



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

4:00 p.m., Thursday, May 18, 2023

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

Minutes Full Board Annual Meeting

Mr. Chris Nelson, presiding.

Trustees Attending:

Ms. Cathy Belcher

Mr. Noah Comet

Mr. James Estep

Ms. Ishani Gandhi

Mr. Tim Lemke

Ms. Damita McDonald

Ms. Simmona Simmons

Ms. JanElaine Smith

Mr. Gerald Starr

Ms. Lonni Summers

Mr. Jeremy York

Trustees Attending Virtually:

Ms. Dalix Cruz, Ms. Laura Ellis, Dr. Robert Sapp, and Ms. Faith Steele

Trustees Unable to Attend: Ms. Sandra Solomon

Staff Attending:

Mr. Skip Auld, Chief Executive Officer

Ms. Donna Denny, Executive Assistant

Ms. Christine Feldmann, Director of Marketing and Communications

Mr. Cedric Grant, Chief Financial Officer

Ms. Cathy Hollerbach, Chief Operations Officer

Mr. Rudy Rodela, Chief of Technology

Mr. Koven Roundtree, Chief of Human Resources

Guests:

Ms. Georgeanne Montanari and Ms. Christy Potts, AACPL Staff Association Members representing Library Headquarters.

Call to Order

Mr. Nelson called the meeting to order at 4:00 p.m. and welcomed the meeting participants and guests.

Mr. Nelson congratulated Mr. Comet for the approval of his appointment to the Board of Trustees by the Anne Arundel County Council.

Mr. Nelson thanked Mr. Rodela for advising him that the meeting agenda did not follow *Roberts Rules of Order*. Mr. Nelson asked for a motion to suspend the use of *Roberts Rules of Order* to enable use of the agenda provided for the meeting. Ms. Smith moved to suspend the use of *Roberts Rules of Order*. Mr. Estopp seconded the motion. The use of Roberts Rules of Order was suspended for the meeting.

Approval of Agenda

Mr. Nelson offered a correction to the agenda by moving the presentation of the resolution to honor veterans under the Governance and Audit Committee section, where it was originally considered, rather than under the Human Resources and Diversity Committee section. Ms. Smith moved to approve the corrected agenda. Mr. Estopp seconded the motion. The agenda was approved.

Chair's Report

Mr. Nelson reported he was pleased to participate in AACPL's FY24 Budget Request presentations to the County Executive and the County Council. He thanked Mr. Auld and staff for their efforts, noting the presentations were well done. Mr. Nelson found it interesting to see firsthand how the county budget process works. He was also pleased to see how open and receptive the County Executive, his staff, and the County Council members were to the presentations.

Mr. Nelson noted that the procedure for the CEO's annual performance review is included in the Trustees' manual. The procedure has been slightly adjusted from last year, due to meeting schedule changes Mr. Nelson asked Mr. Roundtree to outline the procedure.

Mr. Roundtree said Human Resources asks the CEO to fill out a self-evaluation form, based on their approved work plan. This is emailed to the Trustees in June, along with a form for their feedback and rating. Once this process is completed, Mr. Roundtree provides the results to the Board Chair. Mr. Nelson continued, saying he will then send a report to the Board of Trustees prior to the September board meeting. At that meeting, the CEO's annual performance review will be approved in closed session. Afterwards, Mr. Nelson will invite one of the two vice chairs to join him in conveying the results to Mr. Auld. Mr. Nelson added that the CEO's work plan would be discussed in a closed session at the end of the current meeting.

Mr. Nelson reported the Adopt-a-Library program was organized by Mr. Lemke and the branches are ready to be visited by AACPL trustees. He thanked Mr. Lemke for helping assign a trustee to every AACPL location. Mr. Nelson said there are no requirements for the program, except for board members to visit their locations and inform Mr. Lemke of any interesting details from their visits. Mr. Nelson added that when he was on the Board of Directors of the AACPL Foundation, he participated in its comparable program, later adopted by the Board Trustees. He added that visiting while attending library programs can be especially enjoyable.

Mr. Nelson noted that the current meeting would be the last of FY23. Committee meetings will be held on August 17, in FY24. He thanked Mr. Auld, the Executive Leadership Team, and administrative support staff for their assistance to the Board of Trustees throughout Fiscal Year 2023.

Approval of the Full Board Meeting Minutes of February 16, 2023

Mr. Nelson asked for approval of the draft meeting minutes from the full board meeting of February 16, 2023. Mr. York moved to approve the minutes. Mr. Comet seconded the motion. The minutes were unanimously approved.

Foundation Board Report

Ms. McDonald provided the AACPL Foundation report and added that she enjoyed attending two recent Foundation events:

Tom Turcich – The World Walk, presented by Sawyer, was held at Busch Annapolis Library on April 27, 2023, to a sold-out crowd of 200 guests. This was the first speaker event hosted by the Foundation, and it raised over \$8,000. Tom also hosted a *Walk Around Annapolis* for VIP ticket holders, which was presented by Watermark.

