

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

**Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, MD
Via Zoom, 4:00 p.m., Thursday, November 19, 2020**

Meeting Minutes

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

Trustees attending:

Ms. Leslie A Anderson
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
Ms. Jacqueline Seamon
Ms. Simmona Simmons
Ms. JanElaine Smith
Ms. Sandra Solomon
Mr. Gerald Starr
Ms. Brooke Toomey

Trustees unable to attend:

Ms. Tonya Baroudi
Ms. Joan Beck
Dr. Robert Sapp

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

Guests:

Ms. Cathleen Sparrow, Future Executive Director, AACPL Foundation
Mr. Cedric Grant, Future AACPL Chief Financial Officer

Call to Order

Mr. Shorter called the meeting to order at 4:02 p.m. Mr. Shorter called the role of members and confirmed a quorum was present. He asked Mr. Auld to introduce the meeting guests.

Introduction of Guests

Mr. Auld welcomed and introduced the meeting guests, noting that both would soon join the Executive Leadership Team. He then invited them to share their backgrounds.

Mr. Cedric Grant said he looked forward to joining AACPL on December 7 as Chief Financial Officer. Mr. Grant is originally from South Carolina and holds a Bachelor's degree in Accounting and a Master's degree in Business Administration from Clemson University. He brings fifteen years of government and non-profit financial experience. He most recently served as the Chief Financial Officer for Project PLASE, Inc., a non-profit, governmental agency in Baltimore.

Ms. Cathleen Sparrow said she looked forward to joining the AACPL Foundation as its new Executive Director on November 23. Ms. Sparrow brings twenty-five years of government, corporate, and nonprofit experience, including fifteen years of exceeding fundraising goals in development. She most recently served as Chief Development Officer for Volunteers of America Utah and the Annapolis Maritime Museum.

Approval of Agenda

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

Approval of Minutes

Mr. Shorter asked for a motion to approve the minutes of the October 15, 2020 meeting. Ms. Evans moved to approve the minutes. Ms. Miller seconded the meeting. The minutes were approved.

Treasurer's Report

Ms. Maxwell thanked Ms. Davis for preparing the Treasurer's Report. Ms. Davis reviewed the report, commenting on the status of self-generated revenue and recent expenditure totals for new print and audiovisual materials, including eBooks.

Ms. Maxwell noted that Mr. Auld recently attended the County Executive's cabinet meeting. At the meeting, Mr. Chris Trumbauer, Acting Budget Officer, stated that frugality will be the watchword for FY2022. He also stated that Mr. Pittman will strongly consider supplemental requests that help County residents deal with the effects of Covid-19 and the economic downturn. Ms. Maxwell added that AACPL is considering a supplemental budget request to eliminate fines for all materials, having already eliminated fines on materials for children and teens. The County currently budgets \$220,000 in fine revenue from AACPL, though this year it is on track to bring in about \$75,000. The AACPL Budget Committee will meet beginning in December.

Foundation Report

Ms. Miller provided the following information from the Foundation Report:

- The FY21 Annual Fund received \$46,113 in gifts from 129 donors with an average gift of \$245.28, including a \$15,000 grant from the Helena Foundation.
- The FY21 Beyond your Expectations (BYE) campaign income received \$43,591 from pledge payments.
- The Foundation granted over \$113,000 to AACPL in FY21. The Foundation-funded *Take & Make* kits continue to be an important resource. A customer wrote: “*I am thankful for the Take & Make kits as I am homeschooling 6 preschool grandchildren. The craft projects are greatly appreciated and loved by the children! What a wonderful help they have been to me! Thanks so much!*”
- The \$100 for 100 years campaign was launched in the Foundation-funded next issue of *Happenings!* Anyone who gives \$100 (or more) will have the opportunity to get their name displayed at the branch of their choice around the 100 year celebration.
- The Foundation Directors are thrilled to report that Ms. Cathleen Sparrow, new Executive Director, joins the Foundation staff on November 23.

Ms. Miller added that she wished to thank Ms. Julie Kaiser-Ball, Annual Fund Manager, for keeping the Foundation moving forward in the interim between Executive Directors.

Strategic Plan Overview - Better Collections, Better Access

Mr. Rodela gave an online overview of the current strategic plan, *Strategy 2022*, which was adopted by the board on October 18, 2018. In his presentation, Mr. Rodela explained: the differences between a plan and a strategy; what makes a plan traditional or agile; and components of AACPL’s strategy, including its values, vision, purpose, and goals. After the presentation a discussion ensued about measuring outcomes. *Strategy 2022* is located on the website: <https://www.aacpl.net/sites/default/files/strategy2022-annearundelcountypubliclibrarystrategicplan2018-2022-finalopt.pdf>

Staff Reports

Ms. Feldmann reviewed an online presentation of AACPL’s recently published *Community Impact Report*. This year’s annual report may be found on the website: <https://www.aacpl.net/fy-2020-reports>

Ms. Feldmann also shared an online presentation of the new winter edition of *Happenings!* The quarterly publication will soon arrive in the mail for all county residents, thanks to a \$50,000 grant from the AACPL Foundation. A copy of *Happenings!* may be found on the website: <https://www.aacpl.net/resources/happenings>

CEO's Report

Mr. Auld thanked Ms. Feldman for her presentation. He added that Foundation funding to mail the winter issue of *Happenings!* will have an excellent impact. In the past, AACPL has sought funding with supplemental budget requests to mail *Happenings!* Mr. Auld added that he was moved by the customer impact statements contained in the annual report and he read a couple of these aloud.

