

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

**Michael E. Busch Annapolis Library
1410 West Street, Annapolis, MD**

4:00 p.m., Thursday, September 16, 2021

Open Session Meeting Minutes

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

Trustees Attending:

Ms. Leslie A Anderson
Ms. Tonya Baroudi
Ms. Joan Beck
Ms. Dalix Cruz
Ms. Laura J. Ellis

Ms. Barbara Maxwell
Ms. Simmona Simmons
Ms. JanElaine Smith
Ms. Sandra Solomon
Mr. Gerald Starr

Trustees Attending Virtually: Ms. Cathy Belcher, Ms. Joyce Miller, Dr. Robert Sapp, and Ms. Joan Beck

Trustees Unable to Attend: Mr. James Estopp, Ms. Penny Evans, and Ms. Brooke Toomey

Staff Attending:

Mr. Skip Auld, Chief Executive Officer
Ms. Donna Denny, Executive Assistant
Ms. Christina Feldman, Director, Marketing & Communications
Mr. Cedric Grant, Chief Financial Officer
Mr. Koven Roundtree, Chief, Human Resources
Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Guests: Ms. Gabriella Norton and Alice Spencer-Knells, tech support and Michael E. Busch Annapolis Library staff members.

Call to Order

Mr. Shorter called the meeting to order at 4:00 p.m.

Motion to Convene in Closed Session to Discuss a Personnel Matter

Mr. Shorter announced that the meeting would begin with a closed session and read aloud the statutory authority to close the meeting under General Provisions Article § 3-305(b) as follows: *1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or official over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and 2) To protect the privacy or reputation of individuals concerning a matter not related to public business.*

Ms. Maxwell moved to close the meeting. Ms. Smith seconded the motion. The meeting was closed at 4:01 p.m.

Return to Open Meeting

Mr. Shorter reopened the regular meeting at 4:25 p.m.

Approval of Agenda

Mr. Shorter asked if any changes needed to be made to the agenda before it was approved. There were no changes and Ms. Maxwell moved to approve the agenda. Ms. Solomon seconded the motion and the agenda was approved.

Approval of Minutes

Mr. Shorter asked if any changes to the draft minutes of the previous meetings held on June 17, 2021 and August 4, 2021 were needed before their approval. There were no changes and Ms. Maxwell moved to approve both sets of minutes. Ms. Cruz seconded the motion and the minutes were approved.

Treasurer's Report

Ms. Maxwell noted that the Financial Reports for June, July and August 2021 were provided previously for review. She reported that Fiscal Year 2021 ended June 30 with a projected balanced budget, with 98% of budgeted revenues received and 98% of budgeted expenditures disbursed. Major variances included Self-Generating Revenue at 21% received, and Business & Travel at 72% expended.

Ms. Maxwell reported that for the latest FY22 Financial Report from period ended August 31, 2021, it would be expected for AACPL to have received and expended approximately 17% of budgeted revenues and expenditures, respectively. To date, 18% of total revenues and all budgeted Video Lottery and Laurel Racetrack funds have been received. Budgeted expenditures are at 13% of the budgeted expenditures. There were no major unexpected variances within any line items.

Chair's Report

Mr. Shorter said the current meeting was the first of the new schedule of board meetings which will alternate between regular full meetings and committee meetings. In addition, it is the first to make use of BoardEffect, a new software platform for members to access their meeting materials and governance information. He added that these changes will streamline board processes and promote the most effective use of Trustee and staff time.

In a discussion, it was recommended that Trustees having difficulty with the BoardEffect site, or with their Chromebook, seek appointments for assistance with the information staff at their local branch. Branch staff will be alerted and provided with the information to assist.

Ms. Solomon shared her copy of the basic BoardEffect instructions provided to the Trustees in June.

New Business

MOTION to Approve Classification of Technology and Video Coordinator Position

Mr. Roundtree reported that the position of *Technology and Video Coordinator* was approved by the county and the AACPL Classification Committee met and classified the position as a Grade 11GA. There were no questions. Mrs. Ellis moved to approve the classification. Ms. Maxwell seconded the motion. The classification was approved.

MOTION to Approve Revision to COVID-19 Mask, Vaccine, Emergency Action Authorization Policy

Mr. Auld thanked the Trustees for meeting in August to approve the *COVID-19 Mask, Vaccine, Emergency Action Authorization Policy*. Since then, AACPL learned that the county is giving all vaccinated staff a \$1,000 bonus. This means that the requirement language “effective September 13” in the original policy should be changed to “at the appropriate time” in order for unvaccinated employees to participate before the county ends its incentive program.

In a discussion, Mr. Shorter noted that AACPL must enforce county policy because the county owns all library buildings. After the discussion, Mr. Shorter moved to add an additional friendly amendment to the policy, which was to strike the entire second sentence of the first paragraph which states: “Furthermore the CEO is authorized to make decisions on masks, vaccinations, testing and any other aspects related to the COVID-19 pandemic and its ongoing evolution.” Ms. Solomon seconded the motion. Mr. Shorter called the question. Ms. Maxwell moved to approve the policy as revised. Ms. Cruz seconded the motion. All were in favor and the *COVID-19 Mask, Vaccine, Emergency Action Authorization Policy* was approved.

The meeting was adjourned at 4:53 p.m. for committee meetings. The next Board of Library Trustees meeting will be held at 4:00 p.m. on Thursday, October 21, 2021, at the Crofton Library.

Respectfully submitted,



Laura J. Ellis
Secretary

LJE/dld