

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

October 17, 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 October 17, 2019, at Broadneck Library, 1275 Green Holly Drive, Annapolis, Maryland.

Mr. William Colquhoun presided. Trustees in attendance were:

Ms. Leslie A. Anderson	Ms. Joyce Miller
Ms. Tonya Baroudi	Mr. Bert Rice
Ms. Joan Beck	Mr. Donald E. Roland
Ms. Cathy Belcher	Dr. Robert Sapp
James Estep	Mr. William A. Shorter
Ms. Penny Evans	Ms. Simmona Simmons
Mr. James Harle	Ms. Sandra L. Solomon
Ms. Deirdre Anne Hendrick	Mr. Gerald P. Starr
Ms. Barbara Maxwell	

Attending via telephone: Dr. Fred Stielow

The following Trustees were unable to attend: Mr. Kevin Best, Mr. Joseph E. Bles, Ms. Jacqueline Seamon, Mr. Keith Seay, and Ms. JanElaine Smith.

Guests: Mr. Dillon Behler, Legislative Director; and Senator Sarah K. Elfreth, MD District 30.

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. 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
Mr. Scott Sedmak	Chief Financial Officer

Additional staff members attending: Morgan Binnix, Matthew Green, Lynette DelPrete, Gloria Harberts, Maribel Ibrahim, Heather Ravanbakhsh, and Robin Soma Dudley

Call to Order

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

Welcome to the Broadneck Library

Ms. Heather Ravanbakhsh welcomed all to the Broadneck Library. She has been its Branch Manager since December and she began her AACPL career 20 years ago at Edgewater Library. The Broadneck Library serves a tight-knit community, with a great location across from Broadneck High School. It is also near a park and senior center. The branch was renovated in 2018, and improvements included changes to the meeting room and information desk.

Mr. Auld invited everyone to introduce themselves and introduced Senator Sarah Elfreth and Mr. Dylan Behler. Mr. Auld invited Senator Elfreth to address the Trustees.

Senator Elfreth said she had represented District 30 for ten months and serves on the Senate Budget and Taxation Committee. She provided a handout entitled “Library Ten Year Analysis FY11 through FY20” showing state funding for public libraries. She said legislators know public libraries are community assets and so it has increased its investment in them over the last decade. She noted that funding for the Public Library Capital Grants Program has remained at \$5 million since 2008, and she will work to see that figure increased. She also looked forward to working on legislation to offset library late fees statewide, in order to enable Maryland public libraries to become fine-free. She offered to answer any questions before departing.

Agenda Approval

Mr. Colquhoun asked if there were any changes to the agenda. Mr. Auld noted three changes: An update on a ban from by Ms. Hollerbach was moved to the end of the agenda; the board will use a consent agenda to approve all policies under old business except for the Electronics Use Policy; and Ms. Bowen will present two new position reclassifications under new business. Mr. Shorter moved to approve the revised agenda. Mr. Harle seconded the motion. The revised agenda was approved.

Minutes Approval

Mr. Colquhoun asked if there were any changes for the minutes of the September 19, 2019 meeting. Mr. Rice moved to approve the minutes. Mr. Shorter seconded the motion. The minutes were approved.

Treasurer’s Report

Mr. Sedmak said the Treasurer’s Report did not include any unusual information and offered to answer any questions.

Ms. Terry Bowen to Retire

Mr. Auld announced that Ms. Terry Bowen, Chief of Human Resources, would retire effective February 1, 2020. Ms. Bowen was hired in her current position in October of 2011. She came to AACPL as a retiree from Prince George’s County Government’s Office of Human Resources after

thirty-four years. For the past eight years, Ms. Bowen has brought tremendous skills, knowledge, and experience to her position. During her tenure, the AACPL workforce expanded from 221 to 263 full time staff, a 19% increase. More than 60% of current career staff have been hired by Ms. Bowen. As a new grandmother, she is going to be spending some quality time with her grandson.

Ms. Beck congratulated Ms. Bowen on her pending retirement and thanked her for helping AACPL through some of its most complicated challenges.

Chief Executive Officer's Report

Mr. Auld noted that his report included a copy of a letter and petition from a church located in Severn asking AACPL not to present Drag Queen Story Time programs. He also included a copy of his response letter.

Mr. Auld passed around a copy of a book he found informative entitled *A Quick & Easy Guide to They/Them Pronouns* by Archie Bongiovanni. Mr. Auld noted that some individuals do not identify with the gender they were assigned at birth and the book is an educational guide to using gender-neutral pronouns.

