

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

**Crofton Library  
1681 Riedel Road, Crofton, MD**

**4:00 p.m., Thursday, September 16, 2021**

**DRAFT Open Session Meeting Minutes**

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

Trustees Attending:

Mrs. Laura Ellis	Ms. JanElaine Smith
Ms. Barbara Maxwell	Ms. Sandra Solomon
Ms. Simmona Simmons	Ms. Brooke Toomey

Trustees Attending via Zoom: Ms. Leslie Anderson, Ms. Tonya Baroudi, Ms. Joan Beck, Ms. Cathy Belcher, Mr. James Estep, Ms. Joyce Miller, Dr. Robert Sapp and Mr. Gerald Starr.

Trustees Unable to Attend: Ms. Dalix Cruz, Ms. Penny Evans

Staff Attending:

Mr. Skip Auld, Chief Executive Officer  
Ms. Donna Denny, Executive Assistant  
Ms. Christina Feldman, Director, Marketing & Communications  
Ms. Catherine Hollerbach, Chief, Public Services and Branch Management  
Mr. Cedric Grant, Chief Operating Officer  
Mr. Rudy Rodela, Chief of Technology  
Mr. Koven Roundtree, Director of Human Resources  
Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Guests: Ms. Joanie Bradford, Branch Manager, Crofton Library; Ms. Carol Cason, Western Regional Manager; Ms. Melanie Landmann, Library Associate; Mr. Joseph Scalice, Technology and Video Coordinator; and Ms. Lynn Wheeler and Mr. Jay Bansbach, representing Citizens for Maryland Libraries.

Call to Order

Mr. Shorter called the meeting to order at 4:05 p.m.

*MOTION to Approve Agenda*

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

*MOTION to Convene in Closed Session*

Mr. Shorter said the meeting would begin with a closed session in order to approve the minutes of the previous closed session held on September 15, 2021. He provided the statutory authority

to close the meeting 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; and 2) To protect the privacy or reputation of individuals concerning a matter not related to public business.*

Mr. Shorter asked for a motion to close the meeting. Ms. Smith moved to close the meeting. Mrs. Ellis seconded the motion. The meeting was closed at 4:07 p.m.

#### *Return to Open Session*

The meeting returned to open session at 4:11 p.m. with a quorum of members present.

#### *MOTION to Approve Minutes of September 16, 2021 Meetings*

Mr. Shorter moved to approve the full board and committee meeting minutes of September 16, 2021 by consent vote. Ms. Smith seconded the motion. The motion was approved. Mr. Shorter asked for approval of the minutes and all were approved unanimously as follows:

- Open Full Board Meeting
- Finance and Audit Committee Meeting
- Human Resources and Diversity Committee Meeting
- Governance, Strategy, and Organization Meeting

#### Welcome to the Crofton Library

Ms. Joanie Bradford, Branch Manager of the Crofton Library, welcomed the attendees. She provided some of her background, noting she transferred to Crofton from Severna Park in July. She is delighted to work at Crofton which is her own local branch, adding that Crofton staff provided many programs during the pandemic by taking advantage of their beautiful outdoor grounds. They are excited that next month the grounds will be provided with 20 additional native trees planted by volunteers, the Crofton Village Garden Club, and Anne Arundel Watershed Stewards Academy. Ms. Bradford added that the building interior is filled with natural light and she invited all to enjoy a tour of the library after the meeting. Mr. Shorter thanked her for the welcome.

#### *Presentation of CML Outstanding Employee Award to Ms. Stephanie Petruso*

Mr. Shorter invited two representatives from Citizens for Public Library, Mr. Jay Bansbach and Ms. Liz Wheeler, to make their presentation. Ms. Wheeler thanked Mr. Shorter and congratulated him for having recently received the 2021 ALA Trustee Citation.

Mr. Bansbach introduced himself as President of Citizens for Maryland Libraries (CML) and a retired Program Specialist for School Libraries at the Maryland State Department of Education. He has become familiar with many AACPL staff and trustees over the years, and lives close to the Mountain Road Library. Mr. Bansbach congratulated AACPL on its milestone 100<sup>th</sup> year anniversary.

Mr. Bansbach introduced Ms. Wheeler, Executive Director of CML and Chair of its Awards Committee. Together they invited Ms. Stephanie Petruso, AACPL Digital Experience Manager, to join them. Ms. Wheeler said she was pleased to present Ms. Petruso with the *2021 Outstanding Employee Award: Recognizing extraordinary outreach service to the communities served by AACPL*, on behalf of the board of CML. Ms. Petruso was one of two AACPL employees to receive the award. Ms. Rebecca Hass, Programming and Outreach Manager, was also similarly honored but unable to attend.

Ms. Wheeler noted that in his nomination letter to CML, Mr. Auld extolled the innovative work of Ms. Petruso to provide high quality service delivery during the COVID pandemic. *She found creative ways to use social media and the library's web presence to connect customers to library resources and get them excited about libraries and reading. She also worked to bridge the digital divide by overseeing the library's popular Wi-Fi hotspot lending program and introducing new technologies like virtual reality to the community. Stephanie's leadership, teamwork, ingenuity and perseverance throughout the past year was instrumental in guiding AACPL to a new service model.*

Mr. Shorter congratulated Ms. Petruso, along with all those present, and thanked Ms. Wheeler and Mr. Bansbach for their presentation.

