



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

**4:00 p.m., Thursday, October 20, 2022
Linthicum Library
400 Shipley Road, Linthicum, MD**

Meeting Minutes

Mr. Christopher B. Nelson, Chair, presiding.

Trustees Attending:

Mr. James Estep

Mr. Tim Lemke

Ms. Damita McDonald

Ms. Simmona Simmons

Ms. Sandra Solomon

Mr. Gerald Starr

Ms. Faith Steele

Ms. Lonni Summers

Trustees Attending Virtually: Ms. Cathy Belcher, Ms. Dalix Cruz, Dr. Robert Sapp,
Ms. JanElaine Smith and Mr. Jeremy York

Trustee Unable to Attend: Ms. Laura Ellis and Ms. Ishani Gandhi

Staff Attending:

Mr. Skip Auld, Chief Executive Officer

Kate Boeree-Kline, Branch Manager, Linthicum Library

Ms. Christine Feldmann, Marketing and Communications Manager

Ms. Cathy Hollerbach, Chief Operations Officer

Mr. Rudy Rodela, Chief Technology Officer

Mr. Koven Roundtree, Chief of Human Resources

Mr. Joseph Scalice, Technology and Video Coordinator

Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Guests:

Mr. Jay Creech, Counsel

Call to Order

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

MOTION to Convene in Closed Session

Mr. Nelson noted that the *Open Meetings Act* permits public bodies to close their meetings to the public in special circumstances outlined in §3-305 of the Act and to carry out administrative functions exempted by §3-103 of the Act, the first of which is to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials of a public body who has jurisdiction.

Mr. Nelson asked for a motion to convene in closed session. Ms. Simmons moved to convene in closed session. Ms. Solomon seconded the motion. There were no objections, and the meeting closed for the Board of Trustees to hear a report by its Disciplinary Appeals Panel, presented by Ms. Summers, Chair of the panel.

Return to Open Session

The open session reconvened at 4:35 p.m. Mr. Nelson said the board had accepted the recommendation of the Disciplinary Appeals Panel.

Approval of Agenda

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

Welcome to the Linthicum Library

Ms. Kate Boeree-Kline, Branch Manager of the Linthicum Library welcomed the participants. She provided her background, noting she received her MLS from Indiana University and joined AACPL in 2012. She has been in her present position for just over a year and was excited to accept her 10-year pin at the recent General Staff Meeting.

Ms. Boeree-Kline noted the Linthicum Branch was built in 1967 and currently our oldest building. The branch received the donation of new landscaping in 2020, just in time for staff to begin making use of their outdoor space during the pandemic. The branch has partnered with the local Watershed Stewards to help maintain the grounds.

Linthicum Library is in a residential neighborhood with easy access to the light rail system and BWI Airport. The branch serves its neighbors, many of whom are transportation professionals, as well as students from the nearby high school.

Linthicum Library staff continue to adapt to the changing needs of their community. This year, they fostered new partnerships with organizations, including the Maryland Food Bank, who identified the area as at risk for food insecurity based on access to grocery stores. In July, they hosted “Pantry on the Go” to distribute food for seventy-five families. They also had a chance to partner with the Office of Emergency Management to help new immigrants who came from Afghanistan as refugees. Some of these were students being registered for school, and branch staff were able to meet and help them. Ms. Boeree-Kline invited all to explore the Linthicum Library after the meeting.

Chair’s Report

Mr. Nelson thanked Ms. Boeree-Kline for her informative welcome.

Mr. Nelson said it was good to be able to Chair the meeting in person. He also enjoyed attending the kickoff for the Kindergarten Readiness Program yesterday with Mr. Auld and County Executive Steuart Pittman.

Mr. Nelson reported that there was a resignation by a trustee, and he had been asked to read this aloud to those assembled as follows:

Dear Trustees and AACPL Executive Staff: I want to write a personal note to share with you that I am resigning from my position as board trustee. I have enjoyed serving Anne Arundel County alongside all of you. Your service is important and valuable, and I wish I could remain a part of it for years to come. For personal reasons, I am unable to do so. However, I will always look back on my time on the board with gratitude for all I have learned from the experience and wonderful people I met. I wish you all the best and thank you sincerely. Please keep in touch. Kind regards, Brooke Toomey

Mr. Nelson said the board wished Ms. Toomey well and thanked her for her service. He noted that the agenda included consideration of a new trustee for the vacancy later in the meeting.

Mr. Nelson congratulated Ms. Sparrow, her staff, and the AACPL Foundation Board of Directors for their recent successful *For the Love of the Library* fundraising event.

