



**BOARD OF TRUSTEES
PUBLIC LIBRARY ASSOCIATION OF ANNAPOLIS
AND ANNE ARUNDEL COUNTY, INC.**

**4:00 p.m., Thursday, December 16, 2021
Broadneck Library, 1275 Green Holly Drive, Annapolis, MD 21409**

Meeting Minutes

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

Trustees Attending:

Ms. Joan Beck
Ms. Brooke Toomey

Trustees Attending via Zoom:

Ms. Leslie Anderson	Ms. Barbara Maxwell
Ms. Tonya Baroudi	Ms. Ms. Joyce Miller
Ms. Cathy Belcher	Ms. Simmona Simmons
Ms. Dalix Cruz	Ms. JanElaine Smith
Mrs. Laura Ellis	Ms. Sandra Solomon
Mr. James Estep	Mr. Gerald Starr

Trustees Unable to Attend

Ms. Penny Evans
Dr. Robert Sapp

Staff Attending:

Mr. Skip Auld, Chief Executive Officer
Ms. Donna Denny, Executive Assistant
Ms. Christina Feldman, Director, Marketing & Communications
Ms. Catherine Hollerbach, Chief Operating Officer
Mr. Cedric Grant, Chief Financial Officer
Ms. Heather Ravanbakhsh, Branch Manager, Broadneck Library
Mr. Rudy Rodela, Chief Technology Officer
Mr. Koven Roundtree, Director of Human Resources
Mr. Joseph Scalice, Technology and Video Coordinator
Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

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 4:03 p.m.

MOTION to Approve Agenda

Mr. Shorter moved to approve the meeting agenda. Ms. Smith seconded the motion. The agenda was approved.

MOTION to Approve Meeting Minutes

Ms. Miller moved to approve the meeting minutes of the October 21, 2021 open and closed meetings. Mr. Starr seconded the motion. The meeting minutes were approved.

Welcome to the Broadneck Library

Mr. Shorter introduced Ms. Heather Ravanbakhsh, Broadneck Library Branch Manager who welcomed all and provided her background. Ms. Ravanbakhsh has been with AACPL for over 20 years and in addition to Broadneck has held positions at the Edgewater, Annapolis and Deale libraries. She said the Broadneck community is very supportive of the branch. Broadneck staff recently reintroduced some of their signature programs such as family bingo night. The branch is located next to Broadneck High School, The Harbor School and Broadneck Park and has many frequent users. Mr. Shorter thanked Ms. Ravanbakhsh and her staff for hosting the meeting.

Public Comment - There was no public comment.

Trustees Briefing

Mr. Shorter noted that the first *Trustees Briefing* in October was provided by Mr. Rodela about using BoardEffect. For the current meeting, Mr. Auld invited consultant Ms. Maureen Sullivan to review her slide presentation on board roles and responsibilities. Ms. Sullivan reviewed the main roles of the board as follows:

- Main role: governance (hire and support the CEO for administration)
- Sustain a healthy relationship with the CEO
- Adopt policies for effective governance of the Library
- Contribute expertise and leadership for the good of the Library
- Come prepared to meetings and actively engage in the work of the Board
- Know the programs, services, and operations of the Library
- Adopt the budget; seek adequate funding
- Ensure an effective strategic plan
- Promote the Library in the community

Ms. Sullivan also reviewed the following key principles:

- The Board's work is governance; the CEO's work is administration
- The Board has power to act when seated together; individual Board members do not have power to act

- The Board will do its best work when every member contributes, listens to different perspectives, and the decisions are made through consensus
- Decisions are made based upon full understanding and information
- The Board holds everyone accountable – mutual accountability
- The Board adopts policy; holds the CEO accountable for implementation

Ms. Sullivan answered questions and led a brief discussion. Mr. Shorter thanked her for her presentation.

Chair's Report

Mr. Shorter thanked staff members who helped to make the meeting possible. He announced that the February board meeting will focus on advocacy. After polling the Trustees it was decided that due to rising cases of COVID-19, the board would meet virtually until the April 1, 2022 meeting until further notice. All board meetings, virtual and in person, are subject to Maryland's Open Meetings Act and are broadcast live as well as recorded for viewing by the public on the AACPL YouTube channel.

Resignation of Ms. Joan C. Beck

Ms. Beck announced her resignation from the Board of Trustees after nearly 25 years of service. She said serving on the board has meant a great deal to her over the years as she believes in the work of AACPL. Her time on the board encompassed many key events and she enjoyed playing a part in the opening of five new libraries. New libraries are always a thrill, most especially for her when she was able to be involved from the inception of the Michael E. Busch Annapolis Library

Ms. Beck served twice as a Director, once as Treasurer, and had an eight-year term as President/Chair. During this period, the board hired a new Administrator/CEO, Ms. Marion Francis, who was immediately interested in creating a library foundation. There were no instructions on how to accomplish this and not easy with so many facets to consider, but it was a success from the start. She noted that the saddest, most difficult period was supporting Ms. Francis as she battled cancer during her final year.

