

**BOARD OF TRUSTEES
PUBLIC LIBRARY ASSOCIATION OF ANNAPOLIS
AND ANNE ARUNDEL COUNTY, INC.**

**Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, MD
Via Zoom, 4:00 p.m., Thursday, February 18, 2021**

Meeting Minutes

Ms. Joyce Miller, 1st Vice-Chairman, presiding.

Trustees attending:

Ms. Tonya Baroudi
Ms. Joan Beck
Ms. Cathy Belcher
Ms. Dalix Cruz
Ms. Laura J. Ellis
Mr. James Estep
Ms. Barbara Maxwell

Ms. Joyce Miller
Mr. Donald Roland
Dr. Robert Sapp
Ms. Jacqueline Seamon
Ms. Simmona Simmons
Ms. JanElaine Smith
Ms. Sandra Solomon
Ms. Brooke Toomey

Trustees Unable to Attend:

Ms. Leslie A Anderson
Mr. Joseph E. Bles
Ms. Penny Evans
Mr. William A. Shorter Jr.
Mr. Gerald Starr

Guests: Mr. James Carruth, Janus Associates

Staff Attending

Mr. Skip Auld, Chief Executive Officer
Mr. Scott Barter, Information Technology Manager
Ms. Donna Denny, Executive Assistant
Ms. Christina Feldman, Director, Marketing & Communications
Mr. Cedric Grant, Chief Financial Officer
Ms. Cathy Hollerbach, Chief, Public Services & Branch Management
Mr. Rudy Rodela, Chief, Support Services
Mr. Koven Roundtree, Chief, Human Resources
Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Call to Order

Ms. Miller introduced herself and called the meeting to order at 4:00 p.m. Ms. Miller called the roll of members and confirmed that a quorum was present.

Approval of Agenda

Ms. Miller asked for a motion to approve the meeting agenda. Ms. Beck moved to approve the meeting agenda. Mr. Estopp seconded the motion. The meeting agenda was approved.

Approval of Meeting Minutes

Ms. Miller asked for approval of the meeting minutes January 21, 2021. Mr. Estopp moved to approve the minutes. Ms. Beck seconded the motion. The minutes were approved.

Treasurer's Report

Ms. Maxwell reviewed the Treasurer's Report representing the mid-point of Fiscal Year 2021. She noted a reduction in self-generated revenue as the result of service changes due to the pandemic. Ms. Maxwell said reduced revenue would be offset by a reduction in personnel services and business travel, helping to balance the budget by the end of the fiscal year. She added that Fiscal Year 2022 will reflect AACPL's transition to a more virtual environment.

FY 2022 Capital Budget Request

Mr. Rodela reviewed the Fiscal Year 2022 Capital Budget Request, sharing online to illustrate future and current capital projects, as well as repair and renovation projects. He said AACPL's recent presentation to the Planning Advisory Board (PAB) went well and the budget process continues. Mr. Rodela also provided an update on the status of the future Glen Burnie and Millersville capital projects.

Mr. Auld announced AACPL will review its FY 2022 Operating Budget Request with County Executive Stuart Pittman on March 31, 2021 at 3:00 p.m.

Foundation Report

Ms. Beck provided the Foundation Report:

- The Foundation had a clean audit of Fiscal Year 2020 and the corresponding annual IRS Form 990 has been submitted.
- The current *\$100 for 100 years* campaign will be featured in the February 28 edition of the *Capital Gazette* as part of the library's special anniversary partnership with the newspaper. The campaign allows donors to have their name listed at their favorite branch on a special "100th Anniversary" plaque. Donors will also receive an invitation to a special Centennial Celebration held at each branch in 2022. This information is on the website found at www.aacpl.net/foundation/100for100

- The Foundation recently granted \$42,000 to AACPL for the following projects: website migration; virtual programs including classes in hip hop, magic, cooking, the importance of representation and diversity in books, an author talk; and equipment including chairs for *Club 1117* and book carts.

The Foundation's *Mission Moment* - two customer statements received by staff at *Discoveries: The Library at the Mall*:

- "What a great idea to have a library inside the Mall! You do so much here and I tell my friends in my fitness class at Retro to come over. I just love this branch;" and
- "Sad that I'm moving and have to cancel my library account. The Discoveries branch was the best thing to happen. It was a smart move and I'm fortunate to have lived here when it opened."

