

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

**Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, MD
Zoom Teleconference, 4:00 p.m., Thursday, October 15, 2020**

Minutes

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

Trustees attending:

Ms. Leslie A Anderson
Ms. Tonya Baroudi
Ms. Joan Beck
Ms. Cathy Belcher
Mr. Joseph E. Bles
Ms. Laura J. Brown
Ms. Dalix Cruz
Mr. James Estep
Ms. Penny Evans
Ms. Barbara Maxwell

Ms. Joyce Miller
Mr. Donald Roland
Dr. Robert Sapp
Ms. Jacqueline Seamon
Ms. Simmona Simmons
Ms. JanElaine Smith
Ms. Sandra Solomon
Mr. Gerald Starr
Ms. Brooke Toomey

Staff Attending

Mr. Skip Auld, Chief Executive Officer
Ms. Michelle Davis, Accounting Manager
Ms. Donna Denny, Executive Assistant
Ms. Christina Feldman, Director, Marketing & Communications
Mr. Rudy Rodela, Chief, Support Services

Call to Order

Mr. Shorter called the meeting to order at 4:03 p.m. and welcomed all participants.

Approval of Agenda

Mr. Shorter asked for approval of the agenda. Ms. Smith moved to approve the meeting agenda. Mr. Bles seconded the motion. The agenda was approved.

Approval of Minutes

Mr. Shorter asked for approval of the minutes of the September 17, 2020 meeting. Ms. Miller moved to approve the minutes. Ms. Smith seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Shorter thanked Ms. Maxwell for accepting the position of Treasurer and noted it was her first meeting in a new officer role. Ms. Maxwell asked Ms. Davis and Mr. Rodela to provide updates on the operating and capital budgets.

Ms. Davis said the Treasurer's Report shows the operating budget to be track for the current fiscal year. She noted that self-generating revenue was down in line with the current reduced operating capacity caused by the COVID-19 pandemic.

Mr. Rodela provided an update on the current capital project budgets schedule and reviewed an online chart of the FY21 Capital Budget Program. Mr. Rodela noted that the agenda also included, under new business, a review of the FY22 Capital Budget Request for board approval.

Foundation Report

Ms. Beck and Ms. Miller reported the following:

- The FY21 annual fund has brought in \$22, 812 in gifts from 110 donors with an average gift of \$159.93;
- FY21 Beyond your Expectations campaign income received from pledge payments: \$13,213;
- With additional FY21 gifts designated to the endowment, the foundation increased its Community Foundation of Anne Arundel County endowment account balance by \$25,000. The new balance is: \$185,000;
- The foundation granted over \$100,000 to AACPL in FY21 including the printing and mailing of the next issue of *Happenings!*; Chrome books for customer use outside the library; more Hotspots + unlimited data + batteries + cases; supplies for curbside service; virtual programming (including two bilingual programs) and more;
- The foundation-funded credit card continues to help branches quickly get items they need: e.g. *Take it and Make it* supplies. This is a pivot from the *Make it and Take it* programs before the pandemic. From curbside, customers can pick up a brown bag filled with passive program materials to take home with them to do (i.e., calligraphy, grow a garden plus craft kits, and STEM experiments); and
- The foundation is working with community partners and a new donor to create an upgraded welcoming outdoor space at the Edgewater branch.

Strategic Plan Overview - Goal #4 - Effective Partnerships - *Happenings!* Mailing

Mr. Shorter noted that board meeting agendas currently include a segment related to one of the goals of AACPL's strategic plan. He invited Ms. Feldman give a report related to Goal 4 of the plan, *Effective Partnerships*.

Ms. Feldmann said effective partnerships allows AACPL to connect customers with resources in the community and provided several examples. The winter issue (Dec/Jan/Feb) of *Happenings!* will be mailed directly to 220,000 households. This is a new, one-time initiative, made possible by the foundation. It will be an exciting way to reach current non-customers, and hopefully encourage them to engage, or reengage, with AACPL. The winter issue includes a raffle for a gift card as an incentive make a connection. Ms. Feldman added that another upcoming initiative will be AACPL's inclusion in local guidebook resources.

