



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

**4:00 p.m., Thursday, December 15, 2022
Edgewater Library, 25 Stepneys Lane, Edgewater, MD**

Meeting Minutes

Mr. Christopher B. Nelson, Chair, presiding.

Trustees Attending:

Ms. Cathy Belcher

Mr. Tim Lemke

Ms. Simmona Simmons

Ms. JanElaine Smith

Ms. Lonni Summers

Mr. Jeremy York

Trustees Attending Virtually: Mr. Noah Comet, Ms. Laura Ellis, Ms. Ishani Gandhi, Ms. Damita McDonald, Mr. Gerald Starr, Dr. Robert Sapp, Ms. Sandra Solomon and Ms. Faith Steele.

Trustees Unable to Attend: Ms. Dalix Cruz and Mr. James Estep.

Staff Attending:

Mr. Skip Auld, Chief Executive Officer

Ms. Donna Denny, Executive Assistant

Ms. Christine Feldmann, Director of Marketing and Communications

Ms. Ashley Fetterolf, Assistant Branch Manager, Edgewater Library

Mr. Cedric Grant, Chief Financial Officer

Ms. Cathy Hollerbach, Chief Operations Officer

Mr. Joseph Scalice, Technology and Video Coordinator

Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Staff Attending Virtually: Mr. Koven Roundtree

Staff Unable to Attend: Mr. Rudy Rodela

Guests: Ms. Sarah Bates, Library Associate, Busch Annapolis Library; Mr. Patrick Gorirossi, Library Associate, Crofton Library; Ms. Stacey Shepherd, Circulation Assistant, Edgewater Library; and Ms. Connie Trent, Library Associate, Deale Library.

Call to Order

Mr. Nelson called the meeting to order at 4:02 p.m. and welcomed the attendees.

Welcome to the Edgewater Library

Mr. Nelson introduced Ms. Ashley Fetterolf, Assistant Branch Manager of the Edgewater Library, who welcomed the attendees. Ms. Fetterolf said the Edgewater Library opened in 1991 and shares a campus with the South County Senior Activity Center next door. The Senior Center is currently under renovation and expansion and will reopen soon. Together, they serve many residents and collaborate regularly. The branch also collaborates with the Department of Social Services and is one of five branches currently hosting a weekly on-site social worker.

Edgewater Library has a robust schedule of programming for all ages. Some of their most popular programs include quarterly *Family STEM Nights*, focusing on STEM education for kids ages 6 - 10, and immersive escape rooms for kids, teens, and adults. They are also working to expand their programming into the community. Last year, they launched a monthly family story time at *Historic London Town and Gardens* and provided free access to the site. In the spring, the branch will host nature hikes and story times at county parks on the Mayo peninsula.

The Edgewater Library customers and staff are enjoying the recent improvements made to the building. New flooring, paint, and the creation of more open space have made it more welcoming. Ms. Fetterolf encouraged all to tour the branch after the meeting.

Approval of Agenda

Mr. Nelson asked for a motion to approve the agenda. Ms. Smith moved to approve the agenda. Mr. York seconded the motion. All were in favor, and the agenda was approved.

Approval of Meeting Minutes

Mr. Nelson asked for a motion to approve the minutes of the November 17, 2022 meeting. Mr. York moved to approve the minutes. Ms. Summers seconded the motion. All were in favor, and the minutes were approved.

Committee Reports

Governance, Strategy, and Organization Committee

Mr. Auld spoke on behalf of the Governance, Strategy, and Organization Committee to introduce two members of the Board of Education for Anne Arundel County Public Schools: Dr. Joanna Tobin, President, AACO Public Schools Board of Education; and Mr. Zachary McGrath, Student Board Member.

Mr. Auld said the Governance, Strategy and Organization Committee plan to discuss having a student member of the AACPL Board of Trustees at their January meeting.

Dr. Tobin thanked Mr. Auld and the Trustees for inviting her and Mr. McGrath. She noted that theirs is the only local board of education to include a student member with full voting rights. She said providing full voting rights is critical in adding the student voice to everything their board accomplishes. Last year, they hired a new school superintendent, a process that contained difficult decisions and huge responsibility. The candidates their board interviewed, including Dr. Bedell, were impressed to see a student member involved. Dr. Tobin added it would be unfair for these students not to be able to realize the consequences of their participation in depth. In a time of incredible transition for education and students, exposing students to what democracy looks like, with its layers of government and institutional work, is one of the most important things we can provide them. Dr. Tobin noted that student board members have huge responsibilities. They are elected by fellow students and provided with a board liaison for support. She recommended considering what this process would look like for AACPL.

Mr. McGrath also thanked Mr. Auld and the Trustees for inviting them. He shared his experience as a student board member, answered questions and provided details about the selection and orientation process, term length, and meeting commitments. Mr. McGrath chairs a board committee and maintains an active social media account that reaches approximately 1000 of his fellow students on Instagram. They let him know where they stand on issues and he responds, much like a constituent affairs representative.

