

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

February 20, 2020

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 February 20, 2020, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland.

Mr. William Colquhoun presided. Trustees in attendance were:

Ms. Leslie A. Anderson	Dr. Robert Sapp
Ms. Tony Baroudi Ms. Joan Beck	Ms. Jacqueline Seamon
Kevin Best, Esq	Mr. Keith Seay
Ms. Laura Brown	William A. Shorter
Mr. James R. Estep	Ms. Simmona Simmons
Mr. James Harle	Ms. JanElaine Smith
Ms. Deirdre Anne Hendrick	Ms. Sandra L. Solomon
Ms. Barbara Maxwell	Mr. Gerald P. Starr
Ms. Joyce Miller	Dr. Fred Stielow
Mr. Donald E. Roland	

Attending via telephone: Mr. Bert Rice and Mr. William A. Shorter

The following Trustees were unable to attend: Ms. Cathy Belcher, Mr. Joseph E. Bles, and Ms. Penny Evans.

The following staff members were in attendance:

Mr. Skip Auld	Chief Executive Officer
Ms. Donna Denny	Executive Assistant
Ms. Cathy Hollerbach	Chief, Public Services and Branch Management
Mr. Rudy Rodela	Chief, Support Services
Mr. Koven Roundtree	Chief, Human Resources
Mr. Scott Sedmak	Chief Financial Officer

Additional staff members: Ms. Maribel Ibrahim, Ms. Darnice Jasper, and Ms. Katie Tjarks.

Mr. Colquhoun called the meeting to order at 4:05 p.m.

Mr. Auld introduced Mr. Koven Roundtree, the new Chief of Human Resources, and asked the Trustees to introduce themselves.

Public Comments

There were no public comments.

Approval of Agenda

Mr. Colquhoun asked for changes and/or approval of the meeting agenda. Mr. Auld said he would give the reports for Ms. Feldmann and Ms. Glenn. There were no other changes to the agenda. Ms. Miller moved to approve the agenda. Ms. Solomon seconded the motion. The agenda was approved.

Approval of Minutes

Mr. Colquhoun asked if there were any corrections to the minutes of the January 15, 2020 meeting. Dr. Stielow moved to approve the minutes. Mr. Rice seconded the motion. The minutes were approved.

Treasurer's Report

Ms. Hendrick asked Mr. Sedmak to share information from the Treasurer's Report. Mr. Sedmak said a personal services surplus of approximately \$990,000 is projected, along with a revenue surplus of approximately \$21,000. Given this unprecedented anticipated end-of-year fund balance, the Board of Trustees will be asked under new business to approve reallocation of funds to cover five one-time expenses, and one recurring expense. Mr. Sedmak explained factors contributing to the surplus.

Mr. Sedmak noted that no children's fines were collected in January 2020 so it cannot be compared to January 2019. There has not yet been enough data collected to discern a change in customer behavior. Ms. Jasper shared a story about the impact fine amnesty had on one customer and her family.

Ms. Hendrick added that the recommendations to reallocate the surplus will be examined by the Budget Committee after Mr. Auld reviews them for everyone under new business.

Staff Reports

Chief Executive Officer's Report

Mr. Auld thanked the trustees who attended the recent ribbon-cutting for the new location of *Discoveries: The Library at the Mall*. He noted that County Executive Stuart Pittman and Senator Sarah Elfreth also attended and presented citations.

Mr. Auld was pleased to announce that Wes Moore will be the first major author speaker at the new Michael E. Busch Annapolis Library on Saturday, May 16 at 2:00 p.m. Many know him as the author of *The Other Wes Moore*. His new book is *Five Days: The Fiery Reckoning of an American City*, about the Baltimore uprisings, told from the perspective of eight people.

Mr. Auld said that while at the American Library Association's Midwinter Conference, he attended a session with Macmillan Publishers CEO John Sargent, which he titled "Ask Me Anything." He was in a room truly hostile over his decision to embargo new Macmillan eBooks for eight weeks before allowing libraries to purchase them. He queried the room about whether libraries would prefer higher prices or limited availability, as though these are the only variables Macmillan could alter in order to keep the steep rise in library ebook lending from cannibalizing sales to individuals. He made no commitments but said they would evaluate the data from the embargo in March and determine if another direction is optimal.

