



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

**4:00 - 5:30 p.m., Thursday, August 18, 2022  
Odenton Library, 1325 Annapolis Road, Odenton, MD**

**Trustee Orientation Meeting #2**

**Meeting Minutes**

Mr. Christopher B. Nelson, Chair, presiding virtually.

Trustees Attending:

Ms. Laura Ellis

Ms. Ishani Gandhi

Mr. Tim Lemke

Ms. Damita McDonald

Ms. JanElaine Smith

Mr. Gerald Starr

Ms. Faith Steele

Ms. Lonni Summers

Mr. Jeremy York

Trustees Attending Virtually:

Ms. Cathy Belcher

Ms. Dalix Cruz

Dr. Robert Sapp

Ms. Simmona Simmons

Ms. Sandra Solomon

Ms. Brooke Toomey

Trustee Unable to Attend: Mr. James Estapp

Guest: Mr. Jay Creech, Counsel

Staff Attending:

Mr. Skip Auld, Chief Executive Officer

Ms. Donna Denny, Executive Assistant

Ms. Johanna Doty, Librarian and Tech Ambassador, Odenton Library

Ms. Christina Feldman, Director, Marketing & Communications

Mr. Cedric Grant, Chief Operating Officer

Ms. Cathy Hollerbach, Chief Operation Officer

Ms. Sharon Lanasa, Assistant Branch Manager, Odenton Library

Mr. Rudy Rodela, Chief Technology Officer

Mr. Koven Roundtree, Chief of Human Resources

Mr. Timothy Van Fleet, Branch Manager, Odenton Library

Staff Attending Virtually: Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Staff Unable to Attend: Mr. Cedric Grant

### Call to Order

Mr. Nelson called the meeting to order at 4:03 p.m.

### Welcome to the Odenton Library

Mr. Nelson welcomed the meeting attendees and introduced Mr. Tim Van Fleet. Mr. Van Fleet said he has been the manager of Odenton Library for a year. He began his career in 2005 at the Eastport-Annapolis Neck Library, after graduating with a MLS from the University of Wisconsin in Milwaukee.

Mr. Van Fleet said the Odenton Library staff work hard to innovate and adapt to the changing needs and interests of their customers. Examples include:

- conducting training sessions for use of the Memory Lab so customers can preserve their old analog media like pictures and VHS videos in a digital format;
- providing the Creation Station to give children and teens a chance to play with robots, learn to sew, learn coding on our laptop lab, and have a space to collaborate; and
- leading the popular Microsoft Office and Google classes in the Computer Lab.

In addition, the Odenton Library is LEED certified as a green building owing to its proximity to the MARC rail line, carpool parking for 5% of the building's occupants, and green roofs that filter pollutants and improve energy efficiency. Mr. Van Fleet encouraged everyone to tour the building.

### Approval of Agenda

Mr. Nelson recommended using the last twenty minutes of the agenda for review of business items and asked for its approval. Ms. Smith moved to approve the agenda. Mr. Starr seconded the motion. All were in favor, and the agenda was approved.

### Approval of Meeting Minutes from July 21, 2022

Mr. Nelson asked for a motion to approve the minutes from the July 21, 2022 Board of Trustees orientation meeting. Mr. Lemke moved to approve the minutes. Ms. Smith seconded the motion. All were in favor, and the minutes were approved.

### The Value and Importance of AACPL

Mr. Auld said there are many innovative ways that modern libraries connect with their communities. For example, he described a recent installation at the Brooklyn Park Library. It displays soil from the place where King Johnson's body was found on Christmas Day, 1911. That site is about a mile north at Garrett Park in what was then Anne Arundel County, now Baltimore City. As a part of the Equal Justice Initiative's Community Soil Project, these efforts help us recognize victims of lynching, which caused racial terror in Black communities throughout our

history, and to bring awareness and healing to our community. Mr. Auld encouraged all to learn more about the memorial project.

Mr. Auld said he and the Executive Leadership Team will highlight the work and increased scope of libraries by reviewing a PowerPoint presentation.

*“Library 101,” a presentation by the Executive Leadership Team*

The Executive Leadership Team took turns narrating sections of slides to outline the work of their departments. Ms. Hollerbach, Mr. Roundtree, Mr. Rodela, Ms. Feldman and Ms. Sparrow reviewed their slides, and Mr. Auld reviewed the Finance Department slides for Mr. Grant. The presentation will be made available on BoardEffect.

### The Work of the Board

Mr. Nelson thanked the ELT for their presentations.

Ms. Smith, Chair of the Governance, Strategy, and Organization Committee, said section three of the board manual contains lots of information about the work of Trustees. In particular the board’s bylaws, meeting rules, and requirements. It also contains a self-evaluation tool to enable Trustees to evaluate their work.

Ms. Smith said board members should provide their opinions at meetings because how each Trustee sees an issue is important. Once the board makes a decision, do not criticize it. There is also a need for Trustees to maintain respect for confidentiality, since closed meetings may involve an employee or affect someone personally. She added that the board’s membership composition gets closer to its goal of representation for every councilmanic district.

### Committees

Mr. Nelson added that the bylaws define the purpose of the three committees, so new Trustees should review them. Each committee has two leadership staff members for support. Please consider which committee you would like to join and let Ms. Denny know.

### Q&A about BoardEffect

Mr. Nelson asked the Trustees if they had any questions for Ms. Denny about BoardEffect. There were no questions.

### Adopt-a-Library Program

Mr. Nelson said he is seeking a member to help coordinate the Adopt-a-Library program for the Trustees. Patterned after an AACPL Foundation Director program, it helps leadership volunteers make connections with their “adopted” branch as well as each other. Please let Ms. Denny know if you are interested in this role.

### Revision and Recommendation of Policies

Mr. Nelson invited Mr. Creech to begin a discussion of a few proposed changes in the Library's Progressive Discipline Policy, Staff Grievance Policy, as well as a proposed new policy. The new policy covers Evidentiary Appeals to the Board of Trustees, outlining how appeals to the board should be handled, something that does not now exist in policy form.

Mr. Creech said the revisions to the two existing policies propose three principal changes:

- They tighten the grounds for disciplinary suspensions and dismissals to conform to Maryland law; and
- They tighten the definition of what constitutes a grievance; and
- They permit the Board chair to assign the hearing on appeal to a three-member panel of the Board to make a recommendation to the full board for action.

The new policy on Evidentiary Appeals lays out a procedure and a standard of review for the Board to follow in hearing appeals.

In the discussion, Ms. Summers volunteered to redraft the new Evidentiary Appeals Policy to simplify some of its language and make it more readily understandable.

The board made suggestions for improvement of the policies, but deferred decisions to the September 15 meeting, following Executive Committee review and recommendations at a meeting to be set in another week or two. All Trustees will continue to review the policies and make suggestions for change on the discussion platform in BoardEffect.

### Adjournment

The meeting adjourned at 5:53 p.m.