Ms. Beck was also involved as a volunteer at Historic London Town and Gardens in Edgewater and noted that its archeologists had to travel to Calvert County to do their research on historic artifacts. She asked the Board of Trustees if AACPL could provide a collection for them and approached County Executive Janet Owens, who provided \$25,000 in seed money. Now the ongoing collection contains over 1,500 books and materials on archeology and diverse cultural information for our county.

In parting, Ms. Beck recommended that the board return to enjoying its annual summer social as soon as possible so Trustees can get to know one another better. She wished the board her very best and added that the library will always be in her heart.

The Trustees and leadership staff told Ms. Beck she would be missed and thanked her for all she had contributed. Ms. Miller and Ms. Solomon thanked her for encouraging them to join the board. Mr. Auld thanked her for hiring him, adding he still remembered her phone call. Mr. Shorter thanked Ms. Beck for working to create the library system which he and his generation enjoys today.

Mr. Shorter and Mr. Auld presented Ms. Beck with a certificate of appreciation which read:

In recognition of your commitment to the Anne Arundel County Public Library over the last twenty-four years. With our deep appreciation for your service as Chair of the Board of Trustees, Chair of the Annapolis Library Capital Project Committee and driving force behind the Joan Cass Beck Special Collection. Your sage advice and steady hand have helped keep the library on a solid course for the future. For all your accomplishments and for your service to our county, we are truly grateful and wish you the best of luck in your new endeavors!

Resignation of Mr. William A. Shorter, Jr.

Mr. Shorter announced that he had recently been accepted to the School of Law at the University of Maryland. His last meeting as a member and Chair of the AACPL Board of Trustees would be June 16, 2022. He added that it has been an honor to serve on the board. The Trustees expressed sadness at his announcement but also enthusiasm about this new development for Mr. Shorter.

Foundation Report

Ms. Miller provided a condensed version of the Foundation Report as follows:

- The Foundation funded \$98,000 for programs and services through the Foundation Request Program.
- The 100th Anniversary Time Capsule brings the 100th Anniversary Celebration to a close. The Foundation provided approximately \$35,000 over the last two fiscal years in honor of the library's 100 years of service to our County.
- The Foundation has two new Executive Committee Members, Mary Hagerty and Katie Cooke, who serve as members-at-large.
- Anna Greenberg retired from the Foundation Board of Directors after over a decade of dedicated service.
- The following customer quote illustrates the importance of donations to the library:
"I appreciate all that you all do for us. This morning, while searching the help topics, I found I can check out a fishing pole at the Mountain Road branch, who knew?"

Mr. Shorter said the complete Foundation Report could be found in BoardEffect.

Treasurer's Report

Ms. Maxwell reported the following:

- Financial reports for November 2021 are provided for review in BoardEffect.
- For the November 2021 report, we would expect to receive and expend approximately 42% of our budgeted revenues and expenditures, respectively. To date, we have received 43% of total revenues. We are slightly below expected collections for self-generating revenues such as public printing and fax fees but this is to be expected given the present climate.
- We have spent 40% of the budgeted expenditures for fiscal year 2022. We experienced a higher spending percentage for Personnel Services due to the vaccination bonuses that were paid in November 2021. We expect to be reimbursed by the county for these funds in January 2022.

Business & Travel and Capital Outlay expenditures are below projections for the year. No other major variances are noted at this time.

Chief Executive Officer Report

Mr. Auld reported the following:

- The AACPL Foundation is conducting a year-end campaign this information is available on the website.
- Trustees are encouraged explore the rebranded website with our new logo and other design changes.
- The board will be asked to approve the AACPL FY23 Operating Budget Request. Of interest in the supplemental budget request is a figure for an adjustment to salaries as we continue to investigate market rates are in order to make certain staff are being paid fairly.
- His own written report as well as those of the Executive Leadership Team are posted in BoardEffect.

Executive Leadership Team

Ms. Hollerbach said AACPL branches have distributed thousands of COVID-19 test kits for AACO Department of Health. This is important work and the delivery and branch staff have done a wonderful job and will continue as long as the kits are available.