Treasurer’s Report

Mr. Nelson asked Ms. Belcher to provide the Treasurer’s Report.

Ms. Belcher said the financial reports for September 2022 were available for review in BoardEffect. For the September 2022 report, we expect to receive and expend approximately 25% of our budgeted revenues and expenditures, respectively. To date, we have received 26% of the total revenues. All line-item receipts are as anticipated with no major items to note.

We have spent 22% of our budgeted expenditures to date. Personnel costs, the major expenditure line item, are below projections, at 22% expended to date, due to eight vacant positions. Nine new positions were included within the FY23 budget, to support our Kindergarten Readiness Program. No other major variances noted.

Mr. Nelson questioned why the supplies and materials line item showed a 75% expenditure rate, Mr. Auld and Mr. Rodela confirmed this was a normal occurrence, due to encumbrances related to the materials budget.

Mr. Nelson thanked Ms. Belcher for her report.

Foundation Report

Ms. McDonald shared some highlights from the Foundation Report as follows:

- *For the Love of the Library (FTLOTL)* was held on September 30, 2022, with over 350 guests at the Michael E. Busch Annapolis Library. The event raised over \$91,000 to support essential kindergarten readiness programs, services and resources needed to support the five practices of early literacy: sing, talk, read, write, and play at all 16 branches of the library.
- *Fiscal Year 2023 Funding continues* to help improve programs and services that are not funded through the County budget. In July and August 2022, the Foundation allocated \$68,000 to library programs and services.
Power up your Librarians by paying it forward to the library by purchasing any bag of coffee from Ceremony Coffee Roasters' Annapolis Roastery (90 Russell St., Suite 500) or the Riva café (2329 Forest Drive) to donate. Ceremony will take care of the rest and have them dropped off to the library for your local librarians. Available through January 2023
- *The Foundation Board* recently appointed Ian Marchanti to the Board. Ian lives in Pasadena and is a realtor at CB Realty in Annapolis.

Ms. Sparrow thanked those who attended FTLOTL and other recent Foundation events, adding that Trustee participation means a great deal to the Foundation Directors and staff.

CEO's and Executive Leadership Team Reports

Mr. Auld said the Equity Audit conducted by Due East Partners was finalized in their report in July. Currently they are working with an Equity Design Team of 15 AACPL staff from all levels of the organization to build an equity framework and create a community of practice. Mr. Rodela will provide an update on its status at a future meeting.

Mr. Rodela is also working with three Regional Managers to revise the library's strategy, which will be presented to the board in March 2023.

Mr. Auld distributed materials to update the Trustee manuals. Among these were a “cheat sheet” for using the BoardEffect. He encouraged the Trustees to seek assistance from staff at any library branch when they need help using the BoardEffect online platform.

Mr. Auld invited the Executive Leadership Team to provide highlights from their written reports.

Marketing and Communications - FY22 Community Impact Report

Ms. Feldmann displayed AACPL’s digital *FY22 Community Impact Report*, which several years ago was printed and referred to as an annual report. Its new format is more accessible and dynamic for customers and shows the impact we have on our community. It is now featured on the website under plans and reports.

The report’s highlights include: the new AACPL brand and website; the library of things; community pantries; expanded social worker partnerships; the impact of providing Covid-related personal protective equipment and test kits; information about our Equity Audit; quotes of wonderful things customers have said about us; our raw data; connections with teens; new facilities and renovations; the Kindergarten Readiness program; the Library Board of Trustees and the Foundation Board of Directors; and “the basics” which drills deeply into the FY22 data.

Support Services Report

Mr. Rodela said his full report could be found on BoardEffect and he was pleased to add that the new Cybersecurity Administrator will begin work on Monday, October 24.

Public Services and Branch Management Report

Ms. Hollerbach noted her full report was available on BoardEffect. Some highlights include:

- Branch staff have been working diligently to prepare for the Kindergarten Readiness Initiative by undergoing new and refreshment training.
- Key statistics show increased customer participation levels and staff are adjusting to the change.
- We are refreshing our *1000 Books Before Kindergarten Program*. We plan to provide a few more incentives earlier in the program with help from the Foundation.
- Since recently transitioning to SharePoint for our intranet, staff are learning and getting used to this new format for sharing information.

Human Resources Report

Mr. Roundtree noted some recent highlights for Human Resources:

- They have been busy recruiting for and filling open jobs, including the key positions approved during the last budget cycle.

- Open Enrollment for employee benefits is underway and the department has transitioned to its online management. Dispensing with the use of paper forms has streamlined the process.

