

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

September 19, 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 September 19, 2019, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Mr. William Colquhoun presided. Trustees in attendance were:

Ms. Leslie A. Anderson	Mr. Donald E. Roland
Ms. Tonya Baroudi	Dr. Robert Sapp
Ms. Joan Beck	Ms. Jacqueline Seamon
Ms. Cathy Belcher	Mr. Keith Seay
Ms. Penny Evans	Mr. William A. Shorter
Mr. James Harle	Ms. Simmona Simmons
Ms. Deirdre Anne Hendrick	Ms. JanElaine Smith
Ms. Barbara Maxwell	Mr. Gerald P. Starr
Mr. Bert Rice	

Attending via telephone: Dr. Fred Stielow

The following Trustees were unable to attend: Kevin Best, Esq.; Mr. Joseph E. Bles; Mr. Charles Maher; Ms. Joyce Miller; Ms. Sandra L. Solomon; and Mr. Gerald P. Starr.

Guest: Mr. James R. Estep, 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. Scott Sedmak	Chief Financial Officer

Additional staff members: Ms. Gina Bounds; Mr. Thomas Braithwaite; Ms. Brandi Delly; Ms. Rebecca Hass; Ms. Maribel Ibrahim; Ms. Rachel Myers; Ms. Monica Powell; and Ms. Ashley Rogers.

Call to Order

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

Agenda Approval

Mr. Colquhoun asked if there were any changes to the agenda. It was decided to move the group photo of Trustees to earlier in the agenda. Mr. Rice moved to approve the revised agenda. Ms. Evans seconded the motion. The revised agenda was approved.

Minutes Approval

Mr. Colquhoun asked if there were any edits to the minutes of the June 20, 2019 Board of Trustees meeting. The name of a Trustee was corrected on page seven, and on page four the word “directed” was changed to “requested.” Mr. Rice moved to approve the minutes as edited. Mr. Harle seconded the motion. The edited minutes were approved.

Mr. Colquhoun asked the members of the Executive Committee if there were any edits to the minutes of their August 13, 2019 meeting. The minutes were edited to indicate that Ms. Evans had seconded a motion during the meeting. Mr. Seay moved to approve the edited minutes. Ms. Evans seconded the motion. The Executive Committee approve the minutes of their meeting.

Treasurer’s Report

Mr. Sedmak noted that three financial reports were provided in the meeting materials, including June, July and August. The June report represented the unaudited totals for Fiscal Year 2019. Mr. Sedmak reviewed the June report and noted the following:

- Self-generated revenue deficit was higher than projected.
- Human Resources was unable to hire during the virus attack, which led to a substantial personal services surplus.
- Although the Board approved moving IT Capital Outlay and Personal Services funds to cover the cost of the virus mitigation, we were able to cover the cost using only the Personal Services surplus.

Mr. Sedmak answered questions about the status of the insurance claim for the virus mitigation costs. Next steps include a request to the County’s Self Insurance Committee to cover the \$150,000 deductible not covered by Chubb Insurance.

Mr. Sedmak also reviewed the financial reports for July and August, noting the \$2 million budget increase.

The Library’s position count has gone from 252 to 263.

Chief Executive Officer’s Report

Mr. Auld invited all board and staff members to introduce themselves to the meeting group, including their current or past job, when they became affiliated with AACPL, their local branch, and what they were currently reading.

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Mr. Auld encouraged the Trustees to attend the following events:

- On Saturday, September 28 from 2:00 to 4:00 p.m., a celebration of 48 years at the Riviera Beach Library.
- On Friday, October 25 from 8:30 a.m. to 12:00 noon, the AACPL General Staff Meeting at Michael's Eighth Avenue in Glen Burnie. To RSVP, contact Human Resources at 410-222-7107.
- On Saturday, October 26 from 10:00 a.m. - 3:00 p.m., Citizens for Maryland Libraries' annual meeting will feature an interesting program with John Szabo, City Librarian of Los Angeles Public Library (and subject of Susan Orleans' book *The Library Book*), Siobhan Reardon, President and Director of the Free Library of Philadelphia, Heidi Daniel, CEO and President of Enoch Pratt Free Library, moderated by Mary Baykan, Director of Washington County Free Library and long-time Chair of the Maryland Library Association Legislative Panel. Following lunch, the afternoon will be devoted to a tour of the newly renovated Enoch Pratt Free Library, which serves as the State Library Resource Center. See <https://citizensformarylandlibraries.org/>

Mr. Auld reported that the Executive Committee worked over the summer with Mr. Larry Frances, a commercial real estate attorney, to finalize the lease with Westfield Annapolis for the new Discoveries. Westfield's corporate office is completing its review of the lease. Once they approve, the lease will be put before the County Council for its approval of a 10-year lease, as required by County Charter.

Mr. Auld reported that publisher Macmillan has a new policy, beginning November 1, 2019, which stipulates that libraries can only buy one copy of an ebook when it is first released to the public. After eight weeks, libraries are allowed to purchase additional copies, at which point the waiting list could be hundreds of customers long. The library world is up in arms, and the American Library Association, the Public Library Association, the Urban Libraries Council, and others across the country are speaking out. A class action suit, based on the first sale doctrine, is being considered.