New Annapolis Library Naming Issue

Mr. Auld noted that the ongoing Annapolis Library naming issue is not included in his report, but he wanted to make sure all board members were aware of it. He noted that the Foundation's Board of Directors had met on the previous day and the issue was discussed.

Mr. Auld reviewed the timeline of the issue, which began when he was contacted during the summer by Senator Sarah Elfreth to consider the idea of naming the new Annapolis Library in honor of Michael E. Busch, a politician who served as Speaker of the Maryland House of Delegates until his death on April 7, 2019. The review included: meetings held on the topic between State and County Officials, AACPL leadership, and the leadership of the AACPL Foundation; background in the form of naming policies adopted by the Foundation, naming rights granted by the County, the value of naming opportunities including revenue raised thus far; and past naming requests received by AACPL and outcomes.

Mr. Auld said the issue is controversial and some members of the Foundation Board, as well as some Trustees, do not want the Library to do this. He added that the board would not be asked to vote on the issue today and board leadership discussions will continue. Ms. Miller spoke at length about her concerns that if this request goes forward, it could have negative impact on the library, and the library's ability to fundraise. A discussion ensued and the Trustees were encouraged to defer to Ms. Feldmann if they were approached by the media concerning the issue.

Public Services and Branch Management Report

Ms. Hollerbach said she had nothing to add to her written report and offered to answer any questions.

Human Resources Report

Ms. Bowen said she had nothing to add to her written report and offered to answer any questions.

Support Services Report

Mr. Auld noted Mr. Rodela provided a report about the malware event of September 2018 for the board to read prior to the November meeting.

Marketing and Communications Report

Ms. Feldmann said she had nothing to add to her written report, except to note that she will be speaking about *Discoveries: The Library at the Mall* at the upcoming Public Library Association Conference in Nashville, TN.

Foundation Report

Ms. Glenn noted a highlight from her written report showing that the total number of donors to the ANN Brick Campaign was 1,261, with 77% of these representing first-time donors to the Foundation.

Budget Committee Report

Mr. Sedmak reported that the new Budget Analyst who will be assigned to AACPL will start work on Monday.

Riviera Beach Capital Project Committee Report

Mr. Colquhoun reported that the drafting plans for the new Riviera Beach Library are being signed and negotiations to secure a temporary library are underway.

Governance Committee Report

Mr. Harle reported that the Governance Committee was pleased to nominate the following board members for two officer positions:

- For the Treasurer vacancy of created by the resignation of Mr. Charles “Skip” Maher, the Governance Committee nominated Ms. Deirdre Anne Hendrick; and
- For the vacant newly created position of 2nd Vice Chairman, the Governance Committee nominated Mr. William A. Shorter, Jr. This new position was created to enable the preparation of a successor to the Chairman position.

There were no additional nominations. Ms. Hendrick and Mr. Shorter left the room so that a vote could be taken. The board voted unanimously for Ms. Hendrick and Mr. Shorter to assume the officer positions for which they were nominated.

Mr. Harle reported that a board vacancy remains for County District 1, and the County Executive has not yet made a nomination. Mr. Harle asked the board members to advise him if they have recommendations of candidates to share with the County Executive.

Mr. Harle announced that he will be moving to the District of Columbia in the spring and will resign from the AACPL board at that time, so a Governance Chair will be needed to replace him. Mr. Colquhoun thanked Mr. Harle for his efforts in Chairing the Governance Committee.

Unfinished Business

MOTION to Approve Revision to Workplace Electronic Systems Use Policy

Mr. Auld noted that Mr. Rodela had provided the revised Workplace Electronic Systems Use Policy for review at the previous meeting. The proposed resolution changes text in the “Unauthorized Uses” section of the current policy. The change permits Library staff in the branches to move or install equipment on the library network under the supervision of Library IT staff. Mr. Sapp moved to approve the revised policy. Mr. Shorter seconded the motion. The revision to the Workplace Electronic Systems Use Policy was approved.

MOTION to Approve Updates of Circulation Policies

Ms. Hollerbach noted that changes had been made to an update in the Circulation Policies in response to Ms. Hendricks review, changing one grace period from 30 to 90 days, and adding that there will be no refunds for items missing parts. Mr. Shorter moved to approve these amendments to the policies. Mr. Colquhoun seconded the motion. Mr. Shorter moved to approve the updates of the circulation policies. Ms. Miller seconded the motion. The updated circulation policies were approved.

