

**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, January 21, 2021**

Meeting Minutes

Mr. William A. Shorter Jr., Chairman, presiding.

Trustees Attending:

Ms. Leslie A Anderson
Ms. Tonya Baroudi
Ms. Joan Beck
Ms. Cathy Belcher
Ms. Dalix Cruz
Ms. Laura J. Ellis
Mr. James Estepp
Ms. Penny Evans

Ms. Barbara Maxwell
Ms. Joyce Miller
Mr. Donald Roland
Dr. Robert Sapp
Ms. Simmona Simmons
Ms. Sandra Solomon
Mr. Gerald Starr
Ms. Brooke Toomey

Trustees Unable to Attend:

Mr. Joseph E. Bles
Ms. Jacqueline Seamon
Ms. JanElaine Smith

Guests: Ms. Maureen Sullivan, Consultant

Staff Attending:

Mr. Skip Auld, Chief Executive Officer
Ms. Donna Denny, Executive Assistant
Ms. Robin Soma-Dudley, Library Associate
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

Mr. Shorter introduced himself and called the meeting to order at 4:05 p.m. He confirmed the meeting had a quorum of Trustees attending.

Approval of Agenda

Mr. Shorter asked if there were any additions or changes to the meeting agenda. There were no changes or additions. Ms. Beck moved to approve the meeting agenda. Ms. Miller seconded the motion. The agenda was approved.

Approval of Meeting Minutes

Mr. Shorter asked for approval of the minutes of the previous meeting of December 17, 2020. Ms. Miller moved to approve the minutes. Ms. Beck seconded the motion. The minutes were approved.

Treasurer's Report

Ms. Maxwell reviewed the Treasurer's Report for the period ended December 21, 2020. She noted that the report was within the fifty percent range for the period, with no unexpected revenue or expense variances at the mid-point of the current fiscal year.

MOTION to Approve Fiscal Year 2022 Operating Budget Request

Mr. Grant gave an online presentation of the proposed FY 2022 Operating Budget Request as approved by the Budget Committee. The total request of \$28,483,810 included elimination of overdue fines and meeting room fees which are both business items on the meeting agenda.

Mr. Grant answered questions about AACPL's fund balance. He noted that it totaled \$479,000 and was available to make the current fiscal year's budget whole when fine and fee collection ends. The County will make up the difference in FY 2022 and beyond.

Mr. Grant reviewed the fifteen supplemental budget requests, including the top request of \$21,375 for cybersecurity enhancements to Information Technology (IT) infrastructure. Several requests related to Virtual Services, which has been critically important for services during the pandemic. Mr. Grant answered questions about the supplemental requests.

Mr. Shorter thanked Mr. Grant and the Budget Committee. He asked for approval and the board unanimously approved the FY 2022 Operating Budget Request.

MOTION to Eliminate Overdue Fines

Mr. Auld said there have been many discussions in recent years about fine elimination. When AACPL eliminated fines for children and teens last year, the idea of eliminating of overdue fines for all customers became more tangible. Doing away with overdue fines will enable at least 38,000 customers to regain their access to AACPL. He added that this action will not eliminate charges for unreturned materials.

Mr. Auld said library staff spend much time collecting fines and performing related tasks. Annually, approximately \$340,000 in staff time is invested in fine collection. Fine elimination will free staff up for other duties. A discussion ensued. Ms. Miller moved to approve the elimination of overdue fines. Mr. Estep seconded the motion. In a vote, fifteen members approved the motion, two members abstained from voting and three members were absent. The motion to eliminate overdue fines was passed.

Foundation Report

Ms. Miller and Ms. Beck provided the Foundation Report:

- Fundraising continues to be positive, with year-to-date gifts over \$140,000 representing 477 donors. Thank you to the Trustees who have supported the library with their Annual Fund contributions through the Foundation's year-end campaign. Giving from the Trustees is not yet at a 100% participation rate and it is hoped that all will consider a gift.
- The next major fundraising campaign is *\$100 for 100 Years*, a celebration of the Library's 100th Anniversary. With each \$100 donation, donors will have their name listed on a special donor wall at their favorite branch. The goal is for 2400 donors to participate. Information will be provided in *Happenings!* and on the Foundation website.
- The Foundation Board of Directors recently approved a \$24,900 grant to support the AACPL's web migration project, which will provide the Library and Foundation with a new website. In addition, they approved an approximate \$30,000 to fund banners, a history-walk, videos, programs, and customer giveaways. Foundation funding also enabled mailing the recent winter issue of *Happenings*.
- The Foundation Directors' Governance Committee is working to create a list of interested community members to serve on their board. They particularly seek new members from County Districts 1-4 to broaden their geographic membership. Please direct any recruitment ideas to Ms. Sparrow.
- In December, the Foundation's Stewardship Committee held a "thank-a-thon," making hundreds of phone calls to thank our donors for supporting the Library.
- A customer recently spoke to the impact private donations have on library services and programs: *"I am thankful that the Crofton library is open during this challenging time of COVID-19. The library staff goes above and beyond to safely keep materials available to the public. I am thankful for their weekly grab-and-go craft projects. I homeschool 6 preschool grandchildren. The craft projects are appreciated by the children and a wonderful help to me. Thanks so much!"*

Mr. Shorter thanked Ms. Beck and Ms. Miller for their report.

