as well as to discuss a personnel matter involving a former employee.

Dr. Stielow moved to close the meeting. Ms. Smith seconded the motion. The motion to close was unanimously approved. The Executive Session commenced at 5:10 p.m.

Pursuant to § 3-305(b), (1) and (7) of the General Provisions Article, annotated Code of Maryland, and upon motion of Dr. Stielow and seconded by Ms. Smith, 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, May 16, 2019 in the Conference Room, at the Mountain Road Community Library, 4730 Mountain Road, Pasadena, Maryland.

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All board members were present except Ms. Tonya Baroudi, Ms. Jacqueline Seamon, and Ms. Barbara Maxwell. The following staff members were in attendance: Mr. Hampton Auld, Chief Executive Officer, and Ms. Terry Bowen, Chief, Human Resources.

*Executive Session Concluded*

The Executive Session concluded at 6:23 p.m.

Mr. Roland adjourned the meeting at 6:26 p.m. The next meeting is scheduled for Thursday, June 20, 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