



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

**4:00 p.m., Thursday, February 16, 2023
Eastport-Annapolis Neck Library, 269 Hillsmere Drive, Annapolis, MD**

Meeting Minutes

Ms. Simmona Simmons, 1st Vice Chair, presiding.

Trustees Attending:

Mr. Noah Comet

Ms. Dalix Cruz

Ms. Laura Ellis

Ms. Ishani Gandhi

Mr. Tim Lemke

Ms. Damita McDonald

Ms. JanElaine Smith

Ms. Sandra Solomon

Mr. Gerald Starr

Ms. Faith Steele

Mr. Jeremy York

Trustees Unable to Attend: Ms. Cathy Belcher, Mr. James Estep, Mr. Chris Nelson, Dr. Robert Sapp, and Ms. Lonni Summers.

Staff Attending:

Mr. Skip Auld, Chief Executive Officer

Ms. Donna Denny, Executive Assistant

Ms. Christine Feldmann, Director of Marketing and Communications

Mr. Cedric Grant, Chief Financial Officer

Ms. Cathy Hollerbach, Chief Operations Officer

Mr. Rudy Rodela, Chief of Technology

Mr. Koven Roundtree, Chief of Human Resources

Ms. Cathleen Sparrow, Executive Director, AACPL Foundation

Guests:

Ms. Sarah Bates, Library Associate, Busch Annapolis Library

Jessica Covington, Library Associate, Linthicum Library

Ms. Faith Harless, Library Associate, Eastport-Annapolis Neck Library

Mr. Steven Holt, Director, AACPL Foundation

Ms. Laura Kellman, Library Associate, Severna Park Library

Ms. Michele Noble, Branch Manager, Eastport-Annapolis Neck Library

Ms. Denise Robinson, Founder, Eastport/Annapolis Legacy of Honor

Ms. Karen Smith, President, AACPL Foundation

Ms. Jeanette Thayer, Library Associate, Discoveries: The Library at the Mall

Col. Brooks Tucker, Commissioner, Anne Arundel County Veterans Affairs Commission
Call to Order

Ms. Simmons called the meeting to order at 4:03 p.m.

Welcome to the Eastport-Annapolis Neck Library

Ms. Michele Noble, Branch Manager, welcomed participants to the Eastport-Annapolis Neck Library. Ms. Noble said she has been in her current position for nearly fifteen years. She enjoys working with its twelve staff members, all dedicated to serving the community with respect and kindness. The branch collaborates with many wonderful partners, including *Seeds 4 Success*, to provide early childhood learning activities and literacy services.

Introduction of Guests

Mr. Auld noted that several board officers were unable to attend the meeting and thanked Ms. Simmons for presiding.

Mr. Auld introduced the meeting guests, including many AACPL staff, as well as Ms. Karen Smith, President of the AACPL Foundation, and Mr. Steven Holt, Foundation Director. Mr. Auld also introduced two guests attending to address the board: Brooks D. Tucker, Lieutenant Colonel, U.S. Marines, Retired, and Commissioner, Anne Arundel County Veterans Affairs Commission and Ms. Denise Robinson, Founder of the Eastport/Annapolis Legacy of Honor.

Approval of Agenda

Ms. Simmons asked for approval of the agenda. Ms. Smith moved to approve the agenda. Ms. Solomon seconded the motion, and all were in favor. The agenda was approved.

Approval of Meeting Minutes

Ms. Simmons asked for a motion to approve the minutes of the December 15, 2022, meeting. Mr. York moved to approve the minutes. Ms. McDonald seconded the motion. All were in favor and the minutes were approved.

Public Comment

Mr. Auld introduced Col. Tucker, who gave the following remarks:

Good afternoon Ladies and Gentlemen, I am here today as a county resident, Marine Corps Veteran, and a representative of the Anne Arundel County Veterans Affairs Commission and its chairman, Colonel John Church, U.S. Air Force, retired, who was unable to attend. My attendance follows an email sent to Colonel Church in late November 2022 from Mr. John Spencer, a county resident, who noted the lack of any observation of Veterans Day at one of your

library branches. Colonel Church attended a meeting on January 23, 2023 at the Odenton Library and a meeting on Feb 10, 2023 at the Mountain Road Library. On each occasion, Colonel Church met representatives of those branches and spoke about commemorating Memorial Day and Veterans Day.

