

**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, September 17, 2020**

**DRAFT Meeting Minutes**

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

Trustees attending via Zoom:

Ms. Tonya Baroudi

Ms. Joan Beck

Mr. Joseph E. Bles

Ms. Cathy Belcher

Ms. Laura Brown

Ms. Penny Evans

Mr. James Harle

Ms. Deirdre Anne Hendrick

Ms. Barbara Maxwell

Ms. Joyce Miller

Mr. Donald Roland

Dr. Robert Sapp

Ms. Simmona Simmons

Ms. JanElaine Smith

Mr. Gerald Starr

Trustees unable to attend:

Ms. Leslie A Anderson

Mr. James Estep

Ms. Jacqueline Seamon

Ms. Sondra Solomon

Staff Attending:

Mr. Skip Auld, Chief Executive Officer

Staff Attending via Zoom

Ms. Donna Denny, Executive Assistant

Ms. Christina Feldman, Director, Marketing & Communications

Ms. Ann Glenn, Executive Director, AACPL Foundation

Ms. Cathy Hollerbach, Chief Public Services and Branch Management

Ms. Maribel Ibrahim, Manager, Facilities and Capital Projects

Mr. Rudy Rodela, Chief, Support Services

Mr. Scott A. Sedmak, Chief Financial Officer

Guests Attending:

Ms. Dalix Cruz, Trustee Elect

Ms. Brooke Toomey, Trustee Elect

*Before, during, or after the open public meeting regarding this agenda, the AACPL Board of Trustees and/or the Executive Committee may close its meeting for an executive, or otherwise closed session, as permitted by the Maryland Open Meetings Act.*

Call to Order

Mr. Shorter called the meeting to order at 4:06 p.m. The Zoom meeting was delayed due to internet issues at Library Headquarters. The YouTube live recording began at 4:00 p.m.

Mr. Shorter called the roll and confirmed that a quorum of Trustees were present.

Mr. Shorter welcomed Trustee Elects Ms. Cruz and Ms. Toomey. He noted that their nominations were recently confirmed by the County Council, and the meeting agenda included their membership election.

Mr. Shorter said he and Mr. Auld wished to recognize two leadership staff members retiring at the end of the month, Ms. Ann Glenn and Mr. Scott Sedmak.

*Recognition of Ms. Ann E. Glenn, Executive Director, AACPL Foundation*

Mr. Shorter read aloud an AACPL Certificate of Appreciation, awarded to Ann Glenn and signed by him and Mr. Auld, as follows: *“In recognition of your dedication to the Anne Arundel County Public Library over the last six years. With our deepest gratitude for service as Executive Director of the Foundation. Under your leadership, the Library Foundation has soared to new heights. The more than \$3.1 million you’ve helped raise will benefit our library system for decades to come. For all your accomplishments and for your service to our county, we are truly thankful and wish you the best of luck in retirement!”*

Mr. Auld read aloud an Executive Citation to Ms. Glenn from Anne Arundel County signed by Stuart L. Pittman, County Executive, as follows: *The Citizens of Anne Arundel County, Maryland salute Ann Glenn in recognition of 6 years of dedicated and outstanding public service as the Executive Director of the AACPL Foundation. Your contributions stand on their own merit and serve as a record of your unwavering commitment to making Anne Arundel County Public Libraries the library system of choice, providing the highest quality services to Anne Arundel County citizens. We extend to you our sincere appreciation and best wishes upon your retirement. Thank you for helping to make Anne Arundel County the best place for all.*

Ms. Glen said she was grateful for the awards and that she could not say enough good things about the staff, Trustees and Directors who have been so supportive. She added that the Foundation’s success is due to them as well.

Mr. Shorter thanked Ms. Glenn for her professionalism, poise, and wisdom. He invited Ms. Beck and Mr. Roland to speak in their role as past board chairs who had worked with Ms. Glenn.

