



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

**4:00 p.m., Thursday, June 16, 2022
Brooklyn Park Library
1 East 11th Avenue, Baltimore, MD**

Open Session Annual Meeting Minutes

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

Trustees Attending:

Ms. Dalix Cruz
Ms. Joyce Miller
Dr. Robert Sapp

Ms. JanElaine Smith
Mr. Gerald Starr

Trustees Attending Virtually: Ms. Cathy Belcher, Ms. Laura Ellis, Ms. Simmona Simmons, and Ms. Brooke Toomey.

Trustee Unable to Attend: Ms. Tonya Baroudi, Mr. James Estepp, Ms. Barbara Maxwell, and Ms. Sandra Solomon.

Staff Attending:

Mr. Skip Auld, Chief Executive Officer
Ms. Donna Denny, Executive Assistant
Ms. Christina Feldman, Director, Marketing & Communications
Mr. Cedric Grant, Chief Operating Officer
Ms. Cathy Hollerbach, Chief Operation Officer
Mr. Rudy Rodela, Chief Technology Officer
Mr. Joseph Scalice, Technology and Video Coordinator
Ms. Cathleen Sparrow, Executive Director, AACPL Foundation
Ms. Wanda Wagner, Northern Area Manager
Ms. Kt Zawodny, Branch Manager, Brooklyn Park Library

Guests: From Due East Partners attending virtually: Ms. Bess Langbein, Dr. Jasmine Lee and Ms. Adrianna Weisberg.

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Call to Order

Mr. Shorter called the meeting to order at 4:09 p.m. and welcomed the meeting host, Ms. Kt Zawodny.

Welcome to the Brooklyn Park Library

Ms. Kt Zawodny welcomed the meeting attendees to the Brooklyn Park Library. The building is just over 50 years old and built in 1971. AACPL has been serving the community since 1955.

Ms. Zawodny said she has been with AACPL professionally since 2013. She started her career with AACPL before that as a volunteer and page at the Severna Park Library. She returned to AACPL as a librarian at the Glen Burnie Library and was most recently with the Programming and Outreach Department. She will be celebrating one year as the branch manager at Brooklyn Park this August.

The Brooklyn Park Library has a staff of 15 part-time and full-time staff. Many customers visit to use the computers and free Wi-Fi. Although they are a small branch, they are frequently in the top users of Wi-Fi throughout the system. Their most popular checkouts are DVDs, chrome books and Wi-Fi hotspots.

The library is host to a social worker, Ms. Takiya Green, three days a week. In addition to providing social services, Ms. Green also runs a baby pantry out of the building. The library also provides space to the Community of Hope in Brooklyn Park and work on many projects with them.

In March, the building was re-carpeted and they took advantage of this time to do several other building improvements. Ms. Zawodny invited the attendees to explore the building to see the updates. They are also working with Watershed Steward Academy to complete some beautification projects outside, including a sensory garden.

Mr. Shorter introduced Ms. Wanda Wagner, AACPL Northern Regional Manager. Ms. Wagner noted she has been with AACPL for 46 years, most of this time as manager of the Glen Burnie Library. She also worked at the Crofton Library. Currently, her office is located at the Severna Park Library.

MOTION to Approve Meeting Agenda

Mr. Shorter corrected an agenda item under the Governance Report to read *Officer Election Report*. Ms. Miller moved to approve the corrected agenda. Ms. Smith seconded the motion. Mr. Shorter called for a vote and the agenda unanimously approved.

MOTION to Adjourn to Closed Session

Mr. Shorter asked for a motion to convene a closed meeting. He stated the statutory authority for this 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; (2) to discuss the appointment of counsel; and 3) to approve the minutes of the previous closed session meeting*

Ms. Miller moved to close the meeting. Dr. Sapp seconded the motion. Mr. Shorter asked for a vote, the closed session was approved and began at 4:15 p.m.

Return to Open Session

The meeting returned to open session at 4:30 p.m.

Public Comment

Mr. Shorter invited public comment. There was no public comment.

Trustee Briefing

Diversity Audit Report

Mr. Shorter introduced Jasmine Lee, Ph.D. Dr. Lee introduced her colleagues from Due East Partners, Ms. Bess Langbein and Ms. Adrianna Weisberg.

Ms. Lee provided a twenty-minute slide presentation of inputs, insights, findings and recommendations of the Diversity Audit. There was a brief question and answer period with some discussion. Dr. Lee noted that the audit consists of three stages. It is currently in stage two (Equity Design) from now through October, and will be in stage three from then through December.

Mr. Shorter thanked Dr. Lee and her colleagues for the presentation said the board members look forward to receiving further findings and recommendations from the Diversity Audit.

Chair's Report

Mr. Shorter noted it was his final board meeting and a reflective moment for him. He thanked the board and staff for working with him in his role as Chair. He also thanked everyone for their role in helping people during the pandemic. He said it was remarkable that while AACPL dealt with the pandemic it opened the new Michael E. Busch Annapolis Library and continued planning the new Riviera Beach and Glen Burnie libraries. We can all be very proud of the work we were able to accomplish.