Mr. Auld encouraged participation in the Foundation's Annual Fund giving appeal, noting that it was especially important for members of both the AACPL Board of Trustees and the AACPL Foundation Directors to make annual donations. This is because it helps the Foundation in its fundraising efforts to be able to claim 100% participation by its leadership. Mr. Shorter added that giving to the Foundation reminds us "why we do what we do" and asked all to give.

Mr. Auld reported that the demand for Chromebooks and Wi-Fi hotspots remains extremely high and customers can borrow these items for one week at a time. In addition, AACPL parking lots provide Wi-Fi for customers.

Mr. Auld said AACPL is watching the changing landscape of the COVID-19 pandemic closely and making adjustments as risk markers appear.

Mr. Auld noted that he did not send the board a typical CEO's Report this month. Instead, his written report contains his reflections on the occasion of his 10-year anniversary with AACPL, and looks back on key challenges and accomplishments.

New Business

SB 524/HB1000 Public Libraries - Building Lifelong Learners Act

Mr. Shorter turned his Chairman's gavel over to Ms. Miller to Chair this portion of the meeting that would address current legislation affecting public libraries. As Mr. Shorter is employed by the Maryland General Assembly, this action was taken to avoid a conflict of interest.

Ms. Miller turned the meeting over to Mr. Auld and he welcomed Maryland Senator Sarah Elfreth to the meeting. Mr. Auld said AACPL continues to support the bill Senator Elfreth put forth, but was vetoed by Governor Hogan due to poor revenue projections. He added that he recently provided the Trustees with a copy of a letter he had sent to Senate President Ferguson and Speaker Jones, and copying key committee chairs as well as the Anne Arundel Delegation in support of overriding the veto. Mr. Auld thanked Senator Elfreth for her efforts and invited her to address the board.

Senator Elfreth recalled that she last met with the board in October 2019 when she committed to taking the idea of fine-free libraries state-wide in Maryland. She gave testimony on the bill she spearheaded, *SB 524/HB1000 Public Libraries - Building Lifelong Learners Act*, in February

2020. She noted that Mr. Auld was a tireless convener, helping to get all Maryland library systems on board. The bill, which passed the Senate and House of Delegates with bipartisan support in the last session, would bolster Maryland families by empowering public libraries to be fine-free for children through an additional \$0.40 per capita in Fiscal Year (FY) 2022. Additionally, the bill increases the funding for the Maryland Capital Grant program from \$5 to \$7.5 million and extends increases in per capita funding for the State Library Resource Center (SLRC). Although the bill passed, no legislation with fiscal notes attached was signed into law once budget shortfalls were anticipated due to the pandemic. Despite this, Senator Elfreh remains committed to championing Maryland libraries. Senator Elfreh answered questions before leaving the meeting.

Mr. Auld turned the meeting back over to Ms. Miller, who turned it back to Mr. Shorter.

Mr. Shorter moved to waive the first and second readings by consent, allowing Mr. Rodela to present three motions consecutively and the board to vote on all at once.

MOTION to Approve Purchases exceeding \$75,000

Mr. Rodela noted the list of purchases exceeding \$75,000 that had been provided in the meeting materials. He added that the purchases were not new, but only appear to be, due to the fact that Recorded Books purchased Overdrive, Inc.

MOTION to Approve Transfer of Funds for Software

Mr. Rodela said AACPL is seeking items that originally were on the Supplemental Budget Request but were deferred due to the COVID-19 pandemic. The Library did not want to purchase equipment that would sit unused, but the software is needed.

MOTION to Approve Use of Electronic Documents and Signatures Policy

Mr. Rodela noted that the written policy provided was originally provided as a first reading. Because of the difficulties in coordinating physical signatures during the pandemic, a policy is needed in order to proceed with an electronic means that represents approval on documents.

Mr. Shorter asked if there were any questions for Mr. Rodela on any of the three policies he presented. There were no questions. Mr. Shorter moved to suspend 30-day rule and approve all motions. Ms. Miller seconded the motion. There was no discussion. All were agreed, none were opposed and the motion carried unanimously. Mr. Shorter thanks Mr. Rodela for his presentations.

Adjournment

Mr. Shorter adjourned the meeting at 5:14 p.m. The next Board of Trustees Meeting via Zoom is scheduled for 4:00 p.m., on Thursday, December 17, 2020.