

Minutes

Public Library Association of Annapolis and Anne Arundel County, Inc. August 13, 2020

The Public Library Association of Annapolis and Anne Arundel County, Inc., met via Zoom and at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland, at 5:00 p.m., Thursday, August 13, 2020.

Trustees Attending at Headquarters:

Mr. William A. Shorter, Jr., Chairman

Trustees Attending via Zoom:

Ms. Leslie A. Anderson	Ms. Joyce Miller
Ms. Joan Beck	Dr. Robert Sapp
Mr. Joseph E. Bles	Ms. Jacqueline Seamon
Ms. Cathy Belcher	Ms. Simmona Simmons
Ms. Laura Brown	Ms. JanElaine Smith
Ms. Penny Evans	Ms. Sandra Solomon
Mr. James Harle	Mr. Gerald Starr
Ms. Deirdre Anne Hendrick	
Ms. Barbara Maxwell	

Trustees unable to attend:

Ms. Tonya Baroudi, Mr. James Estep, and Mr. Donald Roland.

Staff Attending at Headquarters:

Mr. Skip Auld, Chief Executive Officer

Staff Attending via Zoom:

Ms. Donna Denny, Executive Assistant
Ms. Ann Glenn, Executive Director, AACPL Foundation
Ms. Cathy Hollerbach, Chief, Public Services and Branch Management
Mr. Rudy Rodela, Chief, Support Services
Mr. Koven Roundtree, Chief, Human Resources

Call to Order

Mr. Shorter introduced himself and called the meeting to order at 5:07 p.m. He welcomed all meeting participants, including visitors viewing the meeting online. Mr. Shorter conducted a roll call of Trustees.

Approval of Agenda

Mr. Shorter asked for any changes for the agenda. There were no changes and Ms. Evans moved to approve the agenda. Ms. Miller seconded the motion. The agenda was approved.

Mr. Shorter introduced Trustee candidates Ms. Brooke Toomey and Ms. Dalix Cruz and thanked them for attending.

Mr. Shorter asked to conserve time by requesting the board agree to a consent motion for agenda items starting with position reclassifications through printing policy revision. Mr. Harle said he wished to discuss the position reclassifications before taking action. The board agreed to a consent motion for agenda items starting with the revision to telework policy through the printing policy revision.

MOTION to Approve Reclassifications

Mr. Shorter asked Mr. Roundtree to review the two position reclassifications. Mr. Roundtree said both positions are considered members of the Executive Leadership Team. AACPL's *Classification Review Committee* reviewed both job descriptions and found they should be elevated to the Chief level.

- Executive Director of the AACPL Foundation (no change in title)

Mr. Roundtree said that Ann Glenn, Executive Director of the AACPL Foundation will retire at the end of September 2020. This position is vital to the Foundation and an integral part of the Executive Leadership Team. The position is currently classified as a 20MA with a salary range of \$63,090 - \$111,341. With the growth of this position, and to meet the needs of its operation, the duties and tasks of the Executive Director, AACPL Foundation position have changed and been realigned to mirror those of a Chief (24MA) level position with a salary range of \$84,255 - \$148,692. A revised job description with those duties and tasks was completed and reviewed by the Classification Review Committee.

Mr. Roundtree added that this essential position will need to be filled with an extremely competent and capable candidate. With the labor market demanding a higher starting salary to acquire someone with the needed education, skills and experience to fill the position, it is recommend that the Executive Director, AACPL Foundation position be reclassified to Chief, AACPL Foundation position (24MA).

- *Marketing & Communications Manager to Director of Marketing & Communications*

This position is vital to AACPL and an integral part of the Executive Leadership Team. The position is currently classified as a 21MA with a salary range of \$67,822 - \$119,691. With the growth of this position and to meet the needs of its operation, the duties and tasks of Marketing & Communications Manager position have changed and realigned to mirror those of a Chief (24MA) level position. A revised job description with those duties and tasks was completed and reviewed by the Classification Review Committee.