An Evening with Julia Quinn, Queen Charlotte was held at Busch Annapolis Library on May 13, 2023, to a sold-out crowd of 200 Bridgerton and Julia Quinn fans. This was the first fundraising author event held by the Foundation, and energy and positivity filled the branch. The event raised \$8,000, and each guest received a signed copy of *Queen Charlotte*. The event was featured on the front page of the *Capital Gazette* on Tuesday, May 16, 2023.

Ms. McDonald provided the following information about future AACPL Foundation events:

The *Annapolis Pride* celebration will be held on June 3, 2023. AACPL and AACPL Foundation staff will walk the parade route and operate a booth. The Foundation will provide free T-shirts to all who join the library team and Library Trustees and Foundation Directors are encouraged to participate.

Tickets will go on sale in early August for the Foundation's annual fundraising event, *For the Love of the Library* will be held on Friday, September 22, 2023, at the Busch Annapolis Library. Katie Prechtl Cooke and Diane Rinaldo lead the event's committee. In 2022 the event raised over \$100,000 for kindergarten readiness and over 350 people attended. We expect to sell out again this year and hope that all Trustees will purchase tickets or sponsorships to attend.

Mr. Nelson thanked Ms. McDonald for providing the AACPL Foundation report.

Treasurer's Report

Ms. Belcher gave the April 2023 Treasurer's Report, noting that the AACPL expected to receive and expend approximately 83% of budgeted revenues and expenditures, respectively at this time. To date, we have received 82% of total revenues with no major variances noted. In addition, we have spent 77% of the budgeted expenditures for fiscal year 2023, although if encumbrances are factored in, the percentage is 81%.

Personnel Services is slightly below budget due to vacancies. The printing and display line item has exceeded the budget due to high printing costs, but overall, we will be within budget at fiscal year-end on June 30. No other major variances are noted currently.

In response to a Trustee's question, Ms. Feldmann added that the cost of printing increased due to the price of paper and our need to reprint materials when AACPL rebranded. Next year, this line item will return to normal.

CEO's and Executive Leadership Team Reports

Mr. Auld welcomed and introduced meeting guests Ms. Georgeanne Montanari and Ms. Christy Potts, staff members from Library Headquarters representing the AACPL Staff Association. Mr. Auld said he would provide Trustees with a list of AACPL Staff Association representatives so they can introduce themselves during their branch visits.

Mr. Auld said he attended the Foundation's Julia Quinn event, and since then has watched episodes of *Bridgerton* and *Queen Charlotte*. He displayed lapel pins created for event participants by the Busch Annapolis staff.

Mr. Auld said he also attended two recent conferences, the *Library Journal Summit on Safety and Security*, and the *CEO's Roundtable of the Urban Libraries Council*. He will report on both at the September board meeting.

Mr. Auld said he will miss AACPL's participation in the *Annapolis Pride* celebration this year but recommended attending the event. AACPL will also participate in upcoming *Juneteenth* celebrations.

Mr. Auld invited the Executive Leadership Team members to share their reports.

Mr. Grant reported that budget request meetings with both the County Executive's office and the County Council went well. As a result, the current budget recommendation is an increase to our FY24 budget of \$2.7M. Most of this is for increased salaries for staff, consisting of a five percent cost-of-living increase, as well as a 3% merit increase for eligible staff. In addition, the priority among the supplemental budget requests was the implementation of market rate adjustments to staff salaries. Mr. Grant noted that although our request was \$2.9M for these adjustments, Mr. Auld asked the County Council for additional funding toward this effort. We will also receive supplemental funding targeted for IT (Information Technology department) upgrades, landscaping, and kindergarten readiness. The County Auditor will provide their recommendation to the County Council on May 3.

Mr. Nelson said the County Council will approve the final FY24 budget in June and hoped that more funding for market adjustments to staff salaries will be provided. Mr. Auld added that we asked for an additional \$500,000 to reach one-third of the funds needed to attain our salary adjustment goal.

Ms. Feldman provided copies of the summer edition of *Library Happenings!* She added that the Trustees will receive a date notice for the grand opening of the Riviera Beach Library, once known.

Ms. Hollerbach reported that a total of 1003 gun locks have been distributed by AACPL, in partnership with the Anne Arundel County Health Department. Expansion of the program to additional branches is under consideration.

Ms. Hollerbach was pleased to note that library program attendance has increased 56% over last year.

Ms. Feldmann and Ms. Hollerbach recently gave a presentation on *Discoveries: Library at the Mall* at the annual American Library Association (ALA) conference which was held in Austin, Texas.

Congratulating AACPL circulation staff, Mr. Rodela reported library circulation numbers are currently the highest they have been in twelve years.

Mr. Rodela reported that the new Mountain Road Branch location is under construction. There has been a delay in its furniture order and more information about this will become available soon. Mr. Rodela answered questions about the new branch, electronic data collection, door counts, and Wi-Fi usage.

Board Committee Reports:

Mr. Nelson noted the various consent agenda items listed under each committee. He asked if any of these items should be removed from the consent agenda for further discussion. No items were removed for further discussion.