Mr. Auld reported that another potential barrier to library users is the result of Lynda.com being sold to Linked In, a company which has privacy policies that conflict with ours, perhaps forcing us to eliminate access.

Mr. Auld said he would soon send the Trustees the following materials via email: Named Gift Policies and Guidelines approved by the Foundation Board's Executive Committee in December 2015; the minutes of the Board of Trustees meeting from December 15, 2015 at which this policy was also approved by the Trustees; and a link to the Library's lease agreement with the County, including Section 6 on Naming Rights. The purpose of providing these materials is to prepare the board in advance of a vote at their October or November meeting on a naming proposal for the new Annapolis Library. Mr. Colquhoun asked that if any board members were contacted by media or others with related questions that they refer these inquiries to him.

Public Services and Branch Management Report

Ms. Hollerbach noted that her written report was long, covering much of the branch activity over the summer. She was pleased to announce that a private school, Arundel Christian School, had joined the Student Access to Improved Learning (SAIL) card program.

Human Resources Report

Ms. Bowen said her written report covered her department's activities over the summer. She encouraged the Trustees to attend the General Staff meeting in October. Open Enrollment for benefits will be held in October and November, with an increase in the cost of medical insurance.

Support Services Report

A recent video of the construction of the new Annapolis Library was scheduled, but could not be shown due to technical difficulties. The video is available on YouTube at this link: <https://youtu.be/vAYxtKsQakI>

Mr. Auld said Mr. Rodela would present his report covering the malware attack and its resolution at the October meeting.

Several Trustees had questions related to IT software updates and building issues. Mr. Auld said he would arrange for the appropriate staff to provide answers to them.

Marketing and Communications Report

In addition to her written report, Ms. Feldmann noted:

- The fall edition of *Happenings!* includes architectural renderings of the new Riviera Beach Library.
- The Annapolis Opening Celebration Committee includes Trustee members Joan Beck, Barbara Maxwell, JanElaine Smith, and Sandy Solomon. The committee is working on grand opening activities for the new Annapolis Library. The next *For the Love of the Library*, the annual fundraising gala for the AACPL Foundation, will be held at the new Annapolis Library on Friday, April 17, 2020. An all-day community event, including a ribbon cutting ceremony by the Governor and County Executive, will be held Saturday, May 2, 2020.

Ms. Feldmann added that the most recent media clips were sent to the Trustees earlier in the day. Mr. Seay asked if the clips could be sent to the Trustees earlier than the day of their meeting and Ms. Feldmann agreed.

Foundation Report

Mr. Auld noted that the Foundation Report included results of the initial campaign to give donors the opportunity to support the Foundation by purchasing an engraved brick for the main walkway at the new Annapolis library. The first opportunity began July 8 and ended September 13 and will be repeated. Ongoing tallies showed 977 donors purchased a total of 1,550 bricks for total revenue of \$155,000. This was well beyond projections of how many would be purchased. An important aspect of this effort was that the majority were first-time donors to the Library Foundation.

Budget Committee Report

Mr. Sedmak said there was no report.

Riviera Beach Committee Report

Mr. Colquhoun thanked Mr. Rodela and Ms. Ibrahim for their contributions to the project. Construction went out to bid on September 5 and it will be some months before it is awarded. The project includes asbestos abatement and a lease for a temporary library property. A \$200,000 state capital grant has been awarded to the project.

Governance Committee Report

Call for Nominations

Mr. Harle reported that Mr. Maher, a Trustee appointment from District 1, had resigned. A new board member is sought to replace him in accordance with the bylaws. Mr. Harle noted that Mr. Maher also served as Treasurer of the board, so nominations for this officer position are sought by the Governance Committee.

Mr. Harle also noted that Mr. Colquhoun stepped up to lead the board as Chairman, but only chooses to serve one year. Therefore, the Governance Committee continues to seek nominations for a 2nd Vice Chairman. This Trustee will shadow Mr. Colquhoun in preparation for replacing him in a year, as the current 1st Vice Chairman does not choose to become Chairman.

Election of New Trustee

Mr. Harle reported that Mr. James R. Estopp, a resident of Odenton in District 4, had passed all the required formalities to become an appointed board member. On behalf of the Governance Committee, Mr. Harle was pleased to nominate Mr. Estopp to the Board of Trustees. Mr. Estopp left the room while a vote was taken. Mr. Estopp was unanimously elected to serve on the board. Mr. Estopp returned to the meeting and was congratulated.

New Business

Ms. Belcher reported that Ms. Beck was the recipient of a 2019 *Annie Award*, presented by the Arts Council of Anne Arundel County. The award recognizes that Ms. Beck enabled the development of the [Joan Cass Beck Special Collection](#) of the Anne Arundel County Public Library for the purposes of research into local history, archaeology, and cultural heritage.

