

**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, June 17, 2021

Open Session Meeting Minutes

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

Trustees Attending:

Ms. Tonya Baroudi
Ms. Joan Beck
Ms. Cathy Belcher
Ms. Dalix Cruz
Ms. Laura J. Ellis
Ms. Penny Evans

Ms. Barbara Maxwell
Ms. Joyce Miller
Ms. JanElaine Smith
Ms. Sandra Solomon
Mr. Gerald Starr
Ms. Brooke Toomey

Trustees Attending via Zoom:

Mr. James Estep
Dr. Robert Sapp
Ms. Simmona Simmons

Trustees Unable to Attend:

Ms. Leslie A Anderson and Mr. Donald Roland.

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
Ms. Cathy Hollerbach, Chief, Public Services & Branch Management
Mr. Rudy Rodela, Chief, Support Services
Mr. Koven Roundtree, Chief, Human Resources
Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Guests: Ms. Gabriella Norton, Librarian I and Ms. Ruth Goodlaxson, Library Associate, ANN staff and virtual meeting tech support. AACPL Branch Managers: Carol Cason, Gloria Harberts, Darnice Jasper and Rachel Myers.

Call to Order

Mr. Shorter called the meeting to order at 4:01 p.m. He welcomed everyone to the first in-person board meeting since February 2020 at the beginning of the COVID-19 pandemic.

Approval of Agenda

Mr. Shorter added a welcome from Ms. Gloria Harberts, Branch Manager of the new Michael E. Busch Annapolis Library to the agenda. Mr. Shorter also moved the first business item on the agenda to the end of the meeting, in order to provide time for discussion. Ms. Solomon moved to approve the agenda. Ms. Beck seconded the motion. The agenda was approved.

Ms. Harberts welcomed the Trustees to the new library and said the Annapolis staff look forward to hosting many future board meetings.

Approval of Minutes

Mr. Shorter asked for any edits to the draft minutes provided of the May 20, 2021 meeting. There were no changes and Ms. Miller moved to approve the minutes. Ms. Evans seconded the motion and the minutes were approved.

Motion to Convene in Closed Session

MOTION to Close Meeting to Discuss a Personnel Matter

Mr. Shorter 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. Solomon moved to close the meeting. Mr. Starr seconded the motion. The meeting was closed at 4:05 p.m.

Return to Open Meeting

Mr. Shorter reopened the meeting at 4:15 p.m.

Chair's Report

Mr. Shorter said the past year was difficult due to the COVID-19 pandemic and noted that some individuals present had lost loved ones among their friends and family. He thanked the trustees and staff for their work throughout the period and added he could not have fulfilled his own role without them. He noted that the board had recently formed three specialized committees: Governance, Strategy and Organization; Human Resources and Diversity; and Finance and Audit.

Mr. Shorter acknowledged the departure from the board of two trustees who were not present at the meeting. He read aloud a certificate of appreciation prepared for Mr. Donald E. Roland as follows:

In recognition of your dedication to the Anne Arundel County Public Library for the last eight years. With special appreciation for your service as Board Chairman from 2016-2020. During your tenure, you ushered the library board into a new era ensuring every part of the county was represented and the body

adhered to governance best practices. Additionally, your business prowess ensured the Discoveries Library pilot project was able to come to fruition. For all your accomplishments and for your service, we are truly grateful and wish you the best of luck in your new endeavors!

Mr. Shorter said Mr. Roland was Chair of the Board of Trustees when he joined the board, and he learned the role from him. Mr. Shorter invited Ms. Beck and Mr. Auld to say a few words in tribute to Mr. Roland's legacy on the board. Ms. Beck noted from her experience as past board president that it is not an easy role to juggle because there are multiple issues at play at any given time. Mr. Auld noted that Mr. Roland saw the library through important discussions with the previous county executive to enable positive changes in board composition and its bylaws.

Mr. Shorter read aloud the certificate of appreciation prepared for Mr. Joseph E. Bles as follows:

In recognition of your dedication to the Anne Arundel County Public Library for 30 years. During your tenure, you have been a stalwart champion for the Maryland City at Russett Library. With your commitment, the branch has continued to receive critical funds from the Laurel Racecourse Impact Fund allowing it to remain open on Sundays and provide special services. Your advocacy for the library will impact on the lives of Maryland City and nearby residents for years to come. For all your accomplishments and for your service, we are grateful and wish you the best of luck in your new endeavors!

