

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

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

Mr. William Colquhoun presided. Trustees in attendance were:

Ms. Leslie A. Anderson	Mr. Keith Seay
Ms. Joan Beck	Mr. William A. Shorter
Ms. Cathy Belcher	Ms. Simmona Simmons
Mr. James Harle	Ms. JanElaine Smith
Ms. Barbara Maxwell	Ms. Sandra L. Solomon
Mr. Donald E. Roland	Mr. Gerald P. Starr
Dr. Robert Sapp	Dr. Fred Stielow
Ms. Jacqueline Seamon	

Attending via telephone: Mr. James R. Estep, Ms. Deirdre Anne Hendrick, and Mr. Bert Rice.

The following Trustees were unable to attend: Kevin Best, Esq.; Ms. Tonya Baroudi, Mr. Joseph E. Bles, Ms. Penny Evans and Ms. Joyce Miller.

Guests: Ms. Laura Brown, Trustee Nominee; and Mr. Julius Brown.

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
Mr. Rudy Rodela	Chief, Support Services
Ms. Donna Denny	Executive Assistant
Mr. Scott Sedmak	Chief Financial Officer

Additional staff members: Scott Barter, Joshua Batucan, Annette Goodman, Gloria Harberts and Maribel Ibrahim.

Call to Order

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

Introduction of Guests

Mr. Harle introduced Ms. Laura Brown, recently nominated by County Executive Steuart Pittman to fill a vacancy on the board in District 1 created by the resignation of Mr. Charles Maher. Ms. Brown's nomination will be presented to the County Council at their next meeting. Ms. Brown introduced her father, Mr. Julius Brown.

Mr. Auld introduced two new staff members and asked them to provide their background:

- Ms. Annette Goodman is a Library Associate at the Brooklyn Park Library and is attending the Library Associate Training Institute (LATI). She has been a ballerina with college majors in philosophy and library science. Her first library position was at corrections facility assisting inmates with research.
- Mr. Joshua Batucan is the new Senior Network Engineer in Information Technology. He previously worked for SMART Computing as a Senior Systems Engineer.

Approval of Agenda

Mr. Colquhoun asked for any changes to the agenda. There were no changes. Mr. Shorter moved to approve the agenda. Ms. Smith seconded the motion. The agenda was approved.

Approval of Minutes

Mr. Colquhoun asked for any edits to the minutes of the October 17, 2019. Attendance was corrected and Ms. Maxwell moved to approve the corrected minutes. Mr. Harle seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Sedmak provided the Treasurers Report. He added that he recently met the new County Budget Analyst assigned to AACPL, Ms. Darlene Flynn. He also reported that a check in the amount of \$174,576 was received from Chubb Insurance for virus mitigation. Mr. Sedmak answered questions, noting that the check was for all qualifying losses, minus the policy deductible.

Chief Executive Officer's Report

Mr. Auld reported that he, Mr. Rodela, Councilwoman Allison Pickard, and representatives from MacKenzie Commercial Real Estate Services, toured the Harundale Shopping Center as part of the site search for a new Glen Burnie Library. A study of possible sites is currently underway and will be available in a few weeks.

Mr. Auld reported that a meeting was being planned to further discuss the naming request made for the new Annapolis Library building. The meeting is at the suggestion of the Executive Committee of the AACPL Foundation's Board of Directors. Its purpose will be to propose alternative naming ideas, including the designation of the Maryland Room at the Annapolis Library, as well as an annual lecture series and scholarship sponsored by the Foundation. The current Speaker of the Maryland House of Delegates, Adrienne Jones, will attend the meeting. Mr. Colquhoun said the results of the meeting will be shared at the December board meeting.

Public Services and Branch Management Report

Ms. Hollerbach said that in addition to her written report:

- The general contractor for the buildout of the new Discoveries branch has been chosen.
- Ms. Hollerbach and Ms. Hass recently met with Shawn Horvath, the new Assistant Chief Diversity Officer at the United States Naval Academy.
- The Severn Library is the first branch to receive a Dementia Friendly certification.