On behalf of the commission, I am here to recommend consideration of a particular program, which is to commemorate Memorial Day and Veterans Day in all county library branches, something which might not happen without emphasis from this board. Both days are recognized at the national and state level, and by the county school system.

I understand each library branch is responsive to its clientele, which is the local community, and each branch makes decisions about how to serve that community. As a result, I believe emphasis from this board offers the best chance of this recommendation being observed.

On Memorial Day, celebrated as the last Monday in May, we pause to remember those who died in military service to this nation. At the Crownsville Veterans Cemetery, which opened in 1980, more than 27,000 Maryland veterans and their dependents are buried. There is space for an additional 48,000 burial plots. I hope that order of magnitude gives you pause, as you think of the men and women buried there.

On November 11th, we commemorate the men and women in uniform currently serving this nation and all those who have served honorably on active duty. On that day, we also pause to thank almost 50,000 veterans living in Anne Arundel County who represent a calculated 13% of the county population. The county is home to over thirteen thousand Active Duty military, over 300 National Guard, and almost four thousand Reserve personnel.

I am hopeful you share the view that deceased military veterans warrant our recognition in May, for their ultimate sacrifice to this great nation. In addition, I hope you share my view that in November, we should celebrate the men and women who are currently serving, the one percent of our national population, and those who have served honorably, many of whom are friends and neighbors.

There are many ways to commemorate both of these special days, from book displays, to guest speakers, to participating in the Library of Congress Veterans History Project; these are but a few ideas to inform patrons and the wider communities. Thank you for the opportunity to address this issue in person today.

Mr. Auld introduced Ms. Robinson, who spoke about the background and work of the organization she founded, the *Eastport/Annapolis Legacy of Honor*, which is dedicated to remembering and honoring local war heroes and veterans. She also displayed an area map marked with gold stars to represent local residents who died while serving in the armed forces. She also provided ideas and book titles to share with library programming and collections staff.

Mr. Auld thanked Ms. Robinson and Col. Tucker for sharing their information.

Mr. Auld said the Human Resources and Diversity Committee will consider these recommendations at their April meeting. In May, the Board of Trustees will consider the committee's recommendations.

Chair's Report

Board Meeting Schedule

Mr. Auld provided background on recent changes to the Board of Trustees meeting calendar. The meeting schedule was discussed at the December board meeting and Mr. Nelson said the Executive Leadership Team would contact all committee chairs to discuss proposed changes to the meeting schedule. There will be a total of ten meetings per fiscal year to include five full board meetings, committee meetings held between these dates, and no meetings during June and July.

In addition, Mr. Auld reviewed an email to the board from Mr. Nelson dated January 11, 2023. Mr. Nelson and Mr. Auld were concerned about the quality of hybrid meetings which combine in-person with virtual attendees. This was due to the limited ability of those using Zoom to see and hear the proceedings adequately, in part due to varying technical capabilities in branch meeting rooms. Considering this, Mr. Nelson felt it was important for the board to meet in-person whenever possible, preferring to use Zoom only for committee meetings.

Mr. Auld said Dr. Sapp recently expressed concern at the idea of not having a virtual attendance option available for full meetings in the future.

Ms. Simmons opened the floor for a discussion and the board members shared their reasons why retaining the virtual option to attend full board meetings was important to them.

Ms. Smith made the following MOTION: *The Board of Trustees shall provide for, and allow its members to attend meetings virtually, in the event they are unable to attend.*

Mr. Lemke, who had offered a friendly amendment to the wording of the motion, seconded the motion.

Ms. Hollerbach and Mr. Auld said they will work to eliminate future technical difficulties.

Ms. Simmons called for a vote on the motion. All were in favor, and the motion passed. The Board of Trustees will be provided with the ability to attend their meetings virtually, in the event they are unable to attend in-person.