As agreed earlier in the meeting, the board used a consent agenda to approve the following policies under unfinished business:

- *FY-2021 Capital Project Requests*
- *Solicitations Policy Revisions*
- *Elimination of Regional and Community from Branch Names*

Mr. Shorter moved to approve these three policies. Mr. Harle seconded the motion. The policies were approved.

Ms. Hollerbach noted that due to costs, the changes to the names of the libraries will be rolled out gradually. Digital changes on the website, social media, email signatures, etc. will be made immediately. Business cards, stationary, brochures, folders, etc. will be updated when current supplies run out. Signage will be changed as time and funding allow, as part of a rebranding effort to improve exterior branch signage.

Update on Ban

Ms. Hollerbach reported that a court hearing was held on October 3, but Mr. Sapp received a subpoena for the hearing on October 5. At the hearing, the individual who attacked Mr. Sapp at a library program and charged with second degree assault was barred by the court from entering an AACPL building for 3 years, or face criminal trespass charges. The court agreed to reopen the case, but also allowed that the library could submit a letter saying that the 3-year ban was acceptable. Ms. Hollerbach said the board could vote for a lifetime ban, which would require an invitation to the banned customer to attend a board meeting to state their case, or accept the court decision. The board decided to let the court decision stand. Ms. Hendrick moved to approve a letter from Mr. Colquhoun to the court announcing the board decision. Mr. Harle seconded the motion. A letter to the court approving the 3-year ban was approved.

First Reading – Revision of Purchasing Policy

Mr. Sedmak presented a revised Purchasing Policy for the Trustees' consideration. The revisions are intended to incorporate some more flexible provisions that the County recently adopted in its own purchasing policies. In response to a question, Mr. Sedmak noted that another layer of protection had been added to employee procurement card use by requiring supervisors to review and sign off on monthly reports. Mr. Sedmak said he will ask the board to approve the revised policy at the November meeting.

Library Market Introduction

Ms. Stephanie Petruso, Virtual Services Manager, demonstrated a major change that will go into effect on October 29 called Library Market. It will allow Library customers to book meeting rooms and sign up for programs directly through our website. In addition, staff management of all Library events will be handled using this program.

First Reading - Revision of Meeting Room Policy

Ms. Hollerbach said that the use of Library Market requires revisions to the meeting room policy. She asked the board to waive the 30 day rule because this new meeting room reservation system will go live on November 4. Mr. Rice moved to waive the 30 day rule. Mr. Shorter seconded the motion. The 30 day rule was waived. Mr. Rice moved to approve the revised meeting room policy. Mr. Shorter seconded the motion. The revised meeting room policy was approved.

Equitable Public Access to E-Books Resolution

Mr. Auld explained that one of most significant issues for libraries today is that some publishers are restricting the use of eBooks. A new policy by Macmillian Publishers has been the "last straw" and the board is asked to approve a resolution in solidarity with the library community in protest. The resolution was as follows:

- Whereas, library customers and county residents deserve to have access to the newest releases in a variety of formats.
- Whereas, the popularity of digital content continues to grow at double digit rates.
- Whereas, some large publishers are changing their eBook purchasing policies in ways that hurt public libraries and their customers.
- Whereas, proposed policies would significantly delay the availability of the newest titles to libraries for eight weeks and charge higher prices for eContent.
- Be it resolved that the Public Library Association of Annapolis and Anne Arundel County, Inc., hereby urges Macmillian Publishers to reconsider its new policies and urges library customers to sign a petition demanding #eBooksForAll at eBookForAll.org.

Ms. Hendrick moved to approve the resolution. Mr. Shorter seconded the motion. The resolution was approved.

Motion to Approve Reclassification of Two Positions

Ms. Bowen provided documentation of her recommendations for the reclassification of the following two positions:

- Cataloger from grade 16GA to Cataloging Librarian grade 18MA. The salary plan effective July 1, 2019 will be updated to reflect this change. It was noted that an MLS was required for a Cataloging Librarian.
- Circulation Assistant grade 7GA to a Business Intelligence Analyst grade 19MA. This position will report to Mr. Rodela in Support Services. The salary plan effective July 1, 2019 will be updated to reflect this change.

Ms. Hendrick moved to approve the reclassification of the two positions. Mr. Shorter seconded the motion. The position reclassifications were approved.

The meeting was adjourned at 5:50 p.m.

The next meeting is scheduled for Thursday, November 21 at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis.

Respectfully submitted,



Barbara D. Maxwell
Secretary

BDM/dld