Mr. Shorter noted Mr. Bles was the longest-serving AACPL board member. He was a quiet presence at meetings and always very thoughtful when speaking. Mr. Shorter invited Ms. Beck and Mr. Auld to say a few words in tribute to Mr. Bles. Mr. Auld said Mr. Bles was a staunch supporter of the Maryland City at Russett Library in Laurel, making certain it received racetrack funding each year to enable the branch to be open on Sundays. Ms. Beck said Mr. Bles was a steady presence on the board. He worked to sustain relationships with many local officials and she was always able to rely on him.

CEO's Report

Mr. Auld was pleased to announce that American Library Association and United for Libraries named Mr. Shorter a recipient of the ALA Trustee Citation. The citation was established in 1941 to recognize public library trustees for distinguished service to library development, and honors the best contributions and efforts of the estimated 60,000 American citizens who serve on library boards. Mr. Shorter will be highlighted as the recipient of the ALA Trustee Citation at the opening session of an ALA annual conference virtual event on June 24. Mr. Auld presented Mr. Shorter with a citation from the Maryland General Assembly in honor of this accomplishment.

Mr. Auld provided the remainder of his report as follows:

- AACPL and the *Maryland History Consortium* recently worked through issues to develop a plan for the contents of the Maryland Room, a collection of state and local history.
- Mr. Auld and all AACPL staff have attended online training on *Dismantling Institutional Racism*. He also worked with the board's Human Resources and Diversity Committee to develop a proposal for the Board of Library Trustees to complete the four hour online training by September 30, 2021.

- When Mr. Auld presented the F22 Budget Request to the County Council at their work session and public hearing, he responded to questions by the County Auditor about the AACPL Foundation. A council amendment concerning AACPL and the AACPL Foundation failed, but the library is providing due diligence on the matter and a Memorandum of Understanding (MOU) is being developed to come before the Foundation Board of Directors, an AACPL board committee, and eventually the full Board of Library Trustees for approval at the September meeting.

Mr. Auld also reported that he recently:

- addressed a library science class at Catholic University;
- collaborated with *Connecting the Dots* to plan the installation of the lynching marker at Severna Park Library and its unveiling ceremony on June 15; and
- developed a proposal for the Board of Library Trustees to make Juneteenth an annual holiday, based on a recommendation from the AACPL Library Equity, Diversity and Inclusion Team.

Foundation Report

Ms. Miller and Ms. Beck provided the Foundation Report as follows:

Mr. Chuck Ferrar, Foundation Board President stepped down with his move to the Eastern Shore. We thank him for his many years of service to the Foundation and wish him well in his new community.

The Foundation reappointed Ms. Karen Smith and Ms. Jane Campbell Chambliss to an additional three-year term. The Foundation also elected new officers:

- Karen Smith President
- Chris Nelson Vice-President
- Linda Greene Secretary
- Bill Hufnell Treasurer

Ms. Trish Strott, former secretary, will remain on the board and serve as the Stewardship Chair. Ms. Mary Hagerty will serve as a member-at-large and lead the Governance Committee. Two new board members were appointed: Ms. Martha Blaxall and Ms. Stacey Korbalek.

Thanks to those who participated in the *\$100 for 100 Campaign* which continues through the summer. Every participant will have their name prominently displayed at their favorite branch.

Edgewater Library will receive new pergolas and benches through a donation from Dash-In, a new Shell gas station in Edgewater. The work will be completed on June 29 by *Rebuilding Together*. This will be an excellent addition to the outdoor space and provide a new donor opportunity for additional projects that include a mural and percussion playground.

For the Love of the Library, Friday, October 22, at the Michael E. Busch Annapolis Library. Ms. Karen Smith is leading the Events Committee to plan the event including its sponsorship and program. Tickets will be on sale soon and are expected to sell out. Sponsorships start at \$1,000, and if you or know may want to be a sponsor, please forward the information to the Foundation.

The following two customer comments illustrate the support the Foundation provides the library:

"I liked the history walk outside the library. It is very well done. Please give my compliments to the people who made it."

"Our family has enjoyed so many of the virtual events your hard-working staff is putting forth, including the kids baking class in October, the French baking class last weekend, KPOP BINGO for my daughter, last night's family trivia, and I love that cookbook club is still going, to name a few. You are all doing a wonderful job helping us integrate fun activities into our home and communities during a challenging time."

Mr. Shorter thanked Ms. Donna Denny, Ms. Ruth Goodlaxson, Ms. Gabriella Norton, and Ms. Alice Spencer-Knell for their efforts to make the board meeting run smoothly.