Theirs is an eight-person board, with seven each representing a councilmanic district, plus the student member. Five votes are required to pass motions, so building relationships with one another is important. The board meets twice per month and conducts nine monthly public workshops annually. There are also committee meetings.

For the student orientation process, past student board members reach out and share how to manage both school and the board service commitment. The Maryland Association of Boards of Education provides a workshop and supportive county infrastructure is in place via the Public Service Commission. Student board member elections are conducted in mid-April, the elected student is informed two week later, and they are sworn into office in July.

In closing, Dr. Tobin said she has seen vast differences between the three student board members with whom she has worked. It helps to have a robust process for students to apply and begin imagining themselves in the position. Mr. McGrath credited the Severna Park Library for assisting him with his success. Both he and Dr. Tobin thanked AACPL for all they do for students.

Mr. Nelson thanked Dr. Tobin and Mr. McGrath for providing their information to the board.

Chair's Report

Mr. Nelson reported that he and Mr. Auld recently met with AACO School Superintendent Dr. Mark Bedell, who began his four-year term on July 1, 2022. They spoke about kindergarten readiness and learned of ideas Dr. Bedell has for the school system.

Mr. Nelson said the Executive Leadership Team would contact board committee chairs to discuss potential changes to the meeting calendar. Proposed changes provide for five full board meetings per fiscal year, with committee meetings held in-between these dates and no meetings held during the summer months. These and other meeting changes will be considered by the full board meeting at the February meeting.

Finance and Audit Committee

MOTION to Approve Operating and Supplemental Budget Request for Fiscal Year 2024

Ms. Belcher reported that the Finance and Audit Committee reviewed the Operating and Supplemental Request for FY24. In summary, the Operating Budget Request totaled \$31.3M with additional Supplemental requests of \$5M. There are twelve priorities, and our number one request is staff market rate adjustments based on the compensation and classification study as updated in November 2022. After discussion, Mr. Nelson moved to approve the request. Ms. Gandhi seconded the motion. The committee approved the Operating and Supplemental Budget Request for Fiscal Year 2024 and recommends its recommendation for approval to the full board.

Mr. Grant answered questions and explained the difference between the operating and supplemental budget requests.

Ms. Feldmann encouraged the trustees to testify at eight upcoming Town Hall Meetings in support of funding for AACPL's supplemental budget requests. Mr. Auld noted that at Town Halls the audience is public, along with elected officials. He noted that the supplemental request items are listed in priority order and while a speaker could advocate for whatever they wish, their speaking time will be limited to two minutes.

Ms. McDonald asked how successful the library has been in receiving its supplemental budget requests. Mr. Auld noted that during the previous budget session, funding for AACPL's new position of Cybersecurity Administrator was in the supplemental budget request. Mr. Auld explained more about the budget process and advocating for library needs.

Mr. Nelson called for a vote to approve the Operating and Supplemental Budget Request for Fiscal Year 2024. All were in favor and the motion passed unanimously.

MOTION to Approve Purchases Exceeding \$100,000

Mr. Grant said the transaction to purchase books on CD from Blackstone Publishing was approved at the May 19, 2022 Board of Trustees meeting, but a change in the procurement contract from MALiA to Frederick County prompted the need for a new approval. Per the library's purchasing policy, the Board of Trustees must approve any procurement with a total value exceeding \$100,000. The Finance Committee approved this purchase at their November 16, 2022 meeting.

Mr. Auld answered questions related to the motion. Mr. Nelson put the motion to a vote. All were in favor and the motion to approve purchases exceeding \$100,000 was approved.

Human Resources and Diversity Committee

MOTION to Approve Code of Conduct

Ms. Hollerbach reported for Ms. Solomon. She noted that the Human Resources and Diversity Committee approved the Code of Conduct on November 17, 2022. Its contents have been revised to specify behaviors that will be not tolerated, and what constitutes disrespectful behavior. The code also now clarifies that alcoholic beverages are permissible only for AACPL Foundation events, and how first amendment-related activities may be conducted at library sites.

Mr. Nelson called for a vote to approve the motion from the Human Resources and Diversity Committee. All were in favor, and the Code of Conduct was unanimously approved.

MOTION to Approve Library Card Registration and Eligibility Policy

Ms. Hollerbach reported for Ms. Solomon that revisions to the Library Card Registration and Eligibility Policy included edits about fines and changes to the *SAIL Card Program*. The number of items available for check out using a SAIL Card has been increased from three to ten, with no restrictions on the type of material. There were no questions.

Mr. Nelson called for a vote to approve the motion. All were in favor and the motion to approve the Library Card Registration and Eligibility Policy was approved.

