

**BOARD OF TRUSTEES**

**PUBLIC LIBRARY ASSOCIATION OF ANNAPOLIS**

**AND ANNE ARUNDEL COUNTY, INC.**

**4:00 p.m., Thursday, September 21, 2023**

**Discoveries: Library at the Mall, Annapolis, MD**

**DRAFT Minutes Full Board Annual Meeting**

Mr. Chris Nelson, presiding.

Trustees Attending:

Ms. Cathy Belcher

Mr. Noah Comet

Ms. Laura Ellis

Ms. Ishani Gandhi

Ms. Linda Gayle

Mr. Tim Lemke

Ms. Damita McDonald

Ms. Simmona Simmons

Ms. JanElaine Smith

Ms. Sandra Solomon

Mr. Gerald Starr

Ms. Faith Steele

Ms. Lonni Summers

Mr. Jeremy York

Trustees Attending Virtually: Mr. James Estepp

Trustees Unable to Attend: Dr. Robert Sapp and Mr. Gerald Starr

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. Joey Scalise, Technology and Video Coordinator, Digital Experience

Mr. Rudy Rodela, Chief of Technology

Mr. Koven Roundtree, Chief of Human Resources

Staff Attending Virtually: Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Guests: Ms. Kathy Flaherty, Library Associate, Riviera Beach Library and LATI Student; and Ms. Catherine Jellison, Library Associate II, Crofton Library and Ms. Laura Kellman, Library Associate, Severna Park Library, both representing the AACPL Staff Association.

Call to Order

Mr. Nelson called the meeting to order at 4:01 p.m. and welcomed the meeting participants.

Approval of Agenda

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

Approval of the Meeting Minutes of May 18, 2023

Mr. Nelson asked for approval of the draft meeting minutes from May 18, 2023. Ms. Summers provided edits to amend the draft minutes. Ms. Smith moved to approve the minutes as amended. Ms. Solomon seconded the motion. The meeting minutes were approved as amended.

Welcome to Discoveries: The Library at the Mall

Mr. Nelson asked the Trustees and meeting guests to introduce themselves for the benefit of

Ms. Linda Gayle, AACPL’s first student member of the Board of Trustees. Ms. Gayle introduced herself, noting she is from Churchton and currently a Senior at Annapolis High School.

Ms. Rachel Myers, Branch Manager at Discoveries: The Library at the Mall, introduced herself and noted the trustees had last met there over a year ago. Since then, Discoveries has continued to grow and thrive. Ms. Myers thanked the trustees on behalf of staff for always being supportive of their work. She noted the branch was conducting a diaper drive to stock items for the community pantry they provide in addition to library services.

Mr. Auld reported AACPL is in conversation with Westfield Mall to once again expand the footprint of Discoveries to create more space for adults and quiet study.

Chair’s Report

Mr. Nelson reported that Mr. Auld shared a letter with him from a customer concerned about recent disruptions to library services in their area. Mr. Nelson read the letter aloud for the benefit of the trustees, which detailed the customers’ issues related to the Riviera Beach Library and the Mountain Road Library. The customer also feels the meetings of the board should be more accessible. Mr. Nelson added that both Mr. Auld and Mr. Rodela have been in direct communication with the customer.

Mr. Nelson asked Mr. Auld and Mr. Rodela to provide background on the decisions affecting the two libraries of concern for the benefit of the trustees.

Mr. Auld provided background on the decision to move the Mountain Road Library to a new location. The previous location opened in the early 1990s, followed by years of problems with the landlord failing to maintain the property. Eventually, it was felt there was no choice but to stop renewing the lease every five years and find a new location in the area. Mr. Rodela worked with the county real estate office to find a new location in Lakeshore Plaza. We are pleased to now have a landlord who is responsive in helping us maintain the Mountain Road Library.