Human Resources Report

Ms. Bowen said her written report includes a lot of staff changes, with many interviews in process. Human Resources is completing the open enrollment period for employee medical benefits.

Support Services Report

Mr. Rodela said that in addition to his written report, he and Ms. Ibrahim were pleased to provide capital project updates. Mr. Rodela presented a video, filmed via drone, showing construction progress at Annapolis Library.

Ms. Ibrahim displayed illustrations of the buildout of the new *Discoveries: The Library at the Mall*. She noted that key staff members have been meeting regularly with the architect to complete finish selections. She displayed and reviewed the finish selections, floor plan, and furnishings before answering questions. The opening date for *Discoveries* is January 25, and it will be AACPL's sixth largest branch. A new membership gym, designed by the same contractor as *Discoveries*, will open next door within the same period.

Marketing and Communications Report

In addition to her written report, Ms. Feldmann provided copies of the winter edition of *Happenings!* She also reported that the *FY19 Annual Community Impact Report* was located on the website. She reviewed a slide presentation of the report, which mirrors the strategic plan. It may be found at this link:

<https://spark.adobe.com/page/LlXtmlex2yGve/>

Foundation Report

Ms. Glenn said her report includes grants made by the Foundation to the library since mid-September, which she reviewed as follows:

- \$1,487 for new book trucks at the Deale library
- \$8,341 for new mobile DVD display cases at the Brooklyn Park library
- \$5,257 for new children's area seating at Odenton
- \$ 600 to replace missing hotspots

Ms. Glenn said Trustees will soon receive a letter from Sam Brown encouraging them to make a gift to the Annual Fund. Ms. Gloria Harberts spoke about the importance of the Foundation's support to Annapolis and all library branches, giving examples of how Foundation grants make the work of staff and volunteers more pleasurable, efficient, and creative.

Budget Committee Report

Ms. Hendrick said the Budget Committee discussed the naming issue as it related to the budget. The committee reached no conclusions, except to agree that it was committed to support decisions that are in the best interest of AACPL, and to acknowledge the sources of the library's funding.

Riviera Beach Capital Project (RIVCAP) Committee Report

Mr. Colquhoun said there was nothing to report, but he may have information about a temporary library location at the December meeting.

Governance Committee Report

Mr. Harle said he was pleased to have Trustee Nominee Laura Brown present at the meeting. He added that the board would conduct its membership vote at the December meeting.

Unfinished Business

MOTION to Approve Revision of Purchasing Policy

Mr. Sedmak said he had presented the revised Purchasing Policy at the previous meeting. The changes in the policy were made to keep it in concert with the purchasing policy the County follows. He received no questions or suggestions from the board since. A discussion ensued. Mr. Sedmak answered questions on a range of finance-related topics including internal/external audits, procurement procedures, budgeting, and reporting. Dr. Stielow moved to approve the revised Purchasing Policy. Mr. Shorter seconded the motion. The revised Purchasing Policy was approved.

MOTION to Approve Children's Fine Free Implementation Proposal

Mr. Auld reviewed the proposal and noted that the board is specifically asked to approve the following actions of the proposal:

- A one-time waiver of all overdue fines and fees for customers 17 and under;
- A one-time waiver for any overdue fines incurred on children's material for customers 18 or over. These one-time waivers would occur prior to us implementing the children's fine free program.

Ms. Hollerbach said the County Council has approved this change. With Board approval, there will be a press conference on January 6th at Brooklyn Park Library to announce the new policy. Cardholders age 17 and under will be given a fresh start as the library waives their outstanding debt. All cardholders will still have to pay for any lost and damaged items after this one time amnesty. Mr. Shorter moved to approve the two actions of the proposal. Dr. Stielow seconded the motion. The proposal actions were approved.

Discussion of Malware Report

Mr. Colquhoun noted that there were many questions related to the report. He asked that board members with questions to provide them to Mr. Rodela, rather than conduct a lengthy discussion during the meeting. Ms. Hendrick suggested that a committee or working group review the questions with Mr. Rodela. Mr. Colquhoun agreed and a Malware Report Committee was created.