Mr. Auld reviewed a number of upcoming programs and encouraged the Trustees to attend them. All of the programs were listed in the spring issue of *Happenings*.

In accordance with policy, Mr. Auld informed the board of two recent sole source procurements as follows:

- Bintech - \$27,652 for self-check equipment
- Marmot - \$33,600 for Pika Discovery Layer (public catalog)

Mr. Auld reported that he had been invited by Annapolis Pride to serve as grand marshal of the Gay Pride Parade sponsored by the City of Annapolis next month. The Executive Committee was pleased to learn about this honor for AACPL and pleased for Mr. Auld to participate.

Mr. Auld said the bylaws of the AACPL Staff Association are currently under review and will be presented to the board for approval at a future meeting.

Public Services and Branch Management Report

In addition to her written report, Ms. Hollerbach shared the following:

- AACPL's teen writers have proudly published a second book.
- Last month's reading challenge was to read a book recommended by AACPL staff and it received so many "likes" it now has a lot of new followers on Instagram.
- A number of library staff will give a presentation at next week's Public Library Association conference in Nashville. Cathy Hollerbach, Christine Feldmann, Rachel Myers, and Julie Kizer-Ball shared the story of *Discoveries: The Library at the Mall* with library professionals from across the country. The presentation, called *Discoveries: The Library at the Mall - How we Became Bigger than Victoria's Secret*, focused on the story of how the branch came to be and how it evolved to its current space.

Human Resources Report

Mr. Roundtree highlighted his written report to note that AACPL gained ten new hires and continues to actively recruit. Nine recent promotions reflect AACPL's recognition of the capabilities and potential of part-time staff.

Support Services Report

Mr. Rodela provided a slide show of information on both the soft opening of the enlarged and relocated *Discoveries: The Library at the Mall*, as well as the final preparation stages for the new Michael E. Busch Annapolis Library. He reviewed the work remaining and timetable for the following aspects: landscaping, installation of sound panels, furniture, shelving, technology, and materials.

Mr. Rodela also reviewed the status of the renovation of the Severn Library, noting that issues with the general contractor delayed the project. As a result, improvements will be made to future methods for selecting general contractors.

Marketing and Communications Report

Mr. Auld displayed sticker ads located on the front page of the *Capital* newspaper announcing the reopening of *Discoveries: The Library at the Mall*. He noted that the signage outside the new Discoveries is very attractive, thanks to the work of Marketing and Communications. In a discussion, it was noted that Westfield needs to provide better directions for the location of Discoveries. This will be brought to the attention of mall management.

Foundation Report

Mr. Auld said invitations to the Foundation's annual *For the Love of the Library* fundraising event will go out in a week. Due to the limitation of 350 participants, the Trustees are urged to purchase their tickets as soon as possible.

Committee Reports

Budget Committee Report

Ms. Hendrick had no report.

Diversity Committee Report

Ms. Solomon had no report, but she continues to meet with the staff counterpart of the Diversity Committee.

Mr. Colquhoun reported the bid process for the Riviera Beach Capital Project will begin on February 25. A lease has been signed for the library's temporary space. The temporary space will have good parking availability and the transition is planned for August 2020. Mr. Colquhoun and Mr. Rodela answered questions.

Special Committee on Cyber Security

Ms. Hendrick had no report

Governance Committee Report

Mr. Harle said he had no report. He updated the status on his impending move to D.C., noting that his house was now up for sale and once sold it will cause him to move and resign his board membership. He hoped to be able to attend one additional meeting.

Unfinished Business.

MOTION to Approve Proposed Public Information Act Requests/Public Records Requests Policy

Mr. Auld said Ms. Feldmann had provided the proposed *Public Information Act Requests and Public Records Request Policy* at the previous meeting and with the input of Mr. Best. Since the last meeting there have been no questions or concerns by the board. Ms. Solomon moved to approve the *Public Information Act Requests and Public Records Request Policy*. Dr. Stielow seconded the motion. The policy was approved.