MOTION to Approve Staff Association Bylaws

Mr. Auld introduced the meeting guests, noting that Ms. Connie Trent was attending as a representative of the AACPL Staff Association.

Ms. Hollerbach said the Staff Association has existed since the 1980s and is valued as a Legitimate component of the library system. The organization consists of one representative from each branch, with two representatives from Headquarters where there is a larger number of

staff. They meet as a body monthly, bring concerns to library leadership, and organize staff events.

The Staff Association had not reviewed its bylaws since 2011, thus needing changes to outdated language and staff titles. In addition, a grievance policy was removed as this appropriately remains under the purview of Human Resources, and the amount of dues for membership was increased.

Mr. Nelson called for a vote to approve the revised Staff Association Bylaws. All were in favor and the Staff Association Bylaws were unanimously approved.

Foundation Board Report

Ms. McDonald provided the following highlights from the Foundation Report.

The fiscal Year 2023 Funding continues to help improve programs and services not funded through the County budget. From July 1 to through November 30, 2022, the Foundation allocated over \$205,000 to library programs and services.

100th Anniversary Receptions were held at each branch honoring the donors who participated in the *100 for 100 Campaign*, which raised over \$136,000 from over 1300 donors. Every branch celebrated their donors with a dessert reception and donors were thrilled to see their names or loved ones' names on the plaque.

The second *Read Between the Wines* was held in November at Great Frogs Winery. Despite the chilly weather, the event sold out with 230 people attending. Many of the guests were first time donors to the library.

Cyber Monday was held on Monday, November 28; with an emphasis on raising funds for SMART Boards total raised was \$9,300. This was a completely online campaign and highly successful.

Power up Your Librarians is ongoing until the end of January 2023. It is a great opportunity for support by purchasing any bag of coffee from Ceremony Coffee Roasters' Annapolis Roastery or the Riva Café. Details are on the Foundation website

Ms. Sparrow thanked Ms. McDonald and answered questions. She asked all to remember the library in their end-of-year giving plans and thanked those who had already made their annual donation.

Treasurer's Report

Ms. Belcher said the financial reports for November 2022 are included for review in BoardEffect. For the November 2022 report, we expect to receive and expend approximately 42% of our budgeted revenues and expenditures, respectively. To date, we have received 42% of

total revenues. We are slightly below expected collections for self-generating revenues such as public printing and fax fees, but this is expected. In addition, we have spent 38% of the budgeted expenditures for fiscal year 2023. Contractual Services and Business and Travel are slightly higher than expected but will be within budget by year-end. No other major variances were noted at this time.

Mr. Nelson asked if there were any questions. In response to a question, Mr. Grant explained the library's fund balance and how it may be used.

Mr. Lemke reminded the Trustees to provide him with their top three branch choices for the *Adopt-a-Library Program*.

CEO's and Executive Leadership Team Reports

Mr. Auld encouraged the Trustees to review the new Equity Framework he recently shared with them. The framework will guide AACPL Priorities and Strategies for the next three years and beyond. Mr. Auld thanked the Equity Design Team, which is made up of many staff members, for the framework and who will continued working with consultants from Due East Partners to develop the framework's phased implementation.

Mr. Auld provided definitions for some of the terms found in the framework, such as *affinity group*. He added that the library will examine its policies with an equity lens as we work to create a sense of belonging inside our system and as a model for our community as a whole.

Ms. Feldmann reported that the County Council confirm on Mr. Comet's election to the AACPL Board of Trustees in early 2023.

Ms. Hollerbach reported that the Kindergarten Readiness Project is featured on our website and invited the Trustees to explore it.

Mountain Road Library

Mr. Auld reported that the search for a future temporary site for the Mountain Road Library (MTR) is ongoing. We have learned that a rental space of between eight and nine thousand square feet will not be obtainable, so we are now seeking a space of between four and five thousand square feet. Mr. Auld noted MTR has suffered from plumbing issues and lack of responsible care at its current location in a shopping center since opening in 1992. He added that the board made the right decision to terminate the lease.

Dr. Sapp said the new Riviera Beach Library, due to open in June 2023, would not adequately serve the Mountain Road and Gibson Island communities.

MOTION to Convene in Closed Session

In accordance with the *Open Meetings Act*, Mr. Nelson stated the reasons for the closing of the meeting. These included board approval of the Chief Executive Officer's work plan as well as the minutes of the closed meeting held on November 17, 2022. Ms. Smith moved to close the meeting. Ms. Belcher seconded the motion. The meeting closed at 5:38 p.m.

Return to Open Session

The Board of Trustees returned to open session at 6:13 p.m. and Mr. Nelson announced that the Chief Executive Officer's work plan and the minutes of the closed meeting of November 17, 2022 had been approved.

Adjournment

The meeting was adjourned at 6:15 p.m.