



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

**4:00 p.m., Thursday, September 15, 2022
Michael E. Busch Annapolis Library
1410 West Street, Annapolis, MD**

Open Session Meeting Minutes

Ms. Simmona Simmons, 1st Vice Chair, presiding.

Trustees Attending:

Ms. Cathy Belcher

Ms. Laura Ellis

Mr. James Estepp

Ms. Ishani Gandhi

Mr. Tim Lemke

Ms. Damita McDonald

Dr. Robert Sapp

Ms. Simmona Simmons

Ms. Sandra Solomon

Mr. Gerald Starr

Ms. Faith Steele

Ms. Lonni Summers

Mr. Jeremy York

Trustees Attending Virtually: Ms. Dalix Cruz and Mr. Christopher Nelson

Trustee Unable to Attend: Ms. JanElaine Smith and Ms. Brooke Toomey

Staff Attending:

Mr. Skip Auld, Chief Executive Officer

Ms. Carol Cason, Western Regional Manager

Ms. Donna Denny, Executive Assistant

Mr. Cedric Grant, Chief Financial Officer

Ms. Cathy Hollerbach, Chief Operations Officer

Ms. Georgeanne Montanari, Administrative Assistant II

Mr. Rudy Rodela, Chief Technology Officer

Mr. Koven Roundtree, Chief of Human Resources

Mr. Joseph Scalice, Technology and Video Coordinator

Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Ms. Wanda Wagner, Northern Regional Manager

Staff Attending Virtually: Ms. Christine Feldmann, Marketing and Communications Manager

Guests:

Mr. Jay Creech, Counsel; Mr. Jim DeArme y, Acting Director, Citizens for Maryland Libraries; Ms. Kristin Pironis, Maryland State Library Board; and the family of Cathy Hollerbach: Mr. Mark Hollerbach, Mr. Pete Hollerbach, Ms. Rebecca Hofleitner, Mr. Andy Hofleitner, Mr. Pete Hofleitner, Mr. Mark Hollerbach, Ms. Joy Levine, and Ms. Beth Wintermute.

Call to Order

Ms. Simmons called the meeting to order at 4:01 p.m.

Outstanding Employee of the Year Award from Citizens for Maryland Libraries (CML)

Mr. Auld introduced Mr. Jim DeArme y, CML Acting Director, and Ms. Kristin Pironis, past CML President and current member of the Maryland State Library Board. Mr. DeArme y encouraged the Trustees to attend the *Citizens for Maryland Libraries Annual Conference for Friends, Trustees and Library Supporters*. The meeting will be at the Michael E. Busch Annapolis Library on Saturday, October 15, from 10:00 a.m. to 3:00 p.m.

Mr. DeArme y noted that CML works with the Maryland State Library and Maryland Library Association to promote Maryland libraries. He added that CML also presents an annual *Outstanding Employee of the Year Award*. Mr. DeArme y and Ms. Pironis were both pleased to announce the selection of Ms. Cathy Hollerbach for this year's award, based on her "exceptional contributions" guiding AACPL staff through the pandemic. Mr. DeArme y noted that the nomination, submitted by Ms. Christine Feldmann, states *"Since the day the pandemic shut down the county, Cathy worked tirelessly to make sure residents had what they needed, whether that was access to books and computers or COVID testing and vaccines. No idea was too challenging or complicated for Cathy and her team to handle. Cathy is always open to considering an idea from any staff person, and provides her charges with the latitude to take risks on initiatives that can serve the community, even if the idea is not traditionally a library function. She recognizes the changing nature of libraries, especially in times of crisis. She demonstrates through her actions that libraries can be leaders in supporting communities. As one of her colleagues wrote, "Every day, every week and every hour for the past two years, Cathy has shown AACPL what it means to pivot, to be flexible, to be patient, to be kind, to have passion and devotion to a large group of people she has the pleasure to call her team."*

Mr. DeArme y said that Mr. Auld added to the nomination by noting, *"Cathy is deeply caring about our staff and community members and starting March 13, 2020, focused her team 100% on how to reinvent the library and reopen as soon as possible."*

Eight members of Ms. Hollerbach's family were present to be part of the surprise award and celebration. All those present contributed a round of applause for Ms. Hollerbach on receiving her much-deserved award.

