

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

**Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, MD  
Via Zoom, 4:00 p.m., Thursday, March 18, 2021**

**Meeting Minutes**

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

Trustees attending:

Ms. Leslie A Anderson  
Ms. Tonya Baroudi  
Ms. Joan Beck  
Ms. Cathy Belcher  
Mr. Joseph E. Bles  
Ms. Laura J. Ellis  
Mr. James Estep

Ms. Barbara Maxwell  
Ms. Joyce Miller  
Mr. Donald Roland  
Dr. Robert Sapp  
Ms. Simmona Simmons  
Ms. Sandra Solomon  
Ms. Brooke Toomey

Trustees Unable to Attend:

Ms. Dalix Cruz, Ms. Penny Evans, Ms. JanElaine Smith and Mr. Gerald Starr.

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

Call to Order

Mr. Shorter called the meeting to order at 4:03 p.m. Mr. Shorter introduced himself and called the roll of members to confirm a quorum was present.

Approval of Agenda

Mr. Shorter asked for a motion to approve the meeting agenda. Ms. Miller moved to approve the meeting agenda. Ms. Solomon seconded the motion. The meeting agenda was approved.

### Approval of Meeting Minutes

Mr. Shorter asked for approval of the meeting minutes of the February 18, 2021 meeting. Ms. Miller moved to approve the minutes. Ms. Ellis seconded the motion. The meeting minutes were approved.

### Treasurer's Report

Ms. Maxwell reviewed the Treasurer's Report for period ending February 28. AACPL expects to receive only 20% of its budgeted self-generated revenue. However, this loss of revenue will be fully offset by lower expenditures in several categories.

### Foundation Report

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

- As of March 2, 2021, a total of \$157, 890 has been received, representing 498 donors with an average gift of \$317.
- Since last month's report, the Foundation has granted \$3,000 to the library for virtual programs including classes in memoir writing, financial education, and cooking, as well as upcoming events for *Pride Month* and *Kindness, Lives Here*; plus a TV to support gaming programs for teens.
- Banners celebrating AACPL's 100th Anniversary were hung in downtown Annapolis and are now hanging in West Annapolis. The Foundation funded the banners.
- The *\$100 for 100* campaign is going well and to date has received approximately \$26,000 from 225 donors. The campaign runs all summer and provides donors the opportunity to have their name listed at their favorite library and be invited to a special donor event in 2022.
- The first *Library Giving Day* will be Wednesday, April 7. This national online giving event encourages community library lovers from around the country to show support and love for their favorite library system. Here in Anne Arundel, our *Library Giving Day* will support *Summer at your Library*.
- *Mission Moment* from a customer: *"I want to let you know how much I appreciate the virtual programs you have been providing since you have been closed. I have attended more of these programs from the comfort of my own home than I ever did in person when you were open. Thank you so much for doing this."*

Mr. Shorter thanked Ms. Beck and Ms. Miller for their report.

### Staff and CEO Reports

Mr. Auld announced that Ms. Jacqueline Seamon had resigned from the board after serving for nearly eight years. He added that Jackie was a great volunteer presence who will be missed by

her fellow Trustees and AACPL staff. He read aloud from a citation prepared in her honor to be given to her.

Mr. Auld noted that staff quarantined returned books throughout the pandemic but County Health Officer Dr. Nilesh Kalyanaraman recently advised this practice can safely end.

Mr. Auld announced that AACPL will change from appointment-only hours to opening the doors for walk-in customers effective April 12. A press release about the reopening will go out the week of March 29.

Mr. Auld reported that he and Mr. Roundtree have continued their efforts to get AACPL staff vaccinated against Covid-19. Vaccinations for ten staff were provided by the County last week and these were given via lottery to frontline staff. AACPL staff were not included with County teachers and first responders for vaccination, but instead grouped with the public due to the extremely limited supply of vaccines.

Mr. Auld reported that all staff are currently taking a required online course entitled *Dismantling Institutional Racism in Libraries*.

#### New Business

##### *MOTION to Approve Revised Driving County Owned Vehicles Policy with 30 Day Rule Waiver*

Mr. Roundtree presented a revised *Driving County-Owned Vehicles Policy*. He said that with the acquisition of a new AACPL logo-wrapped van available for use by employees engaged in outreach activities, as well as a potential for additional vehicles in the future, the policy needed revisions. Mr. Roundtree asked the board to waive the 30 day rule so that the policy could take effect immediately. Ms. Beck moved to waive the 30 day rule and approve the policy. Ms. Solomon seconded the motion to waive the 30 day rule and approve the policy. All were in favor to waive the 30 day rule and approve the policy and the Driving County-Owned Vehicles Policy was unanimously approved.

##### *First Reading: Seventeenth Amendment and Complete Restatement of Bylaws with New Board Committees and Meeting Schedule*

Mr. Shorter said the board had been sent the most recent revisions to the governing Bylaws. They bring the Bylaws up-to-date and include changes in language such as *Chair* instead of *Chairman*. Ms. Miller provided some background on his behalf at the February meeting of the proposed transition to a new board operating structure. Part of the model is three standing committees with each Trustee serving on one committee. If the Bylaws changes are approved, the committee assignments are as follows:

Governance, Strategy, and Organization Committee

Ms. JanElaine Smith, Chair  
Mr. James R. Estep, Vice Chair  
Ms. Simmona Simmons  
Ms. Joan C. Beck  
Ms. Catherine Belcher  
Mr. Gerald P. Starr  
Ms. Laura J. Ellis  
Mr. William Shorter, ex officio

Human Resources and Diversity Committee

Ms. Sandra L. Solomon, Co-Chair  
Ms. Brooke Toomey, Co-Chair  
Ms. Dalix Cruz, Vice-Chair  
Ms. Leslie A. Anderson  
Mr. Joseph E. Bles  
Ms. Joyce C. Miller  
Mr. William Shorter, ex officio

Finance and Audit Committee

Ms. Barbara D. Maxwell, Chair  
Mr. Donald E. Roland  
Ms. Penny Evans  
Ms. Tonya E. Baroudi  
Dr. J. Robert Sapp III  
Mr. William Shorter, ex officio

Mr. Shorter said the new model will maximize the Trustees' time and enable productive collaboration. He asked the board to consider the model and if there were questions or concerns. A discussion ensued and there was concern about having enough time to take care of regular board business. Mr. Shorter explained that changes in the Bylaws take this into account so that committee-designated meetings remain flexible enough for brief business items to be handled at their outset.

Mr. Shorter said the next step will be for the board to vote on the revised Bylaws at the April meeting. He asked the members to share their feedback and insights with him in the meantime.

Mr. Shorter said that after the brief closed session during the current meeting, the board would break out into the three proposed standing committees for the first time in separate Zoom meeting rooms.

Mr. Shorter called for a closed session of the meeting of the Board of Trustees under the Open Meetings Act (General Provisions Article §3-305) *to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or*

*performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.*

Ms. Miller moved to close the meeting. Ms. Solomon seconded the motion. All members were in favor and the meeting was closed at 4:31 p.m.

Adjournment

The closed session ended and Mr. Shorter adjourned the meeting at 4:53 p.m. in order to begin the committee meetings.

The next Board of Trustees meeting will be held via Zoom, at 4:00 p.m., on Thursday, April 21, 2021.

Respectfully submitted,

A handwritten signature in cursive script that reads "Laura J. Ellis".

Laura J. Ellis  
Secretary

LJE/dld