Staff Reports

Staff reports were provided in the meeting materials sent in advance of the meeting. There were no questions.

CEO's Report

Mr. Auld described upcoming events listed on the agenda and encouraged Trustees interested in attending to let him know. He noted some staff members would speak at the budget town hall meetings.

Mr. Auld spoke about the status of library services during the COVID-19 pandemic. He expressed hope that state and county infection rates would decrease enough to enable reopening branches for customer appointments. Mr. Auld said he had asked the county for front line library staff to join teachers in their order of vaccination priority.

New Business

Mr. Shorter asked the Trustees if, in the interest of time, they would agree to a general consent vote on the next two business items on the agenda. The board approved conducting a general consent vote.

Second Reading: Meeting Room Policy

Mr. Auld noted that Ms. Hollerbach had provided the revised Meeting Room Policy at the previous meeting. Approval of the action will reduce annual fee revenue by approximately \$40,000. The fund balance will be used to offset this loss in the current fiscal year and the county will cover the amount in future years. There are two important changes to the policy:

- The person booking the room must be 18 years of age or older.
- The meeting rooms may not be booked by for-profit organizations. This means AACPL will only book rooms for internal use, library and governmental groups, and non-profit and not-for-profit groups. Some library partners are for-profit organizations and will be allowed to use the room as part of library programs or services at the managers' discretion without paying a fee.

MOTION to Approve Position Reclassification of Circulation Assistant at Riviera Beach Library to Library Associate at Broadneck Library

Mr. Roundtree asked that that board approve his recommendation for reclassification of the Circulation Assistant position at the Riviera Beach branch to a Library Associate at the Broadneck branch. There were no questions.

Mr. Shorter ask for a general consent motion to approve the two items of business. Mr. Estep moved to approve both items of business. Ms. Miller seconded the motion. All were in favor and both items of business were unanimously approved.

Governance and Management Review

From October through December, Ms. Maureen Sullivan conducted a review of AACPL governance, management, and organizational structure. Over the next year to year-and-a-half, staff along with the two boards will be reviewing, acting upon, and implementing some of the recommendations, depending on discussions, budget and future plans for the growth of the organization. Ms. Sullivan first worked with AACPL in 2018 (along with her colleague Margaret Sullivan – no relation) to develop the current strategic plan *Strategy 2023*. The heart of her *Governance & Management Review* revolved around soliciting and analyzing information from staff and board members using questionnaires, select interviews with members of the Strategic Plan Staff Working Group, the Executive Leadership Team, and the two boards.

Ms. Sullivan introduced her report to help Trustees understand it and to carefully review the recommendations. She read all the responses to her questionnaires carefully and said they were rich and focused on strengthening AACPL. She said it's important to understand that responders took this very seriously. She said "As you deliberate, you may choose not to adopt all the recommendations. It was especially important to Mr. Shorter that the recommendations are mine and not his or Mr. Auld's." Mr. Shorter said "This is the beginning of a conversation, she gave you her methodology, and now is the time for a conversation about the recommendations." Mr. Shorter said this will be a year to a year-and-a-half long conversation. Transition does not happen overnight and the recommendations are systemic to make sure we are intentional.

Ms. Sullivan said that once she has completed a project, she is still happy to be consulted and the Board will be free to call on her. She is "invested in the success of this work and proud to give you a foundation." Board development is important, especially with new people on the board. She reviewed how to strengthen the organization and asked "If we didn't have this library organization we have now, what would it look like?"

Ms. Ellis said she finds that in a big group it is more difficult to comment. She suggested that breakout rooms in Zoom may help. Ms. Sullivan said the Pratt Library Board used breakout groups for that process. Mr. Shorter thanked the Trustees for asking questions and commenting, as well as Ms. Sullivan for her report. He added "It is a lot for the first meeting of 2021, and not all our meetings will be like this. Look over the report and be prepared to discuss it more in the future."

Adjournment

Mr. Shorter asked for a motion to adjourn the meeting. Ms. Beck moved to adjourn, and the meeting was adjourned at 5:23 p.m.

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