



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

**4:00 p.m., Thursday, April 21, 2022
Discoveries: The Library at the Mall
2500 Annapolis Mall Road**

DRAFT Open Session Meeting Minutes

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

Trustees Attending:

Ms. Tonya Baroudi

Ms. Cathy Belcher

Ms. Dalix Cruz

Mr. James Estepp

Ms. Barbara Maxwell

Ms. Joyce Miller

Dr. Robert Sapp

Ms. Simmona Simmons

Ms. JanElaine Smith

Mr. Gerald Starr

Unable to Attend: Mrs. Laura Ellis, Ms. Brooke Toomey, 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

Mr. Rudy Rodela, Chief Technology Officer

Mr. Koven Roundtree, Director of Human Resources

Mr. Joseph Scalice, Technology and Video Coordinator

Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Guests:

Mr. Joseph Doyle, Information Staff, Severn Library/Student, Library Associate Training Institute; and Mr. Chris Nelson, Treasurer, Board of Directors, AACPL Foundation.

Call to Order

Mr. Shorter called the meeting to order at 4:04 p.m.

Mr. Shorter introduced Ms. Rachel Myers, Branch Manager of *Discoveries: The Library at the Mall*. He noted that Ms. Myers and the staff of Discoveries recently received the *President's Customer Service Award* from the Maryland Library Association.

Ms. Myers welcomed and invited all to explore her branch after the meeting. She said the first Discoveries venue opened in in the Westfield Mall in 2018 and the current, larger Discoveries opened in February 2020. For the past five-month period, Discoveries has been among the top four branches visited, with over 3,000 people attending their March programs. Their *Community Pantry* opened in July 2021 with the help of great local partnerships. Every family that uses the pantry has a library card.

Mr. Shorter asked for a round of personal introductions since the board met in-person for some time due to Covid-19 precautions.

Mr. Shorter asked to observe a moment of silence for reflection on the recent loss of former Trustee Penny Evans, and Mr. David Ellis, husband of Trustee Laura Ellis.

MOTION to Approve Meeting Agenda

Mr. Shorter made a friendly amendment under the *Committee of the Whole* portion of the agenda to include a revision to the COVID mask policy. There were no objections. Mr. Estep moved to approve the agenda as amended. Ms. Smith seconded the agenda. The meeting agenda was approved as revised.

MOTION to Adjourn to Closed Session

Mr. Shorter asked for a motion to convene a closed meeting and 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*

Mr. Estep moved to close the meeting. Ms. Smith seconded the motion. All were in favor and closed session began at 4:20 p.m.

Return to Open Session

The meeting returned to open session at 5:20 p.m.

Foundation Board Report

Ms. Miller reported that Library Giving Day 2022 was a success and thanked everyone who donated. The campaign focus was the *Summer @ Your Library* programming and the community generously gave over \$56,000. Over 500 gifts, including those from 277 new donors, were received and the Directors and Trustees challenge match of \$6,000 inspired the community's contributions. Over 100 library systems across the county participated in the national campaign.

Through March 2022, the Foundation granted \$200,000 to AACPL to include purchasing SMART Boards for Eastport, Broadneck, Brooklyn Park and Deale, technology upgrades for the meeting rooms at Crofton and Linthicum and continued support of the Program and Outreach, Virtual Services and Marketing Departments. The Foundation also funded the upcoming General Staff Meeting and thank-you shirts for our volunteers.

The Foundation is holding its spring fundraiser, *Read Between the Wines*, at Great Frogs Winery on Friday, May 20, 2022. Details for the ticketed event are on the library website.

Ms. Miller ended with quotes heard by staff to illustrate the importance of the relationship between AACPL and its Foundation and the impact that together they have on the community.

Mr. Shorter congratulated the Foundation on the success of Library Giving Day.

Treasurer's Report

Ms. Maxwell reported that financial reports for March 2022 are on BoardEffect. For the March 2022 report, we would expect to receive and expend approximately 75% of our budgeted revenues and expenditures, respectively. One major variance occurred within our Miscellaneous Income line item when we received a refund from Westfield Mall for construction costs related to Discoveries. No other major variances are noted. In addition, we have spent 70% of the budgeted expenditures for fiscal year 2022. Business & Travel, including mileage reimbursements and training are below projections for the year. There are no other major variances of note at this time.

CEO's and Executive Leadership Team Reports

Mr. Auld said reports from the Executive Leadership Team are in BoardEffect. He invited the Board of Trustees to join the AACPL staff at their General Staff Meeting at 8:30 a.m., Thursday, April 28 at La Fontaine Bleue, 7514 S. Ritchie Highway in Glen Burnie.