MOTION to Approve Meeting Agenda

Ms. Simmons asked for a motion to approve the meeting agenda. Ms. Ellis moved to approve the agenda. Ms. Solomon seconded the motion. The agenda was approved.

MOTION to Approve Meeting Minutes

Ms. Simmons asked for a motion to approve the minutes from both the Annual Meeting held June 16, 2022, and the Trustee Orientation meeting held August 18, 2022. Ms. Summers moved to approve the minutes. Mr. Starr seconded the motion. The minutes were approved.

Chair's Report

Mr. Auld apologized for the lack of audio input from the virtual meeting participants. Due to this technical difficulty, Ms. Simmons chaired the meeting on behalf of Mr. Nelson.

Recommendation from the Executive Committee to Adopt Policies

Mr. Auld asked Mr. Creech to review the updates to three policies which were the subject of the Executive Committee meeting held on September 1, 2022. The policies were provided to all board members in advance of the meeting.

Evidentiary Appeals to the Board of Trustees Policy

Mr. Creech said the Executive Committee reviewed, edited, and approved all three policies. The first they worked on was *Evidentiary Appeals to the Board of Trustees*.

Mr. Creech noted that this policy was developed after an ad hoc procedure was created last year for a grievance. Because there are many steps in the progressive discipline process before getting to the appeal stage, its use would be rare. He added that the main feature of this new process is the appointment of a three-member board panel, with an appointed chair, and two members chosen from a randomized list. After hearing the appeal, the panel submits a written report to the full board, which will consider the report and vote to accept the recommendation, modify and adopt an alternate conclusion, or send the matter back to the panel with instructions.

In response to a question, Mr. Auld commented that the AACPL Staff Association, whose membership consists of one member from each branch and two from Headquarters, has reviewed and is comfortable with the policies. He added that the Staff Association is in the process of revising their bylaws. They will remove the grievance process as described in their current bylaws and plan to bring them before the Board's Human Resources and Diversity Committee in November, and the full board in December.

When the discussion and comments ended, Ms. Simmons called for a vote. All were in favor and policy was approved unanimously.

Progressive Discipline Policy (revision)

Mr. Creech said the basis for revisions to the Progressive Discipline Policy was the Code of Maryland, Education article §23-406, with key revisions as follows:

- Steps for penalties included 3-day and 5-day suspensions, but this was changed to “up to 10 days.”
- Reasons for suspension and dismissal were changed to the following, to align with State law:
 - misconduct in office
 - insubordination
 - incompetency or
 - willful neglect of duty

There were no questions. Ms. Simmons called for a vote to approve the revised Progressive Discipline Policy. All were in favor and the policy was approved unanimously.

Staff Grievance Policy (revision)

Mr. Creech said the revisions to this policy also conforms to the Code of Maryland, Education article §23-406. It also defines that a grievance is a dispute between an employee and the Library regarding the application of Federal or State law, Anne Arundel County Ordinances (that are applicable to more than just County workforce) or AACPL policies.

There were no question. Ms. Simmons called for a vote to approve the revised Staff Grievance Policy. All were in favor and the policy was approved unanimously.

Citizens for Maryland Libraries (CML) Annual Conference for Friends, Trustees and Library Supporters

Dr. Sapp added that as a board member of CML, he hoped his fellow AACPL trustees would attend the 2022 Annual Conference for Friends, Trustees and Library Supporters on Saturday, October 15, 10:00 a.m. to 3:00 p.m. at the Michael E. Busch Annapolis Library. Lunch will be provided and program speakers will include:

- Maryland State Librarian, Irene Padilla, on “The State of Maryland Libraries;”
- Martin Garnar, PhD., Director of the Amherst College Library and editor of the 10th edition of The Intellectual Freedom Manual “Intellectual Freedom: Fighting the Good Fight;” and
- Veronda Pitchford, Assistant Director of Califa, a nonprofit consortium of 230 California Libraries, will present “Library Board Effectiveness Training”

Adjourn to Committee Meetings

Mr. Auld provided revised committee membership lists to the Trustees and directed the committees to their meeting areas. Ms. Simmons adjourned the meeting 4:35 p.m.