The archaeology books are housed in the County's Archaeology Lab at London Town, and the historic preservation books are housed in the County's Cultural Resources Division. This important research collection benefits professional historians, enthusiasts, and students in Anne Arundel County and throughout the Mid-Atlantic region.

Proposed Lifetime Ban

Ms. Hollerbach read the charge for an implemented one-year library ban of a person who created a serious disturbance at a June library program. She explained that the ban was the limit of what could be applied without board approval. A discussion ensued. The board determined it would wait to see what the judge of the case determined. Because a court date for the person had not yet been set, the board will revisit the ban in November.

First Reading - Revision to Workplace Electronic Systems Use Policy

Mr. Auld provided the revised Workplace Electronic Systems Use Policy, on behalf of Mr. Rodela, for the board to review prior to a request for approval at the October meeting.

First Reading - FY-2021 Capital Project Requests

On behalf of Mr. Rodela, Mr. Auld provided the FY-2021 Capital Project Requests for the Trustees to consider prior to approval in October.

First Reading - Updates of Circulation Policies

Ms. Hollerbach highlighted the following policy updates, provided in written form, for approval at the October meeting:

- The Educator's Library Card has been updated to include employee identification as acceptable proof for applying for the ELC Card and has removed the pay stub requirement.
- The Library Card Registration and Eligibility Policy has been updated to reflect the following changes:
- The physical requirement for address verification has been removed.
- We have expanded acceptable primary identification
 - A secondary list of acceptable identification has been included if an applicant is unable to provide photo identification from the primary list.
 - The Loss and Damaged Policy incorporates the loss and damage policy into one. Replacement copies will no longer be accepted as substitutes for lost, missing or damaged item fees.
- The Overdue Fines Policy has been updated to reflect the following changes:
 - All fines will be exempt on children's material.
 - \$1.00 per day fines will be reduced to \$.30 per day.
- The Refund Lost and Paid Policy has been updated to reflect the following changes:
 - Refunds will be issued if the refund is requested within 30 days of the date the replacement cost was paid.
 - Refunds can be issued by verifying payment in the Integrated Library System (ILS). Paper receipts are no longer required for refunds.

Solicitations Policy Revisions

Ms. Hollerbach said this policy had been approved by the board in February, but asking the Trustees to approve every exception to the policy is onerous. The revised version allows the CEO to also make exceptions when needed. The written changes were provided for the board to examine and vote on in October.

Elimination of Regional and Community from Branch Names

Ms. Hollerbach explained that name differentiations of *regional* and *community* are used internally, and do not assist the public. She provided a written recommendation to the board for its approval in October. The resulting streamlined changes to branch names will be phased in.

Children Fine Free Implementation Proposal, Effective January 1, 2020

Ms. Hollerbach and Ms. Brandi Delly, Circulation Manager, shared their written proposal for eliminating fines on children's materials, with thanks to the County for funding this initiative. The main points of the proposal were reviewed as follows:

- one-time waiver of all overdue fines and fees for customers 17 and under;
- one-time waiver for any overdue fines incurred on children's material for customers 18 or over. These waivers would occur prior to implementing the children's fine free program;
- elimination of the small balance collection program. We currently report customers to our small balance collections program if they have outstanding fines in the amount of \$15.00-\$24.99 with a referral fee of \$10. The small balance program is a punitive collection action and it causes more adverse customer relations and creates an even greater financial strain for our customers. It is also counterintuitive to what we are attempting to achieve with eliminating children's fines; and
- reduction of fines charged on entertainment DVD's and fishing poles from \$1.00 per day to .30 per day. (The \$1.00/day DVD fine is a holdover from when we initially purchased DVD's and were competing with the Blockbuster model.)

Ms. Hollerbach and Mr. Auld answered questions related to the loss of fines revenue.

Ms. Hollerbach requested that the board allow all library branches to collect used crayons and markers for the Crayon Initiative non-profit. Ms. Hendrick moved to approve the request. Mr. Shorter seconded the motion. The request was approved.

Notification of Purchase and MOTION to Approve Purchases

Mr. Sedmak provided written notification of purchases exceeding \$50,000, but not exceeding \$75,000 in the meeting materials, in accordance with the Library's Purchasing Policy. This was for one vendor, Comprise Technologies, Inc., for the renewal of PC management and point of sale systems maintenance, and purchased via a request for proposals.

Mr. Sedmak requested board approval of purchases to be made in total amounts exceeding \$75,000 as follows:

- Mountain Road Properties, LLC., not to exceed \$116,446.79 66, property rental, via negotiated lease; and
- Sirsi Dynix, not to exceed \$266,918.25, renewal of automated library management system maintenance, via sole source purchase.

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Mr. Rice moved to approve the purchases as presented. Ms. Evans seconded the motion. The purchases were approved.

Mr. Colquhoun announced the agenda had been completed. Mr. Shorter moved to adjourn the meeting. Ms. Evans seconded the motion. The meeting was adjourned at 5:52 p.m.

The next meeting is scheduled for Thursday, October 17, 2019 at Broadneck Library, 1275 Green Holly Drive, Annapolis.

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 extending to the right.

Barbara D. Maxwell
Secretary

BDM/dld