CEO's Report

Mr. Auld reported that staff are planning to accept customer appointments in the branches again beginning March 1. As a downward trend in COVID-19 illness data continues, AACPL may reopen further, perhaps next at a 25% capacity limit. This would depend on decisions made by County Executive Pittman. Mr. Auld said he has had a number of conversations with AACO Department of Health staff about moving AACPL public services staff into an earlier priority group for vaccinations, but the vaccine shortage currently overrides their decisions. It could be a long while before library staff are vaccinated.

Mr. Auld reported that the Executive Leadership Team (ELT) is reviewing the government and management recommendations from Maureen Sullivan. She provided eleven recommendations for staff and six for the Board of Trustees. The ELT will develop plans based on her recommendations and they are working to include some of them in Strategy 2022.

Mr. Auld reported that AACPL management staff participated in a communications training last fall, using a system called Emergenetics. The training was well-received and it was requested that all AACPL career staff participate. It will be held this spring and is similar to other communications models such as Myers-Briggs, but based on newer science.

Staff Reports

Ms. Feldmann reported that there will be an event at 12:30 p.m. on Tuesday, March 2 at Brooklyn Park Library with County Executive Pittman announcing the elimination of all overdue library fines in Anne Arundel County. Coverage is expected by WJZ, WBAL and WMAR for afternoon and evening news. There will also be reporters and photographers from the *Annapolis Capital* and *Bay Weekly*.

New Business

Cybersecurity Update

Mr. Rodela reviewed the timeline and events related to the September 2018 malware outbreak, the result of a spearfishing attack on AACPL's computer network. He noted that Skyline Technologies, Inc. was engaged at the time to make repairs to the network which were completed in March 2019. While at no time was any customer information at risk, there was a serious degradation of the IT network that was largely invisible to the public. It was a very difficult situation and Microsoft 365 and cloud services were implemented to help speed up the response. AACPL learned a lot and emerged stronger, but of course does not want a repeat experience. Thus, AACPL engaged with Janus, Inc. to conduct a cybersecurity audit to help further strengthen its network. Mr. Rodela then introduced Mr. James Carruth of Janus, Inc. Mr. Carruth provided background on himself and his company. He then reviewed an online presentation of the network security assessment they provided to AACPL. After the presentation, Mr. Carruth, Mr. Rodela and Mr. Barter answered questions.

Proposed New Board Committees and Meeting Schedule

Ms. Miller noted that while Mr. Shorter was unable to attend the meeting, he had asked her to share his proposal to change the structure of future board meetings. She reviewed the following outline.

Board of Trustee meeting agendas will alternate every other month between a standard board meeting and several simultaneously held committee meetings. It is nearly impossible to schedule separate committee meetings, and this idea will take advantage of meeting dates already in place. All trustees will serve on one of the committees, and Mr. Shorter will assign the chairs for each.

Mr. Auld added that Mr. Shorter wanted him to note the staff support that would provide non-voting support to the board committees as follows:

- Finance and Audit - Mr. Grant and Ms. Sparrow
- Governance and Strategic Planning - Ms. Feldmann and Mr. Rodela
- Human Resources and Diversity - Ms. Hollerbach and Mr. Roundtree

Ms. Miller expressed her approval of the plan and asked for questions. Ms. Smith asked how new and revised policy changes could be approved in a timely manner under the new format. Ms. Miller said Mr. Shorter had already considered this question and will discuss it with the Executive Committee for a solution. Ms. Miller asked if there were additional questions.

Ms. Beck asked when the branches would again accept meeting room reservations. Ms. Hollerbach said this remained unknown because meeting rooms are used for quarantining materials, storing excess furniture, and creating extra space for staff to work socially distanced during the pandemic.

Adjournment

Ms. Miller adjourned the meeting at 5:05 p.m.

The next Board of Trustees meeting will be held via Zoom, at 4:00 p.m., on Thursday, March 18, 2021.

Respectfully submitted,

A handwritten signature in cursive script that reads "Laura J. Ellis".

Laura J. Ellis
Secretary

LJE/dld