Mr. Roland recalled how the Foundation struggled in its early years until Ms. Glenn joined AACPL and “it all came together.” He added it was a pleasure to work with her and she would be missed. Ms. Beck said the Library was fortunate to have had Ms. Glenn leading the

Foundation as she taught the library community about its true potential and purpose. She thanked her for her dedication and service.

*Recognition of Mr. Scott A. Sedmak, Chief Financial Officer*

Mr. Auld read aloud an AACPL Certificate of Appreciation awarded to Scott A. Sedmak: *“In recognition of your commitment to the Anne Arundel County Public Library over the last 23 years. With our deep appreciation for your steadfast service as Chief Financial Officer. Your sage advice and dedication to financial responsibility have kept the library on a steady course for the future. With special recognition for your commitment to building a robust catalog of library materials. For all your accomplishments and for your service to our county, we are truly grateful and wish you the best of luck in your retirement.”*

Mr. Shorter read aloud an Executive Citation to Mr. Sedmak from Anne Arundel County signed by Steuart L. Pittman, County Executive, as follows: *“The Citizens of Anne Arundel County Maryland salute Scott A. Sedmak in recognition of 23 years of dedicated and outstanding public service to Anne Arundel County Public Library as the Chief Financial Officer. Your contributions stand on their own merit and serve as a record of your unwavering commitment to making Anne Arundel County Public Libraries the library system of choice, providing the highest quality services to Anne Arundel County citizens. We extend to you our sincere appreciation and best wishes upon your retirement. Thank you for helping to make Anne Arundel County the best place for all.”*

Mr. Shorter thanked Mr. Sedmak for his part in making AACPL successful and invited Ms. Beck and Mr. Roland to speak having worked with Mr. Sedmak in their role as past board chairs. Ms. Beck said Mr. Sedmak had been a joy to work with and thanked him for keeping the Library on the right path. Mr. Roland said that before he was chairman, he was treasurer, and Mr. Sedmak helped him understand the intricacies of Library finance. He added that Mr. Sedmak has been a fighter on behalf of AACPL’s staff and customers, and will be greatly missed. Mr. Sedmak thanked everyone for their kind words and wished them well.

Mr. Harle informed the board that he had become a Washington, D.C. resident, said goodbye.

Approval of Agenda

Mr. Shorter changed the agenda to move previous closed meeting minutes for approval to the agenda of the next closed session meeting. There were no additional changes. Mr. Shorter asked for approval of the agenda. Ms. Miller moved to approve the agenda. Ms. Beck seconded the motion. The agenda was approved.

### Approval of Minutes

Mr. Shorter asked for a consent vote to approve the minutes of the previous board meetings held in June, July and August. Ms. Miller moved to approve the consent vote. Mr. Bles seconded the motion. The following minutes were approved in a unanimous vote by show of hands:

- Board of Trustees Meeting, June 18, 2020
- Executive Committee Meeting, July 16, 2020
- Board of Trustees Meeting, August 13, 2020

### Treasurer's Report

Mr. Shorter noted it would be the final meeting for Ms. Hendrick. Ms. Hendrick said that when she joined the board in June 2019, she did not expect to become an officer. She thanked Mr. Sedmak for his assistance, and noted that he had provided the June (FY20), July and August 2020 Treasurer's Reports. She asked if there were any questions about the reports. Questions about the schedule for recruitment of a new Chief Financial Officer (CFO) were asked. Mr. Auld said the closing date for applications is September 28, and selected candidates will be interviewed in early October. A new CFO will begin in November.

### Governance Committee

#### *Recommendation of New Officers*

Mr. Shorter said Ms. Barbara Maxwell agreed to become Treasurer, replacing Ms. Hendrick, and Ms. Laura Brown agreed to become Secretary, replacing Ms. Maxwell.

Mr. Shorter invited Ms. Smith to present board candidates for election in her role as new Chair of the Governance Committee.