Finance and Audit Committee

Mr. Nelson asked for a vote to approve the following resolutions previously approved by the Finance and Audit Committee:

- Approval of the FY22 IRS (Internal Revenue Service) 990;
- Approval of Purchases over \$100,000; and
- Approval of Sole Sources Notification FY24.

The Board of Trustees voted and unanimously approved these resolutions.

Ms. Belcher reported the minutes of the previous Finance and Audit Committee meeting, held on April 20, 2023, are available on BoardEffect. At the meeting, Mr. Grant reviewed the following: the FY22 IRS 990, purchases over \$100,000 requiring approval by the board, and the March 2023 financial statements. Mr. Grant also provided an update on the status of a Risk Management Audit.

Governance, Strategy, and Organization Committee

Mr. Nelson asked for a vote to approve the following resolutions previously approved by the Governance, Strategy, and Organization Committee:

- *Approval of Bylaws Changes for Student Board Member; and*
- *Approval of Collection Development Policy.*

Mr. Nelson asked if either resolution needed to be removed from the consent agenda. No items were removed, and the Board of Trustees unanimously voted to approve both resolutions.

Trustees and Officers Election Report

Mr. Estep said it has been an honor to collaborate with the Governance, Strategy, and Organization Committee and its staff support. Their work to bring a student member onto the Board of Trustees was rewarding and they met many amazing young people in the process. Mr. Estep reported that the committee renominated the current five officers of the Board of Trustees as follows:

- Christopher B. Nelson - Chair
- Simmona E. Simmons - 1st Vice Chair
- J. Robert Sapp III - 2nd Vice Chair
- Catherine Belcher - Treasurer
- Laura J. Ellis - Secretary

The committee also nominated the following members to be Directors for FY24:

- Tim Lemke
- Lonni Summers

Mr. Nelson explained how the annual change of Directors allows all trustees to serve on the Executive Committee during their board tenure.

New Student Board Member Election

Ms. Feldmann was pleased to announce that the committee nominated Linda Gayle, a rising senior at Annapolis High School, to be the board's first ever Student Trustee. Ms. Feldman said she looked forward to sharing the news with Ms. Gayle.

Mr. Nelson asked for a vote to elect the slate of officers, directors, and a student trustee, as recommended by the Governance, Strategy, and Organization Committee. The Board of Trustees unanimously elected the slate of trustees and officers.

Human Resources and Diversity Committee

Mr. Nelson invited Ms. McDonald to provide the Human Resources and Diversity Committee report for Ms. Solomon. Mr. Nelson noted that none of the following items recommended for approval by the committee were removed from the consent agenda. He asked for a vote on these items from the full board. The Board of Trustees unanimously approved the following items:

- *Approval of Code of Conduct*
- *Approval of Policy on Drugs and Alcohol on the Job*
- *Approval of Unresolved Returns Policy*
- *Approval of Educators Library Card*

Resolution Honoring Veterans

Ms. McDonald read aloud a board resolution letter addressed to Brooks D. Tucker, Lieutenant Colonel, U.S. Marines, Retired, and Commissioner, Anne Arundel County Veterans Affairs Commission, and

Chair, Colonel John Church, U.S. Air Force, Retired. Colonel Tucker was a guest speaker at the February 16, 2023, Board of Trustees meeting. She added that the letter was also provided in the meeting materials on BoardEffect.

Hello Colonel Church and Colonel Tucker:

Yesterday, our Board of Trustees unanimously approved the attached resolution honoring veterans. We feel honored to collaborate with you and the Veterans Commission developing new ways to expand our longstanding programs and events recognizing the important contributions and sacrifices of veterans in Anne Arundel County.

In addition to adopting the resolution, the Board discussed the following:

They have asked me to provide a one-time communication on all current programs AACPL provides to recognize veterans, Veterans Day and related holidays and share methods of learning about related programs and services. I am asking Chief Operating Officer Cathy Hollerbach to send this communication to you.

We have established a systemwide annual observation of National Veterans and Military Family Appreciation Month. We also recently held three events to mark May's Military Appreciation Month in addition to the many programs, displays and services AACPL provides for service members, veterans, and their families throughout the year.

Finally, we are considering naming the new Millersville Library the Millersville Veterans Memorial Library. This new library is in the County Capital Improvement Plan to begin receiving funding in Fiscal Year 2028. Once we hire an architect and begin planning, we intend to add specific signage inside the branch to highlight the fact that the name "Memorial" is to recognize fallen veterans."

Mr. Nelson asked about additional follow-up with the veterans' community. Mr. Auld, Ms. Hollerbach, and Ms. Feldman confirmed they will work to communicate and promote AACPL's continuing plans to honor veterans.

MOTION to Adjourn to Convene in Closed Session

Mr. Nelson asked for a motion to convene in closed session to discuss the CEO's annual evaluation and announced the closing of the meeting under the Open Meetings Act, General Provisions Article § 3-305 in order to 1) 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 affect one or more specific individuals; and 2) to protect the privacy or reputation of individuals concerning a matter not related to public business.

Mr. Nelson asked for a motion to close the meeting. Ms. Smith moved to close the meeting. Ms. Summer seconded the motion. All were in favor, and the open meeting was adjourned at 4:47 p.m.