

## Minutes

### Public Library Association of Annapolis and Anne Arundel County, Inc. May 21, 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, May 21, 2020.

#### Trustees attending:

Mr. William Colquhoun (Chairman)

#### Trustees attending via teleconference:

Ms. Leslie A. Anderson

Ms. Tonya Baroudi

Ms. Joan Beck

Ms. Cathy Belcher

Kevin Best, Esq.

Ms. Laura Brown

Mr. James Estep

Ms. Penny Evans

Mr. James Harle

Ms. Barbara Maxwell

Ms. Joyce Miller

Mr. Bert Rice

Mr. Donald Roland

Dr. Robert Sapp

Ms. Jacqueline Seamon

Mr. Keith Seay

Mr. William A. Shorter, Jr.

Ms. Simmona Simmons

Ms. JanElaine Smith

#### Trustees unable to attend:

Mr. Joseph Bles, Ms. Deirdre Anne Hendrick, , and Ms. Sandra Solomon

#### 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

#### Call to Order

Mr. Colquhoun called the meeting to order at 4:10 p.m. He welcomed the meeting participants, as well as viewers watching the meeting live via the Library's YouTube Channel. A link to the channel is on the Board of Trustees section of the Library's website at [www.aacpl.net](http://www.aacpl.net).

### Approval of Agenda

Mr. Colquhoun asked if there were any changes for the agenda. The Cybersecurity Committee Report was added to the agenda. Ms. Evans moved to approve the revised agenda. Ms. Anderson seconded the motion. All were in favor and the agenda was approved.

Mr. Colquhoun asked meeting participants to introduce themselves.

### Approval of Minutes

Mr. Colquhoun asked the Executive Committee for corrections or approval of the minutes of their Thursday, April 16, 2020 meeting. Ms. Miller moved to approve the minutes. Mr. Shorter seconded the motion. The minutes were approved.

Mr. Colquhoun asked if there were corrections for the minutes of the Thursday, April 16, 2020 Board of Trustees meeting. There were no corrections and Ms. Seamon moved to approve the minutes. Ms. Smith seconded the motion. The minutes were approved.

### Treasurer's Report

Mr. Sedmak reported for Ms. Hendrick and noted that the Treasurer's Report had been provided prior to the meeting. Mr. Sedmak said the projected budget surplus had dropped to zero as a result of fiscal impacts from closing AACPL on March 15 due to the COVID-19 pandemic. Mr. Sedmak answered questions and the Treasurer's report was accepted pending audit.

### Committee Reports

#### *Budget Committee Report*

Mr. Sedmak reported for Ms. Hendrick. He noted that AACPL recently conducted its FY21 Budget Request hearing via teleconference with the County Council. The County's new auditor has had questions about AACPL's request as well as those of other departments and agencies. Mr. Auld added that one of the Library's supplemental budget requests is to bring some salaries up to the required increased minimum wage. While there will be no staffing cuts or furloughs in the County Executive's FY21 Budget, there will be no salary increases save a one-time payment of \$1,500 to all non-represented employees such as those at AACPL. A proposal to implement this increase will be brought to the board for approval in June.

#### Riviera Beach Capital Project (RIVCAP) Committee Report

Mr. Colquhoun reported that the old Riviera Beach Library building will not reopen to the public. A new temporary space is being prepared to provide service to the community until the new building is ready. Asbestos abatement will precede demolition of the old building.

Governance Committee Report

*Nomination of Officers and Directors*

Mr. Harle said that in accordance with the bylaws of the Board of Trustees, the Governance Committee nominates the following for officer positions for FY 2021:

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

Mr. Harle invited the board to contact him or Mr. Colquhoun for nominations not on this slate.

Mr. Harle added that the following members were at the end of their current 3-year term, 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

Mr. Harle noted that Mr. Keith Seay will not return to the board in FY21. Because Mr. Seay is a Director, this vacancy will need to be filled. Mr. Harle asked that any trustee interested in becoming a Director to contact him. He added that the only duty for Directors is to be a member of the Executive Committee.

Mr. Harle said he had previously informed the board that he will also not be returning in FY21, creating a vacancy for the Chairman of the Governance Committee. He announced that Ms. JanElaine Smith would become the new Chairman of the Governance Committee, and Ms. Cathy Belcher will join her on the committee.

Mr. Rice announced that he would not be returning to the board in FY21 and will be moving to Montana. He thanked the board for the opportunity to serve with them.

Mr. Colquhoun noted, as he had previously, that he will be leaving the board after the June meeting, due to a potential conflict of interest.

Mr. Harle reported that he had contacted the County Executive's office about the vacancy created by the recent departure of Dr. Stielow. In the meantime, Mr. Harle asked the board members to provide names of potential board members from District 6 to recommend should the

County asks for assistance. The Governance Committee will help prioritize any names.