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Mr. Shorter thanked Ms. Miller and Dr. Sapp for their work as Co-Chairs, fellow Trustees, board support staff, the Executive Leadership Team, and Mr. Auld. He said it has been a pleasure to be involved with AACPL and he was especially pleased that the FY23 budget provides funding for the Kindergarten Readiness Program.

Mr. Shorter noted that Ms. Miller was departing the board and he presented her with a certificate of appreciation as follows: *In recognition of your dedication to the Anne Arundel County Public Library and Library Foundation over the last nine years. With deep appreciation for your service on the Board of Trustees as First Vice Chair. Your commitment to advocating for the library in all facets of your life is an example for all. For all your accomplishments and for your service to our county, we send our thanks and wish you good health, safe travels and endless happiness!*

Mr. Auld also thanked Ms. Miller for her service. Ms. Miller accepted her certificate and thanked her fellow Trustees, the AACPL Foundation Directors, and AACPL staff.

Mr. Auld noted that others, including Ms. Leslie Anderson, Ms. Tonya Baroudi, and Ms. Barbara Maxwell, had departed the Board of Trustees and he planned to present certificates of appreciation to each of them. Mr. Shorter explained the important contributions each of these outgoing members brought to AACPL.

Ms. Miller commended Ms. Smith, Ms. Belcher and Ms. Feldmann for conducting successful interviews and working to add new board members.

Mr. Auld read aloud a certificate of appreciation presented to Mr. Shorter as follows: *In recognition of your commitment to the Anne Arundel County Public Library over the last three years. With our deepest of appreciation for your tremendous leadership as Chairman of the Board of Trustees. The changes you instituted during your tenure will surely serve the board well into the future. For all your accomplishments and for your service to our county and state, we send our gratitude and we wish you continued success in your future endeavors!*

Foundation Board Report

Ms. Miller provided the following:

Foundation Board held its Annual Meeting in May and unanimously reappointed Mary Hagerty, Tessie Ballard and Linda Greene to another 3-year term. They also approved the following slate of officers and Executive Committee members:

Karen Smith, President
Linda Greene, Vice-President
Tessie Ballard, Secretary
Martha Blaxall, Treasurer
Katie Cook, Member-at-large
Mary Hagerty, Member-at-large

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Foundation FY23 Budget: The Board approved \$567,000 in grant library grant funding. The Foundation provides private, sustainable support from individuals, businesses, organizations and foundations to support programs and services that are not funded through public resources. Library grants enhance all 16 branches.

The fiscal Year 2022 Funding continues to help improve programs and services not funded through the County budget. In FY22, through June 30, the Foundation expects to grant \$475,000 in the following areas with examples of the types of items purchased:

- Better Collection/Better Access (55 Hotspots, Flipbook)
- Welcoming Spaces (Sensory & native gardens, carts, staff areas)
- Technology (4 in-branch use SMART Boards, Chromebooks)
- Thriving Minds (programs, partnerships and outreach)
- Equipment and supplies (leaf-blowers and STEM kits)

Read Between the Wines, held in May 2022, was a huge success with 288 people attending, and over 50% were new donors! The event helps to introduce new donors and customers to all that the Library has to offer. We encouraged attendees to join us at other events and make a donation to support literacy in our county.

For the Love of the Library, our largest fundraising event will be held on Friday, September 30, 2022, at the Busch Annapolis Library. We are thrilled to bring this event back in person to show off our newest branch and raise funds to support our entire system. Foundation Board Members Katie Cooke and Diane Rinaldo are the co-chairs. Tickets will be available in July, and our community is excited to attend; we expect to sell out! Corporate and Individual Partnerships are also available, which is a great way to deepen your support of the Library's early literacy programs to help ensure that our residents are lifelong readers. *I hope that every Library Trustee will join me and attend this incredible event.*

Details about the Foundation's events. Activities and ways to support the Library are on its website and you can purchase tickets, register for events, donate, become a monthly donor, or leave a gift to your Library in your will.

Treasurer's Report

Mr. Shorter reported that library's financial status was strong and the Treasurer's Report had been made available to the board in advance of the meeting.

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Consent Agenda

Mr. Shorter asked permission to move to the consent agenda in case members had to leave the meeting early. He wanted to make certain there was a quorum for the vote to approve the items. The board members agreed to this change.

Mr. Shorter noted that committees did not meet to approve two items last month. These were the revised Photography, Filming and Recording Policy and the Adoption of the FY23 Salary Scale. Information on both items was provided in the meeting materials.

Mr. Auld explained that, according to PRM, the vendor who recently completed the AACPL salary study, the minimum and maximum salaries for each pay grade of the salary scale require adjusting whenever we receive salary increases in our budget. This is to ensure that our pay remains competitive.

Mr. Shorter asked for a motion to approve and adopt all items on the consent agenda. Ms. Miller moved to approve the items. Ms. Cruz seconded the motion. There was discussion. Mr. Shorter asked for a vote and the motion to approve the consent agenda passed unanimously.

