

Minutes

Public Library Association of
Annapolis and Anne Arundel County, Inc.
June 18, 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, June 18, 2020.

Trustees attending:

Mr. William Colquhoun, Chairman
Mr. William A. Shorter, Jr., Second Vice-Chairman

Trustees attending via teleconference:

Ms. Leslie A. Anderson	Ms. Deirdre Anne Hendrick
Ms. Joan Beck	Ms. Barbara Maxwell
Mr. Joseph E. Bles	Ms. Joyce Miller
Ms. Cathy Belcher	Mr. Bert Rice
Ms. Laura Brown	Mr. Donald Roland
Mr. James Estopp	Dr. Robert Sapp
Ms. Penny Evans	Ms. Jacqueline Seamon
Mr. James Harle	Ms. Simmona Simmons

Trustees unable to attend:

Ms. Tonya Baroudi
Mr. Keith Seay
Ms. JanElaine Smith
Ms. Sandra Solomon
Mr. Gerald Starr

Staff attending:

Mr. Skip Auld, Chief Executive Officer

Staff attending via teleconference:

Ms. 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

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Call to Order

Mr. Colquhoun called the meeting to order at 4:03 p.m. and introduced Mr. Shorter and Mr. Auld. Mr. Colquhoun welcomed all meeting participants, as well as those viewing the meeting online via the AACPL YouTube Channel.

Approval of Agenda

Mr. Colquhoun asked if there were any changes for the agenda. There were no changes and Mr. Shorter moved to approve the agenda. Ms. Miller seconded the motion. The agenda was approved.

Mr. Colquhoun asked meeting participants to introduce themselves.

Approval of Minutes

Mr. Colquhoun asked if there were additions or corrections for the minutes of the Thursday, May 21, 2020 Board of Trustees meeting. There were no additions or corrections and Mr. Harle moved to approve the minutes. Mr. Shorter seconded the motion. The minutes were approved.

Treasurer's Report

Ms. Hendrick said the Treasurer's Report was provided prior to the meeting. She asked for questions and noted that questions regarding CARES Act (COVID-19) expenditures be referred to Mr. Sedmak. There were no questions. The Treasurer's Report was approved.

Ms. Hendrick announced that she was preparing to relocate to San Antonio and must resign from the board. She said she enjoyed and will miss working with AACPL board members and staff. Mr. Colquhoun thanked her for her many contributions and wished her well on behalf of all.

Additional Trustees who would not return to the board in FY21 were noted, including: Mr. Colquhoun, Mr. Harle, Mr. Rice, Mr. Seay, and Dr. Stielow. Mr. Auld presented a service citation from Anne Arundel County to each one, reading them aloud.

Staff Reports

Chief Executive Officer's Report

Mr. Auld said the meeting materials included the required notification of recent sole source procurements to the board. Mr. Auld said written staff reports were also provided in the meeting materials but only two staff reports would be presented.

Public Services and Branch Management Report

Ms. Hollerbach reported that all library branches had begun providing curbside service. AACPL will continue to provide curbside service for customers not comfortable with going inside library branches due to the COVID-19 pandemic. Ms. Hollerbach answered questions. Ms. Evans said she appreciated being able to use curbside service.

Marketing and Communications Report

Ms. Feldmann reported the Michael E. Busch Annapolis Library will open on Wednesday July 22 at 11:00 a.m. She noted that planning events to occur during a pandemic was a challenge for all involved, and she thanked them. The events include a pre-taped *virtual ribbon-cutting*, a taped Zoom conversation with key library leadership, taped remarks by Governor Hogan and County Executive Pittman, and video footage of the new library. Ms. Miller said these efforts to celebrate the new library are creative and for all to enjoy. Mr. Colquhoun asked the Trustees to respond to an email survey which Ms. Feldmann recently sent them.

Committee Reports

Budget Committee Report

Ms. Hendrick said the Budget Committee has not met within the past month. She added that she will submit a request to change board's bylaws regarding the Budget Committee.

Riviera Beach Capital Project (RIVCAP) Committee Report

Mr. Colquhoun reported that the new Riviera Beach Library will be completed during summer 2022. The construction site is currently undergoing asbestos abatement prior to demolition. He added that the committee will need a new chair with his departure.

Governance Committee Report

Mr. Harle reported that the committee notified the County about the vacancy that will be created by the departure of Ms. Hendrick. He noted that she was appointed by the County in 2019. Mr. Harle said he had not received any recommendations from the board to fill the vacancy. Mr. Harle noted that the vacancy created with the departure of Dr. Stielow, District 6, also must be filled. In a discussion about membership terms, it was noted that that new board members complete the terms of outgoing members they replace before beginning their own term.

Election of Officers and Directors

Ms. Miller moved that the slate of officers presented at the May meeting be elected to serve in FY21. Ms. Beck seconded the motion. All were in favor and the officers elected. It was noted

that Ms. Hendrick will continue to serve as Treasurer until her move and a new Treasurer is elected.