Committee Reports

Governance, Strategy, and Organization Committee

Mr. Lemke noted that at the full board meeting on December 16, 2022, the board heard from guests Dr. Joanna Tobin, President, Board of Education (BOE) for Anne Arundel County Public Schools; and Mr. Zachary McGrath, Student Member of the BOE, as they shared their experience and advice.

Mr. Lemke reported that the Committee discussed adding a student board member to the Board of Trustees at their January 19, 2023, meeting. The goal is to provide an opportunity for a young person to learn about board governance and gain valuable real-world experience serving on a governing body. Additionally, the library and its board of trustees will gain insight into a student's point of view on library resources, programs and materials. The student will be able to provide valuable information that enables the system to better serve its customers.

Mr. Lemke said the Committee voted unanimously to recommend the creation of a student member position to the Board of Trustees. The Committee is aware this will require changes to the board's bylaws, and they will consider these bylaws changes at their April meeting. The committee will provide these bylaws changes to the full board for consideration in May.

Ms. Feldman outlined the student position requirements, recruitment schedule, and the promotion of the program. Recruitment would begin this spring and the student would be elected to the board in May, the final meeting of the fiscal year. The student Trustee would spend the summer preparing for their first committee meeting in August, and their first full board meeting in September. Mr. Auld added that if the board agrees with the recommendation from the Committee, the recruiting process will be much like the process by which new board members were recruited last spring.

Ms. Simmons called for a vote on the recommendation from the Committee to add a student member to the Board of Trustees for a one-year term. All were in favor, and the recommendation was approved by the board.

Finance and Audit Committee

Ms. Gandhi reported from the minutes of the Finance and Audit Committee meeting held virtually on January 19, 2023 as follows:

- Mr. Grant reviewed financial statements for December 2022. A variance was noted in personnel costs with six vacant positions to date. No other major variances were noted.
- Ms. Sparrow reviewed the 2021 Memorandum of Understanding (MOU) between the AACPL Foundation and AACPL. She stated that the Foundation Board reviewed the MOU at their September 2022 meeting and determined that it required no changes. Ms. Belcher called for a motion to request that the Governance, Strategy, and Organization

Committee also review the MOU, with no changes recommended by her committee. Mr. Chris Nelson made this motion and Ms. Gandhi seconded it. The committee was in favor of this request.

- Mr. Grant provided an update on the Risk Management Audit. AACPL has procured the services of Cherry Bekaert, CPA and the kick-off meeting was held recently. Mr. Grant will keep the committee posted on the audit's progress.

MOTION for Governance Committee to review MOU between AACPL and Foundation

Ms. Simmons asked for a vote in response to the recommendation from the Finance and Audit Committee for the Governance, Strategy, and Organization Committee to review the MOU between AACPL and the AACPL Foundation at their April meeting, and to bring their recommendation to the full board meeting in May. All were in favor and the motion passed. Mr. Auld noted that Chair Nelson said in future years only one committee will review the MOU.

Human Resources and Diversity Committee

Ms. Hollerbach reported for Ms. Solomon that at their meeting on January 19, 2023, Ms. Bethany Lambert, Learning and Development Manager, provided an overview of training and development, a key element of the Human Resources Department.

Foundation Board Report

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

- The *End of Year Giving Campaign* was held November - December 2023 and our community supported the library with \$168,000 in donations.
- *If You Give a Moose a Cookie* is a collaboration with the Always Ice Cream Company to support the library. Library staff offered fun ice cream flavors and name ideas, then the public voted for their favorite.
- *Library Giving Day is April 4, 2023*, and we are part of a nation-wide coalition of libraries joining forces to raise funds. This day of giving reminds us that libraries serve as a cornerstone for our communities. Please watch your emails for information on how to give and share with your friends and family. In 2022 our community donated over \$56,000 in support of Summer @Your Library!

Treasurer's Report

Ms. Gandhi provided the Treasurer's Report as follows:

- Financial reports for January 2023 are provided for review in BoardEffect.
- For the January 2023 report, we expect to receive and expend approximately 58% of our budgeted revenues and expenditures, respectively. To date, we have received 59% 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 53% of the budgeted expenditures for fiscal year 2023. Personnel Services is less than expected due to some vacant positions, and we have experienced some rising printing costs for our publications, but overall, we will be within budget at year-end. No other major variances are noted currently.