Mr. Roundtree added that with the level of work being consistent with a Chief (24MA) and the position serving as a current member of the Executive Leadership Team, it is recommended that the Marketing & Communications Manager position be reclassified to (24MA) and retitled Director of Marketing & Communications. The incumbent is currently compensated within the Chief grade and a salary increase was not proposed at this time.

Mr. Auld noted that AACPL is subject to a hiring freeze with 17 unfilled positions and as the Library will continue to stay within its budget, there is confidence that the salaries for both reclassified positions will be supportable.

Ms. Hendrick said that the reclassifications were not reviewed by the Budget Committee but she supports them. A discussion ensued and Ms. Maxwell noticed a discrepancy in the written resolution for the marketing position. Mr. Auld said this would be corrected and read the corrected resolution draft out loud.

Ms. Hendrick moved to approve both salary reclassifications. Ms. Maxwell seconded the motion. The position reclassifications were approved in a vote by show of hands.

MOTION to Approve Revision to Telework Policy

Mr. Roundtree said the new policy has been successful but the Telework Agreement Form needs revision to deal with changes the COVID-19 pandemic has brought. He requested that the requirement of teleworking no more than five (5) days in a pay period be removed, in order that staff members who qualify to telework may now work *any* amount of days approved by their supervisor.

MOTION to Ratify Busch Annapolis Opening Day Collection Purchasing Procedure

Mr. Rodela said the Trustees are asked to ratify the action made by the Executive Committee on July 29, 2020, to approve purchase procedures for the Busch Annapolis Opening Day Collection. The collection was purchased from the operating budget with reimbursement to be made from the County Department of Public Works' Busch Annapolis Project Capital Fund.

Mr. Rodela explained that because the County does not have a Request for Proposal (RFP) for vendors of library books and materials, the DPW manager decided to make purchases using the Library's operating funds. Mr. Rodela added that staff should have notified the board earlier, since it was an oversight of standard operating procedures to pay the vendors in this way. The operating budget will be reimbursed from the DPW capital project budget.

Ms. Hendrick added that the reason ratification is required to make it a proper board action because the action was approved by email, not in a meeting of the Executive Committee.

Ms. Simmons asked if the board bylaws permit this. Ms. Hendrick said that while participants can debate in an online meeting, they cannot do so in an email. Mr. Harle said he would review the bylaws in view of this. Ms. Beck noted that the issue was discussed in an earlier Zoom meeting, but came to a head a few weeks ago.

Motion to Approve Purchases for the Busch Annapolis Opening Day Collection

Mr. Rodela asked for approval of planned purchases for the Busch Annapolis Opening Day Collection which were provided in advance in the meeting materials. He noted that the following vendors will be used and that the Library currently purchases library materials for the regular collection from these same vendors, under the same contracts.

Purchases from the following vendors will be made using contracts negotiated by the Mid-Atlantic Library Alliance (MALiA). See the links in the table below for the vendor contract.

Vendor	Amount	Vendor #	Purpose
Ingram Library Services Contract Renewal	\$1,700,000	122845	Print materials
Midwest Tape Contract Renewal	\$500,000	393594	Media

Purchases from the following vendor will be made using a contract negotiated by the Frederick County Department of Finance. The Library’s purchasing policy allows us to join contracts negotiated by other agencies through competitive means (“piggybacking”).

Vendor	Amount	Vendor #	Purpose
Findaway World LLC	\$200,000	478757	Launchpads

MOTION to Approve Transfer of Funds from Account 8521 - Furniture & Fixtures to Account 7439 - Other Professional Services to cover cost of IT Vulnerability Audit

Mr. Rodela asked the board to approve the transfer of funds from account 8521 Furniture & Fixtures to account 7439 Other Professional Services, which will be made possible because Information Technology is able to defer the purchase of PC replacements until next year in order to cover the cost of the IT vulnerability audit.

MOTION to Approve Revised Printing Policy

Ms. Hollerbach said the Printing Policy required revision because it currently states an end date of September 8 for COVID-19 related policy changes. She asked that the board extend the end date of the policy to December 31, 2020.

