

**EXECUTIVE COMMITTEE OF THE 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, July 16, 2020**

Minutes

AACPL Board of Trustees Executive Committee Members Attending Via Zoom:

Ms. Joan Beck, Past President
Mr. James Estep, Director
Ms. Penny Evans, Director
Ms. Barbara Maxwell, Secretary
Ms. Joyce Miller, 1st Vice President
Mr. William A. Shorter, Jr., Chairman, Presiding
Ms. Simmona Simmons, Director
Ms. JanElaine Smith, Chair, Governance Committee
Ms. Sandra Solomon, Chair, Diversity Committee
Ms. Deirdre Anne Hendrick, Treasurer

AACPL Staff Attending Via Zoom:

Mr. Charles M. Auld, Chief Executive Officer
Ms. Christine Feldmann, Manager, Marketing and Communications
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

Call to Order

Mr. Shorter called the meeting to order at 4:00 p.m. and asked all meeting participants to introduce themselves.

Approval of Agenda

Mr. Shorter asked for approval of the meeting agenda. Ms. Miller moved to approve the agenda. Mr. Harle seconded the motion. The agenda was approved.

New Business

MOTION to amend Annual Leave Policy to Allow Annual Leave to Carry Over into Calendar Year 2021

Mr. Shorter said approval for this item could not wait for approval at the September meeting, in order to inform staff quickly and asked Mr. Auld and Mr. Roundtree to provide details.

Mr. Auld introduced himself and thanked everyone for their attendance.

Mr. Auld noted that at the March 13 Executive Committee meeting, the Board approved a motion to waive the cap on carryover *compensatory (comp) leave time* at the end of the current calendar year. Normally, full-time employees can carry over a maximum of 80 hours of compensatory time at the end of each calendar year. Because so many employees accrued a great deal of comp time for their work as essential employees when the library closed on March 13, it would be difficult for them to utilize the accrued time by the end of the year. When employees take "vacation" time off, comp time is deducted before annual leave. There is a cap of 280 hours of annual leave that can be carried over at the end of each calendar year. Employees should not lose their accrued comp time or annual leave time; or feel under pressure to use their leave before the end of the year.

Mr. Auld answered questions and Ms. Hendrick moved to approve the motion, stating that no second was required. The motion passed and employees who performed essential duties and accrued comp time, as well as annual leave, will not lose their accrued annual leave time over 280 hours and it will carry over into the calendar year 2021.

MOTION to Adopt Equity Statements by Black Caucus of ALA and Asian & Pacific American Library Association of ALA

Mr. Auld said that he, Ms. Hollerbach, and Ms. Solomon, Chair of the Board's Diversity Advisory Committee, in response to current events and the *Black Lives Matter* movement, would like AACPL to adopt and stand by recent equity statements made by the Black Caucus of the American Library Association (BCALA) and the Asian/Pacific American Librarians Association (APALA) of the American Library Association (ALA).

Mr. Auld read aloud both statements which had also been provided prior to the meeting, and asked the Board of Trustees to endorse them in order to align AACPL with the stand against racism these organizations have taken. He added that once endorsed, the statements would be posted on AACPL's website. He added that staff are working to pull together various AACPL policies and statements on equity in one place for easy reference on the website. The page will be labeled *AACPL Stands with Our Community*.

Ms. Hendrick moved to approve endorsement of the equity statements. A discussion ensued and the motion was brought to a vote. The motion passed with five votes for the motion. The equity statements by the Black Caucus of ALA and the Asian & Pacific American Library Association of ALA were endorsed.

COVID-19 Response/Reopening Update

Mr. Auld noted that a staff member had tested positive for COVID-19. This was announced in a press release and has appeared accurately in an article in the *Annapolis Capital*. He explained the procedures followed by the Health Department for such an event, and invited Ms. Hollerbach and Mr. Roundtree to elaborate.

Ms. Hollerbach said that since AACPL closed on March 15 due to the pandemic, various dates for re-opening were considered and included: June 1, June 8, and June 15, but eventually the Library opened on July 6. Since opening, AACPL has seen the return of approximately one-half of its regular customers. Preparations are also underway to open the new Michael E. Busch Annapolis Library. Dr. Nilesh Kalyanaraman, County Health Officer, feels that the steps AACPL has taken at the branches will help avoid most of the risk. Library customers are happy to be back, there is low foot traffic and few lines, but there have been customer incidents over masks.

Mr. Roundtree noted that Human Resources has contacted all staff to explain what is being done to address the recent positive COVID-19 test of a staff member.

Staff Reports

Mr. Rodela reported that the temporary Riviera Beach Library was open and customers are pleased. He added that construction of the new Michael E. Busch Annapolis Library was mostly complete and staff is ready for an expected smooth opening. Mr. Estep said he took his 5 year-old child to the Odenton Library and felt very safe there. He wish to thank all AACPL staff for making their visit possible.

Ms. Feldmann reviewed plans for opening day of the new Michael E. Busch Annapolis Library, including a new commemorative library card featuring the new library, and answered questions.

Ms. Glenn reported on plans to provide 25 leadership donors with a special tour July 21 to see their names on the donor wall of the new library. She also answered questions and provided information about the map available on the website to help donors locate their personalized bricks in the walkway. She noted that the Foundation's rescheduled For the Love of the Library annual gala is scheduled for January 8, 2021, just in time for AACPL's 100 year anniversary.

2020-2021 Meeting Changes

Mr. Shorter noted that much meeting time is devoted to staff reports, not leaving time to discuss library trends, as an example. He said he would like to make changes to future meeting agendas, which will require changes to the bylaws. He suggested that the vertical reports Mr. Auld submits to the County each month, could substitute for the staff reports currently submitted. A discussion ensued and the Executive Committee members were supportive of this idea.

Governance Update

Mr. Shorter announced that Dr. Sapp has been appointed to succeed Mr. Wil Colquhoun as Chairman of the *Riviera Beach Capital Project Committee*, as he lives in the community.

Mr. Shorter said that once the IT audit is complete, the ad hoc *Cybersecurity Committee* will be disbanded and become a part of the *Budget Committee* in order to increase its depth. Mr. Rodela answered questions about the status and potential costs of the IT audit.

Mr. Shorter said he is working with Ms. Hendrick on future changes to the bylaws. He noted that no one stepped forward at the June meeting to fill the office of Treasurer when Ms. Hendrick departs. He added that because the size of the board is shrinking 24 members to 17, there is a smaller pool from which to draw officers. A brief discussion ensued.

Mr. Shorter recommended that AACPL's current Strategic Plan, which culminates in the fall, be extended into FY 2023 in order to provide more time for implementation. The Strategic Plan timeline has been impacted by the COVID-19 pandemic and this change will be requested of the board in the fall.

Mr. Shorter announced that after the meeting was adjourned, the Executive Committee would enter into a closed meeting, as allowed by law, in order to discuss a personnel matter. He added that Mr. Roundtree would also participate.

Adjournment

Mr. Shorter adjourned the meeting at 5:11 p.m.