### Trustees Briefing

#### *BoardEffect Training*

Mr. Shorter explained that the new *Trustees Briefing* section of the agenda will be a placeholder for board training and updates. Mr. Shorter invited Mr. Rodela to provide a briefing on the use of BoardEffect, the new software platform containing Trustee meeting materials and information. Mr. Rodela gave a slide presentation on how to prepare for board meetings and the steps for accessing BoardEffect. He encouraged Trustees to seek assistance from AACPL branch information staff for help if they run into difficulty. Mr. Shorter thanked Mr. Rodela for his presentation.

### Public Comment

Mr. Shorter said that a *Public Comment* section has also been added to full board meeting agendas at the request of some Trustees. Speakers will be limited to two minutes per individual. There was no public comment made at the meeting.

### Chair's Report

Mr. Shorter noted that the meeting agenda was following recently revised guidelines for conducting board meetings. He encouraged all participants to keep the lines of communication open to help everyone adapt to changes.

Mr. Shorter thanked Ms. Denny, Ms. Petruso, and Mr. Scalice for their technical support. Mr. Shorter asked if there were any questions and there were none.

### Foundation Report

Ms. Beck and Ms. Miller provided the Foundation Report as follows:

- *For the Love of the Library* is on October 22, 2021, and tickets are still available on the website. Thank you to those who sponsored and bought tickets to the event.
- The *\$100 for 100* campaign was highly successful and ended on September 30. Approximately \$135,000 in donations were raised to support programs and services. New information kiosks will arrive at branches in spring 2022, and they will feature the names of participating donors at each branch.
- In September, the AACPL Foundation implemented use of the software platform BoardEffect for use by Foundation Directors.
- *Weed to Read*, the volunteer gardening group at the Busch Annapolis Library, marked its 1<sup>st</sup> Anniversary with a celebration on September 11, 2021. Approximately 40 people attended.
- On July 1, the Foundation welcomed new board members Martha Blaxall and Stacey Korbela.
- *Cheers to 100 Years* events were held in September 2021 at Anne Arundel County Breweries: Forward in Annapolis, Pherm in Crofton, Crooked Crab in Odenton, and Hysteria in Pasadena. "I Love My Library" beer glasses sold out, so a second order was placed. The Foundation will hold similar events in 2022.
- Mission Moment: The following is a customer quote: *We are touring all the AACPL Libraries and collecting bookmark souvenirs this summer. - From a happy Deale Library Customer*

### Treasurer's Report

Ms. Maxwell noted that the financial reports for September 2021 were provide in advance for review and she reviewed them as follows:

For September 2021, AACPL is expected to receive and expend approximately 25% of its budgeted revenues and expenditures, respectively. To date, 28% of total revenues have been received and the library is slightly below expected collections for self-generating revenues such as public printing and fax fees but this is to be expected given the present climate. In addition,

AACPL has spent 21% of the budgeted expenditures for fiscal year 2022, with no major unexpected variances within any line items to date.

### CEO and ELT Reports

Mr. Auld shared recent quotes from appreciative customers including job seekers, ancestry seekers and gaming seekers.

Mr. Auld noted that recent purchases made by Materials Management and Information Technology from sole source vendors were provided as required along with his report and he reviewed some of the items. He also reported the following:

- AACPL received partial funding from the Maryland State Library's ARP allotment for a 3-phase *Equity Readiness Assessment and Audit, Designing a More Equitable Library System, and ensuring Equity in Policy, Practice and Culture*, over an 18-month period. The county has provided an additional \$59,000 with funding through its American Rescue Plan Act (ARPA) allotment. Planning will begin in November;
- New titles for two Executive Leadership Team members have changed to better reflect their organizational roles as follows: *Chief Operating Officer* instead of Chief, Public Services and Branch Management and *Chief Technology Officer* instead of Chief, Support Services;
- Progress on a new library at Arundel Mills Mall will not move forward at this time, but the potential will be re-examined in two years; and
- AACPL is seeking funding from the County ARPA allotment to initiate a transformative mobile outreach program, to be called our *Center for Community Engagement*. The full program will be built with a staff of 27 using 8 electric vans. The first-year cost for the full program is \$4.1 million. Annual ongoing cost is \$3.4 million. Mr. Auld answered questions about the components and goals of the program.

Mr. Auld noted the Executive Leadership Team posted their monthly reports on BoardEffect and he asked them if they had anything additional to add. Ms. Sparrow said she looked forward to seeing everyone at the virtual *For the Love of the Library* event the following day.

### Committee Reports

#### *MOTION to Waive the 30 Day Rule*

Mr. Shorter noted that all three board committees reviewed and approved business items at their meetings held on September 16, 2021. He then moved to waive the 30-day rule to enable the board to vote on these items. Ms. Miller seconded the motion. All were in agreement and the 30-day rule was waived.