Mr. Harle said the Governance Committee presents the following slate for officers and directors for FY21:

Chairman	Mr. William Shorter
1st Vice Chair	Ms. Joyce Miller
2nd Vice Chair	Dr. Rob Sapp
Secretary	Ms. Barbara Maxwell
Treasurer	Ms. Deirdre Anne Hendrick
Director	Mr. James Estep

Mr. Harle added that the following members were at the end of their current 3-year term, but have not met their total term limits and are willing to serve another 3-year term:

Mr. Barbara Maxwell
Mr. Joseph Bles
Ms. Jackie Seamon
Ms. Simmona Simmons

Ms. Miller moved to approve the slate of officers and directors for FY21. Mr. Shorter seconded the motion. All were in favor, and the officers and directors were elected.

Cyber Security Committee Report

Mr. Rodela reported that a request for proposal for an IT Vulnerability Assessment has been released.

New Business

MOTION to Approve CEO Evaluation Process

Mr. Shorter said that after review, edits to the CEO Evaluation Process have been made, including: removing the staff evaluation; revising feedback requested from Foundation Directors; and changing the timeline of the process to begin in June and end in September. Mr. Shorter moved to approve the CEO Evaluation Process. Mr. Colquhoun seconded the motion. All were in favor and the CEO evaluation process was approved.

MOTION to Revise Printing Policy

Ms. Hollerbach reported that changes to be implemented for reopening have been determined with input the Technology Task Force. Because a Multi-Functioning Device (MFD) which scans,

copies, prints and faxes, requires close contact between staff and customers, the printing policy should be revised to allow 10 pages of free printing per customer per day (released by staff upon request), and an end to offering scanning, faxing and copying for customers from July 6, 2020 to Tuesday, September 8, 2020. Staff will direct customers to free scanning applications available on the internet. The default for printing is black and white, but color printing will be permitted upon request. The limitation of services will result in an estimated annual loss of revenue of between \$45,000 and \$50,000. Ms. Hollerbach asked the board to waive the 30-day rule in order to implement the change quickly out of concern for staff safety. Mr. Shorter moved to waive the 30-day rule. Mr. Harle seconded the motion. The 30-day rule was waived. Mr. Shorter moved to revise the printing policy as presented. Mr. Harle seconded the motion. The printing policy was approved as revised.

MOTION to Approve FY 2021 Operating and Capital Budgets

Mr. Sedmak reviewed the resolution he provided to ask for approval of the final FY21 budget amount of \$28,691,600, for the Operating Budget and \$2,202,000 for the Capital Budget, representing the amounts approved by the County Executive, minus adjustments made by the County Council. Mr. Sedmak reviewed both budgets, noting that while a dozen supplemental budget requests were submitted, only two were funded as follows: the County is funding pay increases to bring staff up to the new minimum wage of \$11.00 per hour for any staff who are below this level; and the County provided \$1.6 million toward our Other Post-Employment Benefits (OPEB) liability, which is the funding of retiree health insurance benefits. There were no questions. Mr. Shorter moved to approve the budget. Ms. Beck seconded the motion. The FY 2021 budget was approved. Mr. Colquhoun thanked everyone who worked on the budget.

MOTION to Approve One-time Bonuses for FY21

Mr. Roundtree said that AACPL staff annual pay increases track directly with non-represented County employees. Last year, that meant 3% cost of living and 2% merit increases. This year, the County is not providing salary increases, however full-time staff will receive a one-time \$1,500 bonus. Mr. Roundtree added that because it is library policy to extend increases to all staff, he is asking for approval to also pay the following: a one-time \$750 to job share employees working half-time; \$250 to PTH employees; and \$100 to Pages. These payments will be made in a separate payroll run on July 17 and contain only the bonus payments. Ms. Hendrick moved to approve the one-time bonuses for all staff in FY21. Mr. Shorter seconded the motion. The motion passed and one-time FY21 bonuses for all staff were approved.

Notification of Purchases Exceeding \$50,000

Mr. Sedmak said a list of purchases exceeding \$50,000 to be initiated in FY21 were provided as required in advance of the meeting. In response to a question, Mr. Sedmak said that the revenue brought in by vendor Unique Management, via fees and returned materials, continues to exceed the cost of the service.

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MOTION to Approve Purchases Exceeding \$75,000

Mr. Sedmak said a list of purchases exceeding \$75,000 to be initiated in FY21 was provided as required for review and requires approval. Mr. Shorter moved to approve the purchases. Ms. Beck seconded the motion. The purchases were approved.

Mr. Shorter presented outgoing Chairman Wil Colquhoun with a certificate of appreciation from AACPL and read it out loud. Mr. Colquhoun thanked Mr. Shorter on behalf of the board, wished him well, and handed him the Chairman's gavel. Mr. Auld thanked Mr. Shorter for accepting the role of Chairman and said he looked forward to working with him in his new role.

The meeting was adjourned at 4:57 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara D. Maxwell". The signature is written in a cursive, flowing style with a long horizontal line extending to the right.

Barbara D. Maxwell
Secretary

BDM/dld