Mr. Shorter thanked Ms. Feldmann, adding it was remarkable that the Library continues to build effective partnerships during the COVID-19 pandemic.

CEO's Report

Mr. Auld said that the cost for mailing the winter edition of *Happenings!* was \$52,000, which was less than the \$62,000 authorized by the Foundation. He added supplemental budget requests to mail *Happenings!* have been unsuccessful to date, but will be considered again for future budget requests.

Mr. Auld noted that the Executive Leadership Team had contributed to the monthly Vertical Report provided to county administration. The report was provided and reviewed.

Mr. Auld welcomed Trustees to register for two upcoming events: the management training offered by the county entitled *Groundwater Approach: Building a Practical Understanding of Structural Racism*; and the Citizens for Maryland Libraries Annual Meeting for Friends, Trustees, and Library Supporters featuring Keynote Speaker Carly Hayden.

Mr. Auld announced that future in-person board meetings will move from Library Headquarters (HDQ) to the Michael E. Busch Annapolis Library. The large conference room at HDQ will eventually be renovated to contain the office of the AACPL Foundation.

Mr. Auld asked that board members return their confidential questionnaires to Maureen Sullivan to assist with the governance and organizational study the board authorized the management consultant to undertake in September.

Mr. Auld said interviews for a new Chief Financial Officer and Foundation Executive Director will soon be underway. Each position received 15 applications.

Mr. Auld reported that an all staff meeting had been held earlier that morning. The recent positive COVID-19 staff case which closed the Maryland City at Russett Library was reviewed and actions discussed. This was done in comparison with another recent staff-related case at the Severna Park Library, which did not close. Mr. Auld added that due to staff anxiety, he met with the staff association and invited the County's Deputy Director of Disease and Prevention to the meeting to answer questions. While the meeting may not have dispelled all the anxiety, library leadership is trying to improve how it communicates with staff.

Mr. Auld said Mr. Shorter also joined the meeting on behalf of the board. Mr. Shorter expressed that the board's thoughts were with those who had tested positive and their families. He also said he appreciates that Mr. Auld and the Executive Leadership Team are taking a scientific approach in the current fluid pandemic environment.

Mr. Auld, Mr. Shorter and Mr. Roundtree answered questions from the board.

New Business

MOTION to Approve FY2022 Capital Projects

Mr. Rodela provided an online presentation of the FY2022 Capital Project Requests. Reviewing this, he noted a new project request for the Millersville Library. This new request was first put forth in FY19 to help mitigate AACPL's shortage of square footage in library space, a goal in the masterplan that continues to be an urgent need.

Mr. Rodela also reviewed the capital projects of the past fiscal year, FY20, as well as current year FY21. He noted that current infrastructure renovations at Edgewater and Brooklyn Park will not increase library square footage. He added that a new facilities masterplan will be created in FY23, with new census data to consider. Mr. Rodela answered questions and there was some discussion.

Mr. Harle moved to approve the FY22 Capital Project Requests. Ms. Smith seconded the motion. The FY22 Capital Project Requests were approved.

MOTION to Approve Position Reclassifications

Mr. Roundtree reviewed two position reclassification requests for board approval:

- Virtual Services/Library Associate to Grade 16GA
- IT Service Desk Supervisor to Grade 18MA

There were no questions and Mr. Shorter entered a motion to approve both positions. Ms. Miller seconded the motion. The position reclassifications were unanimously approved.

MOTION to Close Meeting to Approve Past Closed Meeting Minutes

Mr. Shorter asked to closed the meeting in accordance with the General Provisions Article § 3-305(b), in order to approve the minutes of the previously held closed session. Ms. Evans moved to close the meeting. Ms. Smith seconded the motion. There were none opposed. All members entered a virtual breakout room for the closed session at 5:00 p.m.

Adjournment

Mr. Shorter resumed the regular meeting at 5:10 p.m. and stated that there was no further business before the board. Mr. Bles moved to adjourn the meeting. Mr. Estepp seconded the motion. The meeting was adjourned at 5:11 p.m.

The next Board of Trustees Meeting is scheduled for Thursday, November 19, 2020

Respectfully submitted,

A handwritten signature in cursive script that reads "Laura J. Brown". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Laura J. Brown
Secretary

LJB/dld