#### *Election of Two New Members*

Ms. Smith, Governance Committee Chair, confirmed that board member candidates Ms. Brooke Toomey and Ms. Dalix Cruz had been approved by the County Council. She added that they had both impressed the Governance Committee and on behalf of the committee she moved to elect them the Board of Trustees. A vote was taken by show of hands and Ms. Toomey and Ms. Cruz were unanimously elected to join the Board of Trustees. Mr. Shorter and Mr. Auld welcomed them to the board on behalf of AACPL Trustees and staff.

#### *Election of Two New Officers*

Ms. Smith moved to elect two new officers of the Board of Trustees, Mr. Barbara Maxwell as Treasurer and Ms. Laura Brown as Secretary. A vote was taken for both officer positions by a show of hands and were unanimously elected.

### Foundation Report

Mr. Shorter asked Ms. Beck and Ms. Miller to present the Foundation Report and thanked them for taking the responsibility for the report going forward. They reported the following:

- The new Foundation Board of Directors President is Mr. Chuck Ferrar, and its new Vice-President is Ms. Karen Smith.
- The Foundation voted to give a grant of up to \$65,000 to fund a pilot program of mailing *Happenings!* to every household in the county. The mailing will take place with one of the upcoming issues.
- Ms. Smith is serving as Co-Chair, along with Ms. Feldman, on AACPL's 100<sup>th</sup> Anniversary Committee. Plans are underway for the year-long celebration beginning January 2021.
- Foundation Board Secretary Ms. Trish Strott will chair a new committee, the Stewardship Committee. The committee is responsible for developing ways to honor and inform current Foundation donors, particularly leadership donors.
- Current and former Foundation Directors, AACPL Trustees, staff and library friends contributed over \$8,200 to the Foundation in order to honor Ms. Ann Glenn, Executive Director, on her retirement. A plaque recognizing her service will be placed in The Samuel and Donna Brown Family Community Living Room of the Michael E. Busch Annapolis Library.

### CEO's Report & Strategic Plan Overview

Mr. Auld welcomed Ms. Cruz and Ms. Toomey and thanked Ms. Maxwell and Ms. Brown for taking on their new officer roles.

Mr. Auld noted that Mr. Shorter recommended a review of AACPL's goals, and Mr. Auld provided a screen presentation to briefly outline all five goals of the Strategic Plan. Mr. Auld explained that the plan is not a traditional plan, but a framework to focus on what is important to the community. The plan enables AACPL to address specific community needs and helps the Library pivot and be nimble during the current COVID-19 pandemic. He provided specific examples, such as tailoring library services and entrepreneurial staff creating virtual programming. Mr. Auld added that while some are not happy with the recent reversion back to curbside, AACPL continues to provide more services than other library systems in central Maryland. The Strategic Plan has kept the focus and reinforced the need to work closely with partners in Health and Human Services.

### Staff Reports

Mr. Auld asked Ms. Hollerbach, Ms. Feldman and Mr. Rodela to provide their staff reports.

*Public Services and Branch Management Report*

Ms. Hollerbach noted how well the Strategic Plan allowed branches to meet the specific needs of their communities. Now there are system wide curbside hours and appointments available for customers to come in and browse have been adapted to specific local needs. In Brooklyn Park, customers can knock on the door for an appointment as they may not have internet access to set one up. The Severna Park Library was flooded with requests for materials, so providing these is a top priority. In addition, AACPL entrepreneurial staff are tweaking their Facebook Live *Thriving Minds* early literacy programs throughout the system and offered thru February, a chat feature is coming to the AACPL website, and customers can call and email staff for assistance.

*Marketing and Communications Report*

Ms. Feldmann said that AACPL partnerships have increased dramatically over the past couple of years and they continue to grow in importance. She gave an example when AACPL was approached by a county services agency who was trying to help families stressed by the need to assist their children with eLearning. AACPL developed a “cheat sheet” tailored to working families, and handed this out at meal distribution sites to help families be aware of related resources.