New Business

MOTION to Rescind the Petitions Policy

Ms. Hollerbach provided a copy of the Petitions Policy dated January 21, 2010 and noted that it is now duplicative and unnecessary since the board approved the Code of Conduct at its previous meeting. She added that petitioning rules are covered in the new Code of Conduct. The board determined it would address rescinding the Petitions Policy at its next meeting.

MOTION to Approve Addition of Part-time Custodian and PTH Administrative Aide Classifications to FY20 Salary Scale

Mr. Roundtree asked the board to approve the hiring of a part-time Custodian that will serve the needs at the new Michael E. Busch Annapolis Library and other facilities as required, and two part-time Administrative Aides that will cover the reception duties at Headquarters. One aide will cover a shift from 8:30 a.m. to 12:30 p.m., and the other will cover the period from 12:30 p.m. to 4:30 p.m. This will not be a job-share position. Mr. Roundtree noted that Headquarters experimented with not having reception support for several months and this will address the

issues that developed. Mr. Roundtree answered questions and noted that these are not additional positions. PTH staff positions exist in the budget and are filled as needed. Ms. Hendrick moved to approve the addition of the positions for Part-time Custodian and PTH Administrative Aide to the FY20 Salary Scale. Mr. Harle seconded the motion. The revised salary scale was approved.

MOTION to Appoint Mr. Roundtree to OPEB Trust

Mr. Auld noted that OPEB stands for *Other Post-Employment Benefits*, an unfunded liability of the County. The County established the OPEB Trust to oversee its management and provides AACPL with two representative slots. Mr. Sedmak currently represents AACPL, as did the recently retired Ms. Bowen. Mr. Auld recommended that the board appoint Mr. Roundtree to replace Ms. Bowen and represent AACPL on the OPEB Trust. Ms. Hendrick moved to appoint Mr. Roundtree to represent AACPL. Mr. Shorter seconded the motion. Mr. Roundtree was appointed to represent AACPL on the OPEB Trust.

Reallocation of FY20 Funds

Mr. Auld provided materials showing the history of budget fund balances. This year it will amount to nearly \$1 million, and staff have identified budget items for the Budget Committee to review and consider for reallocation of funds from the fund balance. Mr. Auld provided a handout listing items which included: programming; mailing out *Happenings*; specific staff development and training; remuneration of counsel; and Point-of-Sale (POS) technology upgrade; as well as recurring costs, such as ongoing software licenses. Mr. Auld added that, if reallocations are approved, related actions will not be taken until the County Executive presents the FY21 budget on May 1, and the status of AACPL's supplemental budget requests are known.

In a discussion, Mr. Sedmak answered questions about the budget, and Mr. Rodela answered questions about IT security. Mr. Roland suggested separating out one item, the \$45,000 POS upgrade, and acting on it separately in order to implement it quickly. Ms. Smith moved to approve the reallocation of \$45,000 to purchase new POS devices. Ms. Miller seconded the motion. The reallocation of funding to purchase upgraded POS devices was approved.

Remuneration of Counsel

Mr. Auld reported that the Executive Committee discussed the remuneration of counsel prior to the board meeting. Mr. Best recently conveyed that he would attend or call-in to board meetings only as needed. In addition, Mr. Best planned to serve out his current one-year term, but that if AACPL wished to retain him, he would require remuneration and offered his discounted hourly rate.

Mr. Auld said the Executive Committee agreed that AACPL needs dedicated counsel, and that Mr. Best had taken on a great many responsibilities since joining AACPL. The Executive Committee was also amenable to accepting Mr. Best's offer of his discounted hourly rate and to provide him with remuneration as soon as possible, rather than waiting until his next board term begins in FY21.

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Mr. Auld reviewed the current the legal budget and recent expenditures with the board. He noted that the budget for legal counsel was currently \$10,000 and that he consulted with Mr. Best for approximately 10 hours per month. Mr. Auld answered questions. The Board asked Mr. Auld to pursue any outstanding items discussed and to present them at its next meeting.

Dr. Stelow moved to adjourn the meeting. Ms. Solomon seconded the motion. The meeting was adjourned at 5:18 p.m.

The next meeting is scheduled for 4:00 p.m., Thursday, March 19, 2020.

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