Committee Reports

Finance and Audit Committee Report

Ms. Maxwell reviewed the minutes of the Finance and Audit Committee Meeting held on November 18, 2021 as follows:

- Mr. Grant reviewed the Supplemental Budget Request for FY23. He mentioned that there are eleven priorities to include market rate adjustments based on our ongoing Compensation and Class Study, headquarters and Public Support positions, the Center for Community Engagement Project, and necessary software and computer upgrades. The total request is \$5.3M.
- Mr. Grant also reviewed the Financial Statements for October 2021. There were no major variances noted.
- Mr. Grant reviewed the Motion to approve the purchase of the Severn Community Outreach Vehicle for \$180,000. Per policy, the Board approves all purchases exceeding \$75,000. Mr. Grant mentioned that this was funded through the Video Lottery Funds and approved in the FY22 Operating Budget.
- Ms. Maxwell called for a motion to approve the Supplemental Budget request, the October 2021 Financial Statements, and the purchase of the Severn Community Outreach Vehicle. Dr. Sapp moved to approve all three items which was then seconded by Ms. Baroudi and approved by all.

MOTION to Approve FY2023 Operating and Supplemental Budget Request

Ms. Maxwell noted that the Finance and Audit Committee approved the FY23 Operating and Supplemental Budget Request during their November 17, 2021 meeting. Several items were submitted in hopes of providing continued support for our employees and services. Highlights of the requests include the following:

- Compensation adjustments based on our ongoing class study.
- Additional Public Service and HDQ personnel, to include positions for a Library Associate, Building Care Technicians, and a Social Worker.
- Center for Community Engagement, a transformative outreach program with a focus on reaching the underserved.
- Software and computer enhancements.

The full list was provided in the meeting materials on BoardEffect. Mr. Grant will inform of the progress of our submission once the County's budget process is underway. Ms. Maxwell asked if there were any questions related to the FY2023 Operating and Supplement Budget Request. There were none and she moved on behalf of the Finance and Audit Committee for board approval. All were in favor and none were opposed. The motion carried and the FY2023 Operating and Supplemental Budget Request was approved.

MOTION to Approve Purchases Exceeding \$75,000

Ms. Maxwell moved on behalf of the Finance and Audit Committee for the board to approve the purchases exceeding \$75,000 as provided in the meeting materials posted in BoardEffect. There were no questions. All were in favor and the purchases exceeding \$75,000 were approved.

MOTION to Approve the Purchase of the Severn Community Outreach Vehicle

Ms. Maxwell moved on behalf of the Finance and Audit Committee for the board to approve the purchase of the *Severn Community Outreach Vehicle* from *TechOps Specialty Vehicles* at a cost of \$180,000. There were no questions. All were in favor and purchase of the Severn Community Outreach Vehicle was approved.

Human Resources and Diversity Committee Report

Ms. Toomey provided the minutes of the November 17, 2021 Human Resources and Diversity Committee Meeting as follows:

- Mr. Shorter and Skip Auld attended for part of the meeting
- We are in the process of writing a request for proposal for an Equity Audit. Requiring and evaluating three proposals is a requirement of the Finance department for projects costing from \$25,000 to \$100,000. The selection will be made by December 31, 2021. The project is expected to last 18 months.
- *Who to Ask Presentation* - Rachel Myers and Annie Osorio gave a 15-minute presentation to share information about the work AACPL is doing for the Spanish speaking community, including the Community Pantry at Discoveries, bilingual programming, outreach and partnerships.

- Mr. Roundtree provided a Covid update and shared that we are proceeding with the requirement for all staff to be vaccinated or submit weekly test results effective December 1, 2021. There will be one more round of \$1000 vaccine bonuses for eligible staff that will be paid on December 17, 2021. 89% of the staff have been vaccinated with documentation coming in daily.
- Sharing of the Video Surveillance Policy - The committee discussed the proposed policy and procedures and approved its submission to the full board for its vote at the December meeting.

MOTION to Approve Video Surveillance Policy

Ms. Toomey presented the Video Surveillance Policy to the board for its approval. Mr. Shorter asked the board to vote. The board voted unanimously to approve. There was no discussion and the policy was approved.

Governance, Strategy, and Organization Committee

November Committee Meeting Report

Ms. Smith reviewed the minutes of the November 17, 2021 Governance, Strategy, and Organization Committee Meeting.

MOTION to Approve Public Art Policy

Ms. Smith said the Governance, Strategy, and Organization Committee considered the Public Art Policy at their meeting on November 17, 2021. They made some changes which the entire committee approved and the policy is now in need of approval by the full board. Mr. Rodela noted that the minutes of the meeting show committee recommendations to the policy in red print and concern having one of the trustees on the committee. There were no questions or discussion. Ms. Smith moved to approve the Public Art Policy. The board approved the policy unanimously.

MOTION to Approve Resolution on the Mountain Road Library

Ms. Smith said as the Trustees are aware, there are serious problems with the facility of the Mountain Road Library. The Governance Committee determined that if AACPL cannot get the changes it needs made to the facility, the lease will not be renewed when the contracted term is up. Ms. Smith moved for the board to approve the resolution recommended by the Governance Committee on the Mountain Road Library. A discussion ensued. Mr. Shorter called the question. The board approved the resolution unanimously.

Mr. Shorter adjourned the meeting at 5:09 p.m.