

## **Minutes**

### **Public Library Association of Annapolis and Anne Arundel County, Inc.**

**April 16, 2020**

The Public Library Association of Annapolis and Anne Arundel County, Inc., met via teleconference at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland, at 4:00 p.m., Thursday, April 16, 2020.

Trustees attending:

Mr. William Colquhoun (Chairman)

Trustees attending via teleconference:

Ms. Leslie A. Anderson

Ms. Tonya Baroudi

Ms. Joan Beck

Ms. Cathy Belcher

Kevin Best, Esq.

Ms. Laura Brown

Mr. James Estep

Ms. Penny Evans

Mr. James Harle

Ms. Deirdre Anne Hendrick

Ms. Barbara Maxwell

Ms. Joyce Miller

Mr. Bert Rice

Mr. Donald Roland

Dr. Robert Sapp

Ms. Jacqueline Seamon

Mr. Keith Seay

Mr. William A. Shorter, Jr.

Ms. Simmona Simmons

Ms. JanElaine Smith

Ms. Sandra L. Solomon

Dr. Fred Stielow

Trustees unable to attend:

Mr. Joseph Bles

Staff attending:

Mr. Skip Auld, Chief Executive Officer

Staff attending via teleconference:

Donna Denny, Executive Assistant

Ms. Ann Glenn, Executive Director, AACPL Foundation

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

*Call to Order*

Mr. Colquhoun called the meeting to order at 4:07 p.m.

*Approval of Agenda*

Mr. Colquhoun asked for approval of the agenda. Ms. Maxwell moved to approve the agenda. Mr. Harle seconded the motion. The agenda was approved.

*Approval of Minutes*

Mr. Colquhoun asked for approval of the minutes of the Thursday, February 19, 2020 Board of Trustees meeting. Dr. Stielow moved to approve the minutes. Mr. Shorter seconded the motion. The minutes were approved.

*Update on Executive Committee Decisions*

Mr. Auld reviewed the agenda, background, and actions of the preceding Executive Committee meeting. A discussion ensued as to why an Executive Committee meeting had been held prior to the board meeting. Mr. Auld explained that previously, teleconferencing was unfamiliar to some Trustees and as a result the meetings were lengthy. Another reason for this was that in the electronic format originally used, the Trustees could not see one another during their meeting. Therefore, the Executive Committee was asked by the Chairman to expedite business aspects in order to provide more time at the board meeting to convey the status of the Library's emergency closure related to the COVID-19 pandemic. After more discussion, it was decided to conduct the board meeting with a complete agenda, using a better electronic format.

*Update on AACPL Closed Status and Potential Reopening*

The Trustees expressed concern for the well-being of AACPL staff during the closure. Mr. Auld described various online staff meetings in which current information is shared and questions welcomed. He added that staff are encouraged to take advantage of online training and counseling services during the emergency closure.

Mr. Auld answered questions about current capital projects. The projects in Annapolis and Riviera Beach are considered essential and will move forward. He added that the Michael E. Busch Annapolis Library will not open until after all other AACPL branch libraries have opened.

Progress on the Riviera Beach Library Capital Project (RIVCAP) is stalled due to the COVID-19 pandemic. Materials were due to be removed from the old facility by May 15 in order for asbestos abatement and demolition to begin, but Mr. Rodela was able to change this to June 15. The Public Works Department considers it an essential project, but does not want to proceed until more is known about safety protocols. They will reassess the project next month and work with AACPL on timing. The opening date of the temporary library will also be adjusted.

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*Update on Services Continuing Throughout Pandemic - Executive Leadership Team*

Ms. Hollerbach reported that the focus for Public Services and Branch Management is currently on virtual resources and programming. Now that AACPL will be closed for another month, staff will meet to add more virtual story times. Customers miss the ability ask questions, but *Brainfuse* is available for students, and *Email a Librarian* has a short response time. In addition, *Facebook* chat has been very active and library staff are great about answering questions.

Mr. Rodela added that while plans remain in flux for the new Riviera Beach Library, the new Michael E. Busch Annapolis Library is almost ready to open. Remaining work includes the installation of signage and electronics.

Ms. Glenn reported that a new date for the postponed *For the Love of the Library* event will be in the fall. Sponsors and ticket holders were offered refunds, but none accepted, preferring to participate in the event when it is rescheduled. Currently the Foundation is acknowledging gifts, paying invoices, and planning future fundraising.

Mr. Roundtree said Human Resources continues to support staff via postings on the staff intranet, Eliza. The postings include how to stay safe and healthy during the pandemic. He thanked the board for approving the position reclassifications and added that they would quickly recruit to fill them.

Ms. Feldman said Marketing and Communications remains busy promoting digital services, announcing how easy it now is to get a library card, and the availability of new databases such as Ancestry.com. These efforts, as well as advertising, are growing the numbers of new users.

Mr. Sedmak said the Finance Department is focused on payroll, paying recurring bills, and enabling essential purchases.

Mr. Auld noted that it was the last board meeting to include Dr. Stielow before he left for extended travel. He thanked Dr. Stielow and said how valuable he had been to have as a Trustee. AACPL Trustees and staff thanked Dr. Stielow and wished him well.

Dr. Stielow moved to adjourn the meeting. Ms. Simmons seconded the motion. All were in favor and the meeting was adjourned at 5:17 p.m.

The next regularly scheduled board meeting will be held via teleconference at 4:00 p.m. on Thursday, May 21, 2020.

Respectfully submitted,



Barbara D. Maxwell

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Secretary

BDM/dld