Mr. Rodela added that when he joined AACPL in 2015, he learned right away from Ms. Smith and other trustees of the need to move the Mountain Road Library. The building was frequently in poor shape and often had to be closed. In November 2021, when planning the FY 2023 budget request, the Board of Trustees voted to end the lease. AACPL made one final effort in June 2022, to advise the landlord that we would vacate the property without improvements. The landlord made no subsequent effort to address building issues and so we declined to renew. Thus far, St. John Properties has been a great property manager, and Mr. Rodela believes the new location will serve the community well until a new Mountain Road Library can be built by the county in five or six years. Mr. Rodela added that the trustees would be asked later in the meeting to approve the FY 2025 Facilities Master Plan, which includes a new permanent facility for the Mountain Road Library. He noted that it will be difficult to find a building site because available land is scarce in the area.

Ms. Hollerbach added that when it rained, the toilets at the former Mountain Road Library site frequently did not work and the roof leaked. As a result, annual branch open service hours at the location were reduced to a total of only ten and one-half months, instead of twelve. She added that AACPL never expected to have two branch libraries unavailable at the same time.

Mr. Nelson added that since the customer also had concerns about board meeting accessibility, they were informed that the AACPL YouTube channel contains viewable recordings of Board of Trustees meetings. Board meetings are also open to the public and guests may be provided with the opportunity to address the board. Mr. Auld noted that board meeting dates and hours are reviewed periodically, and the current meeting schedule and format works best for board members and staff. Mr. Auld added that since the meetings change location monthly, technical difficulties can make live-streaming difficult, but it can be done.

After a discussion about meeting hours and public accessibility for board meetings, Ms. Steele moved to authorize staff to explore virtual options for the public to attend and give comments at board meetings. Ms. Smith seconded the motion. All were in favor and the motion passed.

Foundation Report

Ms. McDonald provided the Foundation Report:

TheFoundation Boardof Directors appointed new members Kris Maslonka and Tim Williams at their annual meeting on May 16, 2023. The FY24 Slate of Officers was also approved:

* Karen Smith, President
* Linda Greene, Vice President
* Martha Blaxall, Treasurer
* Tessie LaRose Ballard, Secretary
* Katie Cooke and Mary Hagerty were appointed to the Executive Committee as Members-at-Large.

FY23 fundraising was successful, with over $500,000 raised to support the library. At the June meeting, The Foundation Board approved over $600,000 in grants for the current FY24.

*Cheers to AACPL* was successful, raising over $11,000 and held at Anne Arundel County Breweries - Forward in Annapolis, Pherm in Crofton, Crooked Crab in Odenton, and Hysteria in Pasadena. They also offered “Read Banned Books” commemorative glasses which were popular.

*For the Love of the Library* is sold out with over 350 attending. It will be held at the Busch Annapolis Library on Friday, September 22, 2023. Foundation Board members Katie Prechtl Cooke and Diane Rinaldo lead the Committee. Trustee Damita McDonald also serves on the FTLOL Committee. Last year, we raised over $100,000 with the same goal this year. Many thanks to trustees who purchased tickets or sponsored the event.

*Read Between the Wines* will be held on November 9, 2023, at Great Frogs Winery. This event will be in honor of our veterans as it will be held prior to Veterans Day. Tickets will go on sale in early October.

Treasurer’s Report

Ms. Belcher provided the Treasurer’s Report, noting that for August 2023, we are expected to receive and expend approximately 17% of budgeted revenues and expenditures, respectively. To date, we have received 16% of total revenues with no major variances noted. Also, we have spent 13% of the budgeted expenditures for fiscal year 2024, though if encumbrances are factored in, the percentage is 24%. Personnel Services is slightly below budget due to vacancies with no other major variances.

CEO’s and Executive Leadership Team Reports

Mr. Auld reported the following:

* The AACPL Staff Association organized an outing to see the Baltimore Orioles play baseball on August 26. They also purchased two *For the Love of the Library* tickets which they will raffle off.
* Mr. Auld attended two cabinet meetings on June 12 and August 30 with County Executive Steuart Pittman. The county is working to establish 41 Community Place with Dr. Jennifer Purcell as its Executive Director. This will be a big step in transforming the Crownsville Hospital Memorial Park over the next decade.
* On September 1, Mr. Auld had lunch with Dr. Kalyanaraman, former AACO Health Officer, now Deputy Secretary for Public Health Services, Maryland Department of Health. He also regularly sees Dr. Tonii Gedin, current AACO Health Officer, about Covid variants, booster vaccines, and Gun Violence Prevention
* The Gun Lock Distribution Program has given away 3,000 locks and the program has expanded to all our library branches. Ms. Gloria Harberts, Regional Manager, has been invited to give a presentation about the program with the Anne Arundel Department of Health at the National Research Conference for the Prevention of Firearm-Related Harms in early November.
* LEDIT (Library Equity, Diversity, and Inclusion Team) is undergoing a transition with Rudy Rodela and Cathleen Sparrow replacing Cathy Hollerbach and Koven Roundtree. Mr. Auld is also stepping back from meeting with the team regularly. Due East Partners completed the extension of their contract with AACPL in June and provided a *Final Report & Recommendations*. The report has been shared with LEDIT and the Library Leadership Team and we are well on our way to implementing the Equity Framework they collaborated with us on to develop in 2022.
* We have applied to Maryland Corps to engage five members of their SERVE program (Serving Every Region through Vocational Exploration), from October 2023 to August 2024. They will work 40 hours per week, earning $15/hour, plus benefits, with the State paying the salary and the library paying for benefits plus a $6,000 toward tuition costs or a cash stipend earned upon successful completion of the program. The five positions include: two Maintenance Assistants; two Circulation Assistants, one at Busch Annapolis and one at Severna Park; and one Digital Experience Assistant.
* *Breakfast with the CEO* begins next Thursday, September 28. These will be monthly, informal get-to-know-you meetings with breakfast provided for up to fifteen interested staff who will be able to ask Mr. Auld questions in person.
* Linda Gayle, Student Trustee, and Mr. Auld will present an online seminar on October 10 for United for Libraries, to share how the student trustee program was developed.
* Mr. Roundtree reported that AACPL received $1 million in market adjustments, as well as 3% merit and 5% COLA increases for staff salaries in FY 2024. Human Resources is currently putting together data for PRM to reassess our current market status in preparation for our FY 2025 budget request.

Board Committee Reports:

*Finance and Audit Committee*

Ms. Belcher reviewed the minutes of the August 17, 2023, meeting of the Finance and Audit Committee as follows:

* Ms. Michelle Davis, Accounting Manager, explained the need to add a Roth option to the T. Rowe Price 457b retirement plan offered as a staff benefit. The Roth option is to provide for catch-up contributions by high wage earners as stated in the Consolidations Appropriations Act, passed by Congress in 2022. Ms. Davis explained that any changes to our benefits plan must be approved by the Board of Trustees and that no administrative costs will be passed on to AACPL for this addition.
* Ms. Cathy Belcher called for a motion to approve adding the Roth option to the retirement plan. Ms. Damita McDonald made the motion to approve, which was seconded by Ms. Ishani Gandhi. The motion passed unanimously.

Motion to Approve Roth IRA Addition to Retirement Plan

Mr. Nelson asked for a vote by the full board to approve the addition of the Roth option to AACPL retirement benefits as previously approved by the Finance and Audit Committee. All were in favor with one abstention, and the motion passed. The Roth IRA option will be added to AACPL staff benefits.

*Notification of Sole Source Procurement*

Ms. Belcher said in accordance with policy, the board must be notified of sole source purchases above $100,000. Sirsi Dynix Corporation is the software company currently providing our integrated library system. The notification details were provided in BoardEffect with the meeting materials.

*Governance, Strategy, and Organization Committee*

Mr. Estepp reported that the minutes of the August 17, 2023, Governance, Strategy, and Organization Committee meeting were unanimously approved by the committee and provided on BoardEffect. The reports the committee received were the New Rules of Order prepared by Mr. Rodela and amended by the committee, as well as the FY24-29 Facilities Master Plan and the new Rule of Order, both also presented by Mr. Rodela. All three items were provided for review in BoardEffect.

*MOTION to Approve New Rules of Order*

Mr. Nelson asked if there were any questions or comments regarding the new rules of order. Hearing none, Mr. Nelson noted that no second motion was required for motions out of committee. He asked the board to vote to approve the new Rules of Order. A vote was held, and all were in favor. The Rules of Order were approved unanimously.