*Support Services Report*

Mr. Rodela said that collections remain our core service and our Strategic Plan fosters a new way of working. A primary goal of the plan is *Better Collections, Better Access*, and Materials Management pivoted to eResources quickly with the onset of the pandemic, showing again that AACPL is agile and ready to meet challenges.

Mr. Auld asked if there were any questions about the Strategic Plan and there were none.

*First Reading, Communications with the Media Policy*

Mr. Shorter said Ms. Feldman had prepared a draft for first reading of a policy suggested by Kevin Best, Esq. Ms. Feldmann reviewed the draft policy noting that it provides details about who should speak on behalf of AACPL to the media about, for example, COVID-19 related news, for the benefit of message consistency. The roles of Marketing and Communications, CEO, Board Chairman and Trustees are included. To draft the policy, Ms. Feldman said she Mr. Auld searched for written policies of other library systems nationally. They found that most have unwritten policies, but a few had written policies, and these are similar to the draft presented. Ms. Feldmann asked that any questions be addressed to her.

*MOTION to Approve Reclassifications*

Mr. Auld presented Roundtree the following two position reclassification requests for approval:

*Circulation Assistant to Library Associate*

Ms. Miller moved to approve the reclassification of a Circulation Assistant to a Library Associate. Ms. Beck seconded the motion. The motion carried unanimously and the position was reclassified.

*Finance Specialist II Position to Grade 17GA*

Ms. Beck moved to approve the classification of a Finance Specialist II position to a grade 17GA. Ms. Smith seconded the motion. The motion carried unanimously and the position was reclassified.

CEO Report

Mr. Auld said a required notification of recent sole source procurement had been provided to the board in advance of the meeting.

Mr. Rodela asked Ms. Maribel Ibrahim, Capital Projects Manager, to provide an update on recent capital projects, in addition to the newly opened Michael E. Busch Annapolis Library.

Ms. Ibrahim gave a slide presentation of project highlights including: Discoveries: The Library at the Mall; the temporary location for Riviera Beach Library, and the Severn Library renovation. Ms. Ibrahim answered questions after her presentation.

*MOTION to Extend Strategic Plan by One Year*

Mr. Shorter reported that staff have endured barriers to their work over the recent past, and meeting the goals of AACPL's Strategic Plan has been a challenge. Mr. Shorter recommended extending the plan's completion date to 2023. Mr. Shorter asked for questions or concerns, and there were none. Ms. Miller moved to extend the completion of the current Strategic Plan to 2023. Ms. Smith seconded the motion. All were in favor, and the end date for the Strategic Plan was extended.

*MOTION to Contract with Governance Management Consultant*

Mr. Shorter noted the proposal related materials provided in order to contract with Ms. Maureen Sullivan to obtain her review and recommendations related to AACPL governance and organizational structure. He noted that Ms. Sullivan has rich experience in working on library governance issues and strengthening systems. Mr. Shorter asked if there were any questions about Ms. Sullivan or the contract. There were no questions, and Mr. Shorter moved to authorize the Chairman and CEO to enter into a consulting contract as presented by Maureen Sullivan, at a cost of \$13,000. Ms. Beck seconded the motion. All were in favor and the motion carried unanimously.

*MOTION to Close Meeting to Discuss a Personnel Matter*

Mr. Shorter read aloud the statutory authority to close the meeting under General Provisions Article § 3-305(b) as follows: *1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or official over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and 2) To protect the privacy or reputation of individuals concerning a matter not related to public business.*

Ms. Miller moved to close the meeting. Ms. Smith seconded the motion. The meeting was closed at 5:15 p.m.

Immediately after reopening it, Mr. Shorter adjourned the meeting at 6:00 p.m.

The next Board of Trustees meeting is scheduled for Thursday, October 15, 2020.