Finance and Audit Committee Report

*September Meeting Report*

Ms. Maxwell reported that at the September 16, 2021 meeting, the Finance and Audit Committee met jointly with the Governance, Strategy, and Organization Committee. Mr. Rodela presented the FY 2023 Capital Budget Request to all and it was approved by both committees.

After the joint session, Mr. Grant reviewed financial statements for June, July, and August 2021. Mr. Grant reported there were no major expected variances thus far in FY22. He said the county's review of American Rescue Plan Act (ARPA) funding requests were still in preliminary stages. Mr. Grant added that AACPL will receive its final FY 2021 audited financial statements from the county in November.

*MOTION to Approve FY 2023 Capital Budget Request*

Ms. Maxwell moved that the board approve the FY 2023 Capital Budget Request. Mr. Shorter called for a vote and the request was unanimously approved.

Human Resources and Diversity Committee

*September Meeting Report*

Ms. Solomon reviewed the minutes of the September 16, 2021 meeting of the Human Resources and Diversity Committee. At that meeting, Mr. Roundtree provided an update regarding COVID-19. Human Resources had received 353 vaccination cards or records. When a survey was conducted, HR received 311 responses and 95% of those that responded had been vaccinated. The county had also provided an incentive for staff members to be vaccinated. The County will pay \$1,000 to County employees that are fully vaccinated by November 30, 2021. A COVID-19 procedure manual was created by Human Resources to provide staff with directions on what to do with various COVID-19 scenarios.

The minutes also included the presentation of the following business items which were approved by the committee and are presented for full board approval:

*MOTION to Approve Background Check Policy*

Mr. Roundtree said the implementation of background checks for new employees became one of his priorities to establish when he joined AACPL. The costs of background checks will be covered by the library and only apply to newly-hired employees. Mr. Roundtree answered questions, noting checks would only be for criminal activity. Ms. Solomon said the committee had approved the policy and Mr. Shorter called for a vote. All were in favor and the Background Check Policy was unanimously approved.

*MOTION to Approve Library Badges and Business Cards Policy*

Ms. Hollerbach said the revised Library Badges and Business Cards Policy gives staff the ability to use their preferred personal pronouns, as well as indicate the languages they speak on their badges and business cards. Additional revisions were made to remove procedures from policy. Ms. Hollerbach answered a few questions. Ms. Solomon said the committee had approved the policy and Mr. Shorter called for a vote. All were in favor and the Library and Business Card Policy was unanimously approved.

*MOTION to Approve Banning Policy*

Ms. Hollerbach said the updated banning policy clarifies expectations on who would be banned from branches and separates procedures from the policy. Mr. Roundtree presented the policy on her behalf to the Human Resources and Diversity Committee on September 16 which had approved the policy. Ms. Hollerbach answered questions about the policy. She explained incident reports and provided additional information. In a discussion, the board proposed several friendly amendments to the policy and these were incorporated into its final paragraph to read as follows:

*If the customer adheres to the ban imposed by the Board of Library Trustees for a period of not less than one year, then the customer may submit a written application to the CEO to have their privileges reinstated. The CEO will present the application to the Board at the first possible Board of Library Trustees meeting. If the customer's application and any exhibits objectively demonstrate that the customer has changed and recognized that their prior conduct was unacceptable and will not be repeated, the customer may have their privileges reinstated on such terms and conditions as the Board of Library Trustees may approve.*

Mr. Shorter called for a vote. All were in favor and the Banning Policy was unanimously approved.

Governance, Strategy, and Organization Committee Report

*September Meeting Report*

Ms. Smith reported that for the first part their meeting on September 16, 2021, the Governance, Strategy, and Organization Committee met jointly with the Finance and Audit Committee. Mr. Rodela presented the FY 2023 Capital Budget Request and it had been approved by both committees.

The committee then reviewed the final version of the *AACPL Memorandum of Understanding with the AACPL Foundation*. The MOU was prepared jointly by leadership staff and volunteers of both parties and reviewed by Kevin Best, Esq. as well as the county office of law.

*MOTION to Approve Memorandum of Understanding with the AACPL Foundation*

Mr. Auld reviewed the AACPL Memorandum of Understanding with the AACPL Foundation, which had been provided in advance of the meeting, and answered questions. Ms. Sparrow said the MOU was unanimously approved by the AACPL Foundation Board of Directors on September 28, 2021. Mr. Shorter called for a vote. All were in favor and the Memorandum of Understanding with the AACPL Foundation was unanimously approved by the Board of Trustees.

*Adopt a Library*

Ms. Smith announced that she had assigned “Adopt a Library” branches for all Trustees. She explained that she focused on convenience for the members, but encouraged them to email their preferences to her if they wished to change their assigned branch.

Committee as a Whole

There was no report.

Adjournment

The meeting was adjourned at 5:20 p.m.

Committees of the AACPL Board of Trustees Committees will meet via Zoom at 4:00 p.m. on Thursday, November 18, 2021.

The next full board meeting will be held at the Broadneck Library on December 16, 2021.

Respectfully submitted,



Laura J. Ellis  
Secretary

LJE/dld