- Approval of Finance and Audit Committee Meeting Minutes of May 19, 2022
- Approval of the Full Board Open Meeting Minutes of April 21, 2022
- Approval of the Full Board Closed Meeting Minutes of April 21, 2022
- Approval of Full Board Open Meeting Minutes of May 19, 2022
- Approval of Full Board Closed Meeting Minutes of May 19, 2022
- Approval of Photography, Filming and Recording Policy
- Approval of Purchases over \$100,000
- Approval of FY23 Sole Source Notification
- Adopt FY23 Salary Scale

Committee Reports

Finance and Audit Committee

Mr. Shorter said the committee had no report.

Governance, Strategy, and Organization Committee

Trustee Election Report

Mr. Shorter said it was his understanding that appointments approved by the board at this meeting would take effect upon adjournment of the meeting. He asked Ms. Smith to provide the Trustee Election Report.

Ms. Smith said the County Council is likely to approve the following two candidates:

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- Faith Steele, District 2
- Ishani Gandhi, At-Large

Mr. Auld noted that the county nominees are contingent on County Council approval. Mr. Shorter asked for a motion to approve the two candidates. Ms. Smith moved to approve the two candidates. All were in favor and the motion carried.

Ms. Smith said the following candidates for election are recommended by the Governance, Strategy, and Organization Committee:

Damita Chambers, District 2
Tim Lemke, District 4
Chris Nelson, District 6
Lonni Summers, District 6
Jeremy York, District 7

Ms. Smith said Mr. Shorter advised her and the interview team to pick the very best candidates rather than strictly adhere to councilmanic district representation.

Mr. Shorter asked if there were any other nominations from the floor. There were none and Mr. Shorter moved to close nominations. Dr. Sapp seconded the motion. The nominations closed. Mr. Shorter called for a vote to elect all nominees to the board. There was no discussion. All were in favor and the motion carried. Mr. Shorter congratulated the new board members.

Ms. Smith noted that there were over one hundred applicants and a pool of interested people remains for future board member recruitment.

Ms. Smith provided the following slate of officers for election to serve in FY2023.

Chair	Christopher Nelson
First Vice-Chair	Simmona Simmons
Second Vice-Chair	Rob Sapp
Secretary	Laura Ellis
Treasurer	Cathy Belcher
Director	Dalix Cruz
Director	JanElaine Smith

Mr. Shorter asked if there were any nominations from the floor. There were none, and Mr. Shorter moved to closed nominations. Ms. Smith seconded the motion. Mr. Shorter called for a vote. The board unanimously approved the slate of officers and Mr. Shorter congratulated them.

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Ms. Smith said the following Trustees must be re-nominated by the County Executive and County Council:

Laura Ellis	District 1
J. Robert Sapp III, Ed. D.	District 3
James R. Estepp	District 4
Brooke Toomey	District 5
Cathy Belcher	District 7

Mr. Shorter asked the board, based on a contingency of re-nomination by the County Council, to vote to approve these nominees. By a unanimous vote, the board elected this group of Trustees, contingent on re-nomination by the County Council.

CEO's and Executive Leadership Team Reports

Mr. Auld reported that he appointed Mr. Rodela and the three regional managers to lead a strategic planning effort starting in July that will run in tandem with the work of the Equity Design Team.

Mr. Auld reported on recent the challenges the library has faced from people who want the library to not offer certain programs. Ms. Toomey asked what the board's role is with such demonstrations. Mr. Auld said that in adopting library policies, the board provides backing to staff, enabling it to serve everyone in our community. Mr. Shorter noted that Trustees should refer media questions to the board Chair.

Ms. Toomey said she was disappointed with the Equity Audit report update. Mr. Auld said we have not yet received the final report or its recommendations and asked to reserve final judgement until they were available. A discussion ensued, and Mr. Shorter said an appropriate next step would be for the Human Resources and Diversity Committee to convene a meeting to discuss the audit along with any interested board members.

National Institute for Occupational Safety and Health (NIOSH) Report

Mr. Rodela said the NIOSH report contained no surprises and the library is following all of its recommendations. The report is included in the board meeting materials and will be available on the staff intranet.

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Cybersecurity Report

Mr. Shorter thanked Mr. Rodela for providing the cybersecurity report in the board meeting materials. Mr. Rodela noted that a Cybersecurity Specialist would be hired once funds are appropriated in the new fiscal year. Mr. Rodela will continue to update the board on developments in our cybersecurity infrastructure.

Mountain Road Library

Mr. Rodela reported that the County Council approved our request for funding to move Mountain Road Library and we have engaged the county real estate office to look for its new location for its new location.

Passing of the Gavel

Mr. Auld noted that Mr. Shorter was passing the gavel, symbolically, to the board's next Chair, Christopher Nelson, and would keep the actual gavel as a memento of his time with AACPL.

Adjournment

Ms. Smith moved to adjourn the meeting. Ms. Miller seconded the motion. The meeting adjourned at 5:47 p.m.