Trustees Adopt-a-Library Program

Mr. Lemke reported that he volunteered to organize the *Adopt-a-Library Program* for the board and he will work to assign each trustee to a branch. Trustees should view their assignment as an opportunity to get to know branch staff over several planned visits. Instead of making assignments based on proximity to where members live, Mr. Lemke plans to ask each trustee to provide him with their top three branch choices so all branches are covered.

Consent Agenda

Mr. Nelson asked if there was a motion to remove any items from the consent agenda. The consent agenda was unchanged, and Mr. Nelson called the question on the items listed as follows:

- Approval of the Executive Committee Meeting Minutes of September 1, 2022
- Approval of the Full Board Meeting Minutes of September 15, 2022

All were in favor, and the consent agenda was approved.

Committee Reports:

Finance and Audit Committee

Mr. Auld provided the Finance and Audit Committee report from its September 15, 2022, meeting on behalf of Ms. Belcher and Mr. Grant as follows:

Mr. Cedric Grant reviewed the financial statements for July and August 2022. He discussed the various revenue and expenditure accounts for understanding and clarification for the new members. There were no major expected variances in any month to date based on prior history. Ms. Sparrow also discussed how the Foundation plays a significant role as a funding source for the Library.

Mr. Grant mentioned that the County funded an Enterprise Risk Management audit for FY23. He mentioned that the Library is in the preliminary stages of discussing specific tasks and goals that we hope to achieve.

Human Resources and Diversity Committee

Mr. Roundtree reported for Ms. Solomon about the Human Resources and Diversity Committee meeting held on September 15, 2022, as follows:

The focus of the meeting was the *Promotion and Demotion Policy*. Mr. Roundtree reviewed the policy, which will allow a staff member to receive a 15% increase when a promotion is given of two or more grades. Additionally, when a staff member requests a demotion or is demoted, the salary will be reduced by a minimum of seven and one-half percent (7.5%). If the employee requests a demotion or is involuntarily demoted by two or more grades lower than their current pay grade, the salary will be reduced by a minimum of fifteen percent (15%) or to the Maximum Salary of the new assigned pay grade. The Committee unanimously approved this policy change.

Mr. Roundtree answered questions about the revised policy.

Board Approval of the Promotion and Demotion Policy

Mr. Nelson asked the board to vote on the revised policy. All were in favor and the policy was unanimously approved.

Governance, Strategy, and Organization Committee

Mr. Estep reported on the Governance, Strategy, and Organization meeting held on September 15, 2022. The committee's meeting minutes were posted on BoardEffect. Mr. Estep said he had asked the committee members to share their opinions with him, prior to the November board meeting, about having a student member on the Board of Trustees.

Election of New Trustee

Mr. Auld reported along with Mr. Estep that the library sent the application materials of Mr. Noah Comet to County Executive Steuart Pittman. Mr. Pittman will review these and forward his nomination to the County Council. Mr. Auld recommended the board hold an election at the current meeting with the knowledge that its outcome will be contingent upon a positive result from the County.

Mr. Estep confirmed that the Governance, Strategy, and Organization Committee recommended the election of Mr. Noah Comet to the Board of Trustees, subject to the outcome of the County's approval process.

Mr. Auld added that seven new Trustees were elected to the board in June and in the same manner, in keeping with the board's bylaws. The remaining nine Trustees are board-nominated members.

Mr. Nelson noted that this nomination came from committee, so no second motion was needed. He asked Mr. Comet to briefly leave the room while the vote was taken.

Ms. Feldman said Mr. Comet would represent Councilmanic District 5, replacing Ms. Toomey. She added that Mr. Comet was at the top of their list during the interview process, along with the other seven members selected by her, Ms. Smith, Chair of the Selection Committee, and Ms.

Belcher. They were all impressed with Mr. Comet, an English Professor at the Naval Academy. Mr. Comet has served on the Admiral Nimitz Library Foundation Project and he and his family are very engaged library customers.

Mr. Nelson called for a vote to elect Mr. Noah Comet to the Board of Trustees, contingent on approval by the County Executive and County Council. All were in favor with none opposed, and Mr. Comet was elected by unanimous vote to the Board of Trustees.

Mr. Comet returned to congratulations and Mr. Nelson asked all the meeting participants to identify themselves for the benefit of Mr. Comet.

Adjournment

Mr. Nelson asked if there was any further business for the board. Hearing none, he asked for a motion to adjourn the meeting, Ms. Smith moved to adjourn and Ms. Simmons seconded the motion. Mr. Nelson adjourned the meeting at 5:20 p.m.

The next Board of Trustees meeting will include committee meetings at 4:00 p.m. on Thursday, November 17, 2022, at the Odenton Library, 1325 Annapolis Road.