Treasurer's Report

Ms. Maxwell presented the financial report as of May 31, 2021, noting that AACPL should expect at this time to have received and spent 92% of its total funding. There are no major concerns within the revenues as we as we have received 90% of the total to date. However, self-generated revenues are expectedly low (19%) because of limited face-to-face services due to COVID-19 and our new policy of forgiving fines. We only expect to receive about 20% of this funding for the entire year.

It is projected that expenditures for Personnel and Business and Travel will be lower than budgeted. Personnel will be affected by vacancies and Business and Travel will be lower than budgeted because of reduced usage due to COVID-19. The reduced expenditure will fully offset the loss in self-generating revenues according to projections. No other major variances are realized within the expenditures and 89% of funds have been spent to date.

Mr. Shorter thanked Ms. Maxwell for her report.

Mr. Shorter introduced the first three board committee reports which were expected to provide general information about topics covered at their first meetings held on May 20.

Committee Reports

Finance and Audit Committee Report

Ms. Maxwell reported that at the Finance and Audit Committee meeting on May 20, 2021, Mr. Grant presented the financial report as of April 30, 2021. There were no major variances, other than the drop in revenue from expected items as discussed in previous months. These items include self-generating revenue, personnel, and business/travel.

Mr. Grant also presented the new proposed *Purchasing Policy* which aligns with the county's new purchasing policy. In summary, the new policy increases the threshold needed for *Request for Proposals* and *Invitation for Bids* to \$100,000 and over. This was approved for presentation to the full board for its approval at the current meeting, along with an accompanying *Delegation of Authority*.

Chairman Shorter joined the meeting to discuss the purpose of committee meetings going forward. The Finance and Audit Committee will need to determine one or two major financial and audit issues to discuss throughout the year and propose new procedures and strategies to strengthen those areas.

Human Resources and Diversity Committee Report

Ms. Solomon reported that the first Human Resources and Diversity Committee meeting on May 20 focused on members becoming better acquainted with one another. They also held a discussion leading to their recommendation that the board consider requiring its members to participate in training on *Dismantling Institutional Racism*, which will be considered under new business.

Governance, Strategy, and Organization Committee Report

Ms. Feldman reported for Ms. Smith that the first Governance, Strategy, and Organization Committee meeting focused on mentorship programs for new board members and the next Facilities Master Plan.

Election of Officers - Nomination of Officers and Directors

Ms. Smith said the board is fortunate that all current officers have agreed to serve another one-year term and they are:

Chair	Mr. William A. Shorter, Jr.
First Vice-Chair	Ms. Joyce Miller
Second Vice-Chair	J. Robert Sapp, III, E.D.
Treasurer	Ms. Barbara Maxwell
Secretary	Ms. Laura Ellis

Three Directors with rotating expiring terms have agreed to continue to serve as follows:

Ms. Penny Evans - term expires 2022
Ms. Simmona Simmons - term expires 2023
Mr. James Estep - term expires 2024

Trustees seeking another three-3-year term with the expiration of their current three-year term:

Ms. Tonya Baroudi
Ms. Joyce Miller
Ms. JanElaine Smith
Mr. Gerald Starr

Ms. Smith asked if there were any nominations from the floor. There were no nominations, and a vote was called. The board unanimously elected the slate of officers and directors and approved the renewed membership terms presented.

New Business

MOTION to Approve Purchases in Total Amounts Exceeding \$75,000

Mr. Grant said he had brought the Notification of Purchases exceeding \$50,000 as well as a request for the Approval of Purchases in Total Amounts Exceeding \$75,000 to the board at the previous meeting. Ms. Miller moved to approve the purchases. Ms. Smith seconded the motion. The board approved the purchases in total amounts exceeding \$75,000.

MOTION to Approve Purchasing Policy

Mr. Grant said he introduced the revised Purchasing Policy at the May 20, 2021 meeting and it was reviewed by the Finance and Audit Committee and no changes were made. Ms. Miller moved to approve the Purchasing Policy. Ms. Solomon seconded the motion. There were no questions or discussion and the Purchasing Policy was unanimously approved.

MOTION to Authorize of Delegation of Contract Authority to the Chair of the Board of Trustees, Chief Executive Officer and Chief Financial Officer

Mr. Grant said the Finance and Audit Committee discussed the authorization of Delegation of Contract Authority at the same time it discussed the Purchasing Policy. Ms. Smith moved to authorize the Delegation of Contract Authority. Ms. Evans seconded the motion. There were no questions or discussion and the Authorization of Contract Authority was unanimously approved.