Consent Agenda

Mr. Shorter asked if there were items in the consent agenda that required discussion and there were none. Mr. Estopp moved to approve the items listed on the consent agenda. Ms. Miller

seconded the motion. There was no discussion and all were in favor. The following items passed unanimously:

- Approval of the Finance and Audit Committee Meeting Minutes from March 17, 2022
- Approval of the FY21 IRS 990
- Approval of the Governance, Strategy and Organization Committee Meeting Minutes from March 17, 2022
- Approval of the Human Resources and Diversity Committee Meeting Minutes from March 17, 2022
- Approval of the Full Board Open Meeting Minutes from February 17, 2022
- Approval of the Full Board Open Meeting Minutes from March 17, 2022
- Approval of the Full Board Closed Meeting Minutes from March 17, 2022

Committee Reports

Governance, Strategy and Organization Committee

Trustee Candidate Interviews

Ms. Smith reported that, to date, over 90 individuals responded with a cover letter and resume in response to the library's solicitation for new board members and the deadline to apply is fast approaching. She added there is a need for additional trustees to staff the interviews. She passed around a sign-up list and answered questions.

Finance and Audit Committee

Ms. Maxwell invited Mr. Grant to report the following:

In a review of the financial statements for February 2022. Mr. Grant said 65% of total revenues were received, and 61% of total budgeted expenditures have been expended. There were no major variances noted.

Mr. Grant reviewed the FY21 990 scheduled for filing with the IRS by to May 15, 2022. His summary included a comparison of FY20 and FY21 for the Statement of Revenues and Balance Sheet. Program Service (Self-Generating) revenue decreased by \$327K due to the pandemic. For FY21, the major categories noted were \$29.3M in contributions and grants and \$23.3M in salaries and other compensation expenses.

Mr. Grant reviewed the Annual Conflict of Interest soon to be distributed to all trustees and certain employees. The disclosure of any interests that could give rise to conflicts is required for annual IRS 990 submissions.

Committee of the Whole

Update on Inspection by National Institute for Occupational Safety & Health (NIOSH)

Mr. Roundtree reported that he and Mr. Rodela met on March 16 and April 6 with Commander Emily Lee of the U.S. Public Health Service, assigned to the Field Studies Branch, Respiratory Health Division of NIOSH-CDC. Commander Lee will provide a written report with her findings and recommendations. There were no questions and Mr. Shorter thanked Mr. Roundtree.

Circulation Loan Policy and Overdue Fines Policy

Mr. Roundtree said that currently, when customers have trouble finding what they need, for a fee they can search other public libraries for materials that are not available in our collection using Marina, an online catalog of materials owned by all the public libraries in Maryland. For a fee, they can then have their materials sent via interlibrary loan to their branch for checkout. He asked the board to waive customer Marina and interlibrary loan fees, which provide only approximately \$5,000 in annual revenue. He noted that many surrounding library systems have done so and we would like to adjust our policy accordingly.

After discussion, it was determined that a two-third majority of votes would be needed to suspend procedural rules in order to approve revisions to the Circulation Loan Policy and Overdue Fines Policy, since as the request was not previously reviewed by committee. Mr. Estopp moved to suspend procedural rules to adjust the policy. Ms. Miller seconded the motion. Mr. Shorter asked for a vote and the procedural rules were suspended unanimously. Mr. Shorter then moved to approve the policy as amended. Ms. Miller seconded the motion. All were in favor, and the revised Circulation Loan Policy and Overdue Fines Policy were approved.

Board Meeting Logistics

Mr. Shorter noted that board meetings currently begin at 4:00 p.m. He asked the board members if there was reason to move the start time later to 4:15 or 4:30 p.m. After a discussion, the board decided to keep their meeting start times at 4:00 p.m.

Mr. Shorter moved to hold future board meetings, beginning in September, at library branches to be posted in advance. Trustees will continue to be able to join meetings virtually as needed, in compliance with the *Maryland Open Meetings Act*. Ms. Smith seconded the motion. Mr. Shorter called for a vote and the motion passed unanimously.

CEO Performance Evaluation Timeline

Mr. Shorter said that the board previously voted on a plan to evaluate CEO performance at the September meeting. However, at that time there will be many new Trustees who will not have worked with Mr. Auld. Mr. Shorter asked the board to suspend the current CEO evaluation procedure and for this year to have the CEO evaluation in June. This will give the new board

time over the summer to create the work plan aspect of the annual evaluation. This will be an emergency special provision to be suspended after the current evaluation cycle. After a discussion, Ms. Miller moved to suspend the current CEO Evaluation Policy. Ms. Smith seconded the motion. Mr. Shorter called for a vote and the motion to suspend the current policy carried unanimously.

COVID-19 Mask, Vaccine, Emergency Action Authorization Policy

Mr. Roundtree provided an update on COVID-19 status, noting that staff who did not receive the vaccine are currently required to produce a weekly Covid test result. He would like to stop requiring this weekly test effective May 1. To enable this, the board must either rescind the current policy or revise it. After some discussion, the board decided to rescind the COVID-19 Mask, Vaccine, Emergency Action Authorization Policy. Ms. Miller moved to rescind the policy. Ms. Belcher seconded the motion. All were in favor and the policy was rescinded unanimously.

Adjournment

Mr. Estep moved to adjourn the meeting. Ms. Smith seconded the motion, all were in favor, and the meeting adjourned at 5:49 p.m.