CEO's and Executive Leadership Team Reports

Revised AACPL Holiday Schedule and Recognition of Native Heritage Month

Mr. Auld said the Library Equity, Diversity and Inclusion Team recommended providing the Friday after Thanksgiving as an annual staff holiday. He provided a chart in BoardEffect comparing AACPL holidays with peer library systems in Baltimore, Howard, and Prince George's counties as well as holidays observed by Anne Arundel County employees. He noted that the Board of Trustees added Juneteenth to the AACPL holiday schedule last year.

After a discussion, Ms. Gandhi made a MOTION to approve the Friday after Thanksgiving as a staff holiday, in recognition of Native Heritage Month. Ms. Solomon seconded the motion. All were in favor, and the motion was approved unanimously.

Legislative Priorities

Mr. Auld posted a summary of current legislative initiatives of interest for the Trustees on BoardEffect. He added that he recently provided testimony for funding the State Library Resource Center (SLRC) for FY 2024 through FY 2030. SLRC provides resources, materials, and training for public libraries across the state and its customers. The bill was sponsored by Rep. Dana Jones and she testified with Mr. Auld.

Mr. Auld said the library community continues to work with the General Assembly to develop enabling legislation creating the pathway for public library employees across the state to organize, if they so desire. Their goal is to ensure that employees have a clear path to forming a union, if or when they want to do so.

Mr. Auld provided written testimony in support of *HB 65/SB 352 Public Libraries - Collective Bargaining* with amendments, authorizing employees of county public libraries to form, join, and participate in an employee organization and engage in other activities related to collective bargaining; requiring library employers and certified exclusive representatives to engage in good faith bargaining; establishing a collective bargaining process and a process for resolving impasses.

Mr. Auld said HB 65, will be hammered out with significant amendments between committees and both houses of the General Assembly. Delegate Johnson's bill was developed at the same time as the Maryland Association of Public Library Administrators (MAPLA) developed a different bill, Senate bill 680, sponsored by Anne Arundel County Senator Pam Beidle. Rather than seeking to have that one passed into law, even though it was introduced in the Senate, they

are seeking agreement on amendments to the House bill. It is their belief that an amended HB 65 has the best shot of making it through this legislative session.

The following are some of the amendments they are seeking to HB 65:

- Move petition filing date to July to better align with county budgeting processes and corresponding deadlines for bargaining (March to January and June to April).
- Add “sexual orientation, gender identify or expression, and any other status protected by law” to union’s required non-discrimination statement on petition.
- Increase director’s deadline for submitting bargaining unit list from 7 to 30 calendar days.
- Remove ability of director to recognize employee organization voluntarily and unilaterally without election.
- Extend board time to consider mediator’s recommendations on impasse from 5 to 30 days.

Mr. Auld added that because the negotiations are ongoing within the House Appropriations Committee, the exact nature of the law won’t be finalized until they find common ground and go forward with Delegate Johnson on an amended bill agreed to by all.

Review of Strategy FY 24-25

Mr. Rodela said the adoption of Strategy 2023 was a game-changer for AACPL. Its creation, in consultation with Margaret Sullivan Studio, enabled the library to stay away from detailed metrics and focus on strategy. The focus was on who we are, what we want to do, and what changes we want to see in the world. These guideposts got us successfully through the pandemic.

Mr. Rodela presented AACPL’s Strategy FY 24-25 in a slide presentation which included a detailed timeline of its creation. He reviewed the development of the strategy and the composition of its design teams.

Mr. Rodela noted that it is the responsibility of the library director provide the unified vision for the strategy and he invited Mr. Auld to highlight this aspect.

Mr. Auld said that for the previous strategic plan, Ms. Margaret Sullivan, who was also one of the architects for the Michael E. Busch Annapolis Library, was hired as a consultant for her expertise in strategic planning. We also contracted with