Mr. Harle moved to approve by consent all agenda items from the Telework Policy through the Printing Policy. Ms. Miller seconded the motion. The consent agenda items were approved.

COVID-19 Response Update

Mr. Shorter said the Board of Trustees does not traditionally meet during July and August, but it has been necessary this year. He thanked Mr. Auld, his staff, and Dr. Kalyanaraman for helping to manage the Library's response to the COVID-19 pandemic over the past five months.

Mr. Auld thanked Mr. Shorter and welcomed Dr. Nilesh Kalyanaraman, County Health Officer, to the meeting. He also welcomed Trustee candidates Ms. Dalix Cruz and Ms. Brooke Toomey, and congratulated Trustee Laura Brown on her recent marriage.

Mr. Auld provided background information on the status of the Library's COVID-19 response, noting that AACPL reopened on July 6 after being closed for almost four months. Usage data shows that 2,500 to 3,000 customers are visiting each day. He has worked closely with Ms. Hollerbach and the branch managers to find solutions to problems at branch libraries as they have occurred. Unfortunately, the daily situation has devolved and many egregious incidents have occurred with AACPL customers. Instead of being able to do their jobs, branch staff have had to constantly remind customers to wear faces masks. Hundreds of incidents of customers ignoring or refusing to adopt safety protocols established by the Library have been documented, and staff fear for their health and safety. In addition, the Health Department has advised that the small size of staff workrooms could increase the risk of contracting COVID-19, and staff have been advised to spread out to work in public areas.

Mr. Auld said that because the current situation is unacceptable, he recommends to the Board of Trustees that a revised operating plan be adopted. In effect, beginning August 17, AACPL will switch from limited indoor operations to a *Curbside Plus* model. Indoor service will be available through appointment only for in-person computer use, browsing and librarian assistance starting on September 8.

Increased services will include laptop checkouts with mobile hotspots, website chat for reference help, book recommendations, virtual assistance from a librarian via Zoom, a MedStar Mobile Health Center at the Brooklyn Park Library on second and fourth Tuesdays of the month, take and make craft kits, book bundles and outdoor activities. Increases also include free wireless

printing of up to 10 pages through the library's SmartALEC app, outdoor Wi-Fi at all library branches (except Riviera Beach and Discoveries: The Library at the Mall), telephone assistance, virtual assistance from the *Ask a Librarian* email service and social media as well as more virtual programs.

Mr. Auld said this decision was not made lightly and while AACPL does not want to eliminate access, it does want to control access more closely. Most customers are doing the right thing and staff hoped to open safely, but some customer behavior was not anticipated. It is difficult to retreat and retrench from what was a full opening, but employees cannot be put at enhanced risk.

Mr. Auld introduced Dr. Nilesh Kalyanaraman. Dr. Kalyanaraman thanked the board for inviting him and said he had been meeting with Mr. Auld over the past months, especially in the days leading up to the Library's reopening. At these times, he advised Mr. Auld and Library leadership that the plan they had developed was reasonable and that the Health Department supported it. Dr. Kalyanaraman said it is important to understand that reacting to the pandemic is a process, and the Health Department must react to what happens within the community and its institutions. Safety measures require everyone to follow established plans. Most recently, Health Department staff were consulted about a number of different issues in the Library including face coverings and social distancing by library users. From the Health Departments' perspective, the revised plan is best for the Library to operate, balancing the need for safety, and moving forward. Mr. Shorter thanked Dr. Kalyanaraman and asked the board if they had questions for Mr. Auld or Dr. Kalyanaraman. An extended period of questions and discussion ensued.

Mr. Shorter moved to approve Mr. Auld's proposal that AACPL adopt the *Curbside Plus* model for its operation. Ms. Evans seconded the motion. The board voted unanimously with a show of hands to adopt the *Curbside Plus* model for AACPL.

Ms. Hendrick moved to adjourn the meeting. The meeting was adjourned at 6:18 p.m. The next meeting of the Board of Trustees is scheduled for 4:00 p.m. on Thursday, September 17, 2020.

Respectfully submitted,



Barbara D. Maxwell
Secretary

BDM/dld