*Budget Committee Report*

Mr. Auld reported for Ms. Hendrick. Mr. Auld said he recently sent an email request to the Budget Committee and board leadership as follows:

*Matt Power is the County's Deputy Chief Administrative Officer leading the COVID 19 response efforts. On April 23, he asked County department directors and affiliated agency heads such as myself to let them know what COVID 19-related expenses we've already incurred and what we expect to spend by June 30. I sent an initial list and yesterday submitted the updated list below to Michael Beard, Financial Reporting Manager in the County Finance Department.*

*Time is of the essence to make these purchases, because we have staff returning June 1, curbside service beginning June 8, and opening to the public on June 15 (or later, depending on guidance from County Health Officer Dr. Kalyanaraman as well as Governor Hogan's orders). As I said to Michael, "We've been re-engineering library services, programs, and resources to create a new model of service.*

*Here is some background:*

- *We are projecting a Personal Services surplus of approximately \$1,050,000 for Fiscal 2020. (from CFO report to the Board, May 2020)*
- *We do not know if the approximately \$200,000 in COVID 19-related expenses will be reimbursed. However, our Executive Leadership Team had a Microsoft Teams meeting with Ben Birge this morning & he reviewed the list and believes it's likely to be reimbursable. Ben notes that in discussions with the U.S. Treasury Department, they are being very flexible in planning to reimburse expenses from "secondary effects" of the pandemic.*

*We want to proceed with these purchases now and seek approval for budget reallocations at next week's full Board meeting. If anyone objects or has questions, please let me know. Thank you!*

Mr. Auld said the list provided with his email was only partial, but included items such as laptop carts and sneeze guards to help safely serve customers when the branches are reopened. There were no objections from the Budget Committee or board leadership and now the request is brought to the board for its approval.

Ms. Evans moved to approve the reallocation. Ms. Miller seconded the motion. The request to reallocate funds was approved. Mr. Auld answered questions during the discussion. All were in favor and the reallocation was approved.

### *Cyber Security Committee Report*

Ms. Anderson reported for the committee which also includes Ms. Hendrick and Dr. Sapp. They prepared questions for Information Technology, reviewed the responses, and determined what additional information is needed. The information needed will require an audit, and Mr. Rodela and Mr. Auld provided a list of from the County of pre-approved MEEC technology vendors. They selected a couple of candidates and are checking their qualifications. Mr. Rodela also created two documents, one for information strategy and the other on cyber security strategy. These are being reviewed prior to vetting vendors going forward. Ms. Anderson, Mr. Rodela, and Mr. Auld answered questions.

### Staff Reports and Updates on Services Continuing Throughout Pandemic

#### *Chief Executive Officer's Report*

Mr. Auld said his report includes the *AACPL Reopening Plan*, which he shared prior to the meeting. He explained that the plan is the product of five separate task forces containing approximately a dozen staff members each. Mr. Auld said the Executive Leadership Team and the Library Leadership Team have held regular virtual meetings, with all staff meetings as well. Dr. Nilesh Kalyanaraman, Director of the County's Department of Health, spoke with staff at several meetings. Mr. Auld reviewed the plan's timeline, concerns, and service models. In a discussion, Mr. Auld and Ms. Hollerbach answered questions.

#### Public Services and Branch Management Report

Ms. Hollerbach said her written report highlighted the important work of virtual services staff during this period. She reviewed the statistics from the previous month and answered questions.

#### Human Resources Report

Mr. Roundtree said that in addition to his written report, he is preparing new CEO annual performance evaluation forms for the Trustees, Foundation Directors, and Executive Leadership Team to complete. The review will take place in April and completed forms will be submitted to the Chairman of the Board of Trustees, who will then provide to Mr. Roundtree to complete a final document that will be shared with Mr. Auld. A discussion ensued with questions and suggestions concerning the evaluation process.

#### Support Services Report

Mr. Rodela said that in addition to written report:

- Materials Management continues to purchase new electronic materials and AACPL's eBranch circulated 96,000 items last month.

- The bulk of the collection purchased for the Michael E. Busch Annapolis Library has been received and will be put on shelves once staff return. Capital project work also continues because the pandemic slowed down the work of the contractors.
- The move to a temporary Riviera Beach Library has begun.
- Information Technology is working on network resilience and installing outdoor Wi-Fi antennas at all branches.

#### Marketing and Communications Report

Ms. Feldmann said that in addition to her written report, her department is promoting digital resources, creating advertising campaigns, and recently visited all sixty school meal sites to hand out AACPL resource lists. They have also arranged media interviews for Mr. Auld to promote virtual programs.

#### Foundation Report

Ms. Glenn said that in addition to her written report, the AACPL Foundation exceeded its FY20 Annual Fund goal by \$127,000. She noted that it recently held its Annual Meeting and elected new officers. She reviewed the new officers and their backgrounds. Mr. Colquhoun thanked Ms. Glenn, her staff, and the Foundation Board of Directors for their successful efforts.

#### Unfinished Business

There was no unfinished business.

#### New Business

##### *Employee Telework Policy*

Mr. Roundtree said that with the arrival of the COVID-19 Pandemic, there is a need for AACPL to have a formal telework policy. He developed a policy much like one he implemented for Prince George's County Memorial Library, adapted specifically for the needs of AACPL. The related policy materials were provided prior to the meeting. He noted that not all staff will qualify for telework, depending on their role at AACPL. There is a process for final approval, and if it is approved both the staff member and their supervisor will receive copies of the signed telework policy agreement. Mr. Roundtree answered questions and asked the board to waive the 30-day rule in order to implement the policy by June 1.

Mr. Colquhoun added that while telework is a privilege, it has been his experience that it increases productivity. After some discussion, Mr. Harle moved to waive the 30-day rule. Ms. Evans seconded the motion. The 30-day rule was waived. Mr. Harle moved to approve the Employee Telework Policy. Ms. Evans seconded the motion. The policy was approved.

Minutes  
Public Library Association of  
Annapolis and Anne Arundel County  
May 21, 2020  
Page 7 of 7

*Notification of Purchases Exceeding \$50,000*

Mr. Sedmak said that a routine written notification of purchase exceeding \$50,000, but less than \$75,000 was provided in advance of the meeting. The purchases were related to services provided by OCLC having to do with the cataloging of materials. There were no questions.

Mr. Colquhoun adjourned the meeting at 5:36 p.m.

The next meeting is scheduled for 4:00 p.m. on Thursday, June 18, 2020.

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