Meeting guest Mr. Julius Brown asked the board to consider honoring Tuskegee Airman Colonel Charles McGee as he will turn 100 years old soon. Ms. Hollerbach said she would be pleased to discuss this idea, noting that Col. McGee's presentation at the Odenton Library in March 2018 attracted a very large crowd.

New Business

First Reading - Proposed Bylaws Amendment

Mr. Colquhoun said the proposed bylaws amendment was from Mr. Best, General Counsel to the Board of Trustees. It addresses a conflict that could affect him or his practice by removing his voting status. This would make for a true attorney/client relationship between the board and its counsel. Mr. Colquhoun reviewed the proposed changes and a discussion ensued. Ms. Anderson recommended additional changes to the bylaws regarding public comments. Ms. Colquhoun said the board would not be voting on the bylaws changes until a future meeting, and any suggested additional changes should be communicated to Mr. Best.

Diversity Committee of the Board of Trustees

Mr. Auld said that a Diversity Advisory Board (DAB) was created in December, 2013 by the Board of Trustees. Ms. Solomon chaired the DAB and she spoke about its background and membership, as well as its staff counterpart, the Workforce Quality and Diversity Committee (WQDC). Ms. Solomon noted that the DAB had not convened in a long time and it may be time for it to be disbanded. Therefore, the WQDC recommends that the Board of Trustees create its own Diversity Committee. Ms. Solomon has agreed to Chair the Diversity Committee, which will have two meetings per year, held at 3:00 p.m. prior to regular board meetings held in April and November. Ms. Solomon will also continue to be the liaison between the Diversity Committee and WQDC. She asked that any board members interested in serving on the new committee inform Mr. Colquhoun. Dr. Stielow said the Bylaws should be changed to include the Diversity Committee as a standing committee of the board.

First Reading - Proposed AACPL Code of Conduct (Revision of Library Rules)

Ms. Hollerbach provided a revised version of the AACPL Code of Conduct, last revised and approved by the board in April 2017. She noted that the revisions were made in consultation with the County's Office of Law after recent protest demonstrations held at the Crofton Library over a Drag Queen Storytime program.

Two rules were revised as follows:

- *First Amendment activities such as petitioning, picketing, or protesting, are allowed on library grounds but are not allowed inside library buildings.*

- *The following are prohibited: illegal drugs and activities, public disturbances, offensive or abusive language, excessively loud talking or noise, sleeping, blocking entryways, alcohol intoxication, offensive personal hygiene, harassment of others, indecent exposure and sex acts.*

Two rules were deleted as follows:

- *Adult customers may be asked to relocate from the children's or teen areas if they are not engaged in library activities which requires materials from those areas.*
- *Library furnishings may not be moved by customers without permission of staff.*

A discussion ensued, and Dr. Stielow objected to revisions he did not feel were clear enough. Ms. Hollerbach provided background and context related to the events of the protest, and noted that the language had been provided by the Office of Law. Ms. Hendrick also said additional editing was needed. Dr. Sapp was interested in seeing similar rules from other library systems. Ms. Hollerbach will share her research, as well as the language with which she was provided. Board members will provide her and Mr. Auld with any specific language revisions they recommend.

Waiving Employee Fines

Mr. Auld said that AACPL staff have always paid library fines. At the General Staff Meeting held in October, it was presented that staff would like not to have to pay fines. Mr. Auld said he recommends waiving fines for library staff and retirees, and he would like the board to consider this action. Mr. Auld noted that the action would mean a loss of revenue to AACPL of approximately \$2,000 annually. Mr. Rice moved to waive the 30 day rule in order to approve the proposal. Ms. Solomon seconded the motion. Because there was no written proposal, Ms. Anderson moved to table the waiver of the 30 day rule. Dr. Stielow seconded the motion. The waiver of the 30 day rule was tabled. A written proposal will be provided in the future.

The meeting was adjourned at 5:55 p.m.

The next meeting is scheduled for Thursday, December 19 at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis.

Respectfully submitted,



Barbara D. Maxwell
Secretary

BDM/dld