MOTION to Authorize of the Chair to Appoint Cedric Grant to OPEB Trust

Mr. Shorter said he wished to appoint Mr. Grant to replace his predecessor, Mr. Sedmak, on the Anne Arundel County OPEB (Other Post Retirement Benefits) Trust. Ms. Miller moved to authorize the Chair to appoint Mr. Grant to the OPEB Trust. Ms. Belcher seconded the motion. There were no questions or discussion and the board unanimously approved Mr. Grant's appointment.

MOTION to Approve the Educational Assistance Policy

Mr. Roundtree said the Human Resources and Diversity Committee helped with an update to the Educational Assistance Policy for the benefit of AACPL staff. There were no questions or discussion. Ms. Ellis moved to approve the Educational Assistance Policy. Ms. Evans seconded the motion and the Educational Assistance Policy was unanimously approved.

MOTION to Approve Materials Selection Policy

Mr. Rodela said the revised Materials Selection Policy had its first reading by the Human Resources and Diversity Committee and the board is now asked to approve the policy. He noted that it now includes a framework, stating that decisions for the selection and withdrawal of materials from the collection are guided by the Library's strategic plan, *Strategy 2023*. Examples include:

- The Library is an agent for positive change for our community.
- The Library is committed to the truth and to trustworthy information, fighting all forms of disinformation, censorship, and barriers to free inquiry.
- The Library is a welcoming, inclusive place for every customer and acts to dismantle exclusionary structures such as racism, sexism, and xenophobia.
- The Library advances individual and societal goals for equity, inclusion, and social justice to benefit the whole of our community.

Ms. Smith moved to approve the Materials Selection Policy. Ms. Miller seconded the motion. There were no questions and the board unanimously approved the Materials Selection Policy.

MOTION to Approve the Meeting Room Policy

Ms. Hollerbach said the revised Meeting Room Policy was shared with the board in May. Meeting room bookings will be opening to the public at 10:00 a.m. on July 9 for reservations beginning on Tuesday, September 7. The new policy and information about the new booking timeline will be posted to the website with accompanying publicity. The following significant changes will apply:

- We will no longer be charging fees for meeting room use.
- The person booking the room must be 18 years of age or older. (This has been our rule in the past but it was not in the old policy.)
- All types of groups may use the room, but we will have restrictions regarding the use of the room:
- Meeting rooms may not be used for purely social activities such as parties or entertainment, for fundraising, nor for commercial activities involving sales or financial transactions.
- No money may be collected except for dues, tuition or material fees for education courses or registration fees for conferences and/or events held in cooperation with the library.
- No admission fees may be charged, and no products or services may be sold.
- Groups may not affix any item to walls or other fixtures in the meeting room without the express permission of the branch manager or supervisor in charge.

Ms. Evans moved to approve the revised Meeting Room Policy. Ms. Miller seconded the motion. In a discussion, Ms. Hollerbach answered questions. After the discussion, Mr. Shorter called the question. All were in favor and the board unanimously approved the Meeting Room Policy.

MOTION to Approve Juneteenth Holiday

Mr. Auld said the Library Equity, Diversity and Inclusion Team recommends the proclamation of Juneteenth as an annual library holiday. Juneteenth commemorates the emancipation of African-American slaves and is observed in celebration of African-American culture. Congress recently declared Juneteenth a US holiday. Ms. Evans moved to approve the Juneteenth holiday. Ms. Cruz seconded the motion. After a brief discussion, the board unanimously approved Juneteenth as a library holiday.


MOTION to Approve Board of Trustees Completing the Dismantling of Institutional Racism Training

On behalf of the Human Resources and Diversity Committee, Ms. Toomey moved to approve a requirement for completion by Trustees of coursework on the topic of dismantling institutional racism. The course is available online and must be completed by October. Mr. Auld said the training is required for all staff. He outlined the highlights of the four-hour course and answered questions. Noting that at least one Trustee had already received similar training in their own professional capacity, Mr. Shorter offered an oral amendment to exempt Trustees who recently had relevant training on institutional racism. The motion to require board members to complete training on dismantling institutional racism, as amended, was unanimously approved.

Mr. Shorter thanked the Trustees for completing the meeting agenda and invited them to gather for an annual group photo, prior to attending an outdoor reception sponsored by the AACPL Foundation.

The meeting was adjourned at 5:29 p.m. The next Board of Library Trustees meeting will be held at 4:00 p.m. on Thursday, September 16, 2021, at the Michael E. Busch Annapolis Library.

Respectfully submitted,



Laura J. Ellis
Secretary

LJE/dld