*MOTION to Approve FY24-29 Facilities Master Plan*

Mr. Nelson asked Mr. Rodela to introduce the new Facilities Master Plan. Mr. Rodela said it carries forward our strategy, which has been successful over the past five years. We are looking forward to bringing a new Glen Burnie Library online as well as several other projects that are in the planning phase. Among these is an expansion of the Deale Library. The county is planning a new community center in the same area as our small, older library there.

Mr. Rodela reported that the new Riviera Beach Library project has been extremely difficult. The county agent is aware of the difficulties with the contractor and is trying his best to help. There are issues with the HVAC, which is affecting materials in the building, the overall pace of work has not improved, and the county may need to take other options. As such, Mr. Rodela could not provide an estimate for opening the library. We are working closely with the county who is managing the project for AACPL, the end user. In response to questions about the issues with the contractor, Mr. Nelson asked that the discussion be continued in closed session.

Mr. Nelson asked if there were any further questions or comments regarding the new Facilities Master Plan. Hearing none, Mr. Nelson asked the board to vote to approve the new Master Plan referred by the Governance, Strategy, and Organization Committee. All were in favor and the Facilities Master Plan was approved unanimously.

*Motion to Approve Revised Board of Trustees Bylaws*

Mr. Rodela said the Board of Trustees bylaws were revised to remove references to *Roberts Rules of Order* since it is no longer the reference guide for board meetings with the adoption of the new Rules of Order. Mr. Nelson requested a vote to approve the revised bylaws of the AACPL Board of Trustees. All were in favor and the motion to approve the revised bylaws was unanimously approved.

*Human Resources and Diversity Committee Report*

Ms. Solomon asked Mr. Roundtree to provide the committee report. Mr. Roundtree reported that three new affinity groups had recently been launched. These groups will promote conversations about and continuance of AACPL’s diversity and inclusion efforts.

MOTION to Approve FY24 Salary Scale

Mr. Roundtree reported that the county approved over one million dollars for market adjustments to staff salaries based on the recent classification and compensation study. With the support and funding from the county, AACPL was able to implement the new salary scale which was distributed to staff beginning July 2023. Mr. Roundtree asked the board to approve the current salary scale which had been provided for review in BoardEffect. There were no questions or discussion. Mr. Nelson called for a vote. All were in favor, and the FY24 Salary Scale was unanimously approved.

Mr. Roundtree added that he will bring a new Maryland law entitled *Time to Care Act* to the Human Resources and Diversity Committee’s next meeting. The new law provides paid family leave for all employees. It is a detailed law, and the legislation is still being developed. The law is mandatory and will require the library to pay for the plan as well as the employees. The plan will not start until January 1, 2026.

*Adopt-a-Library Program Report*

Mr. Lemke reported that after a recent trustee resignation, he made two new assignments in the trustees’ Adopt-a-Library program. Mr. Comet is now assigned to the Annapolis Library and Ms. Gayle to the Deale Library. Mr. Lemke added that he recently visited his own adopted library, Maryland City at Russett, and spoke with Ms. Denise Jasper, Branch Manager. They discussed the distribution of gun locks, and the shift in class hours at the local high school. He learned that since school now starts later, they have fewer students visiting after school. Mr. Lemke added that AACPL might make use of this information for planning purposes.

MOTION to Convene in Closed Session

Mr. Nelson asked for a motion to convene in closed session 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. The board would then vote to approve the CEO’s annual evaluation and continue discussion of contractual issues related to the new Riviera Beach Library. Ms. Summers moved to close the meeting. Ms. Smith seconded the motion. All were in favor, and the open meeting was adjourned at 5:13 p.m.

Closes session reading 6:07

Legal matter and approve minutes of another closed session. Conditions of employment of an employee

Response to the thoughtful comments by 3 member of staff. Respecting how they presented.

Will read a statement, tonights library board meeting AFSME 3 as the acting. We respect our people and we do not hae the authority until enabling legislation. Over the year multiple bills have been introcuded. Despite support, none have passed yet we will continue to work with MAPLA that will respect those rights. That is our response. Respect for position and we look forward to the steps we all ms talk. Jim, Sandy. Meeting adjourned at 6:10. You have the power no we don’t we want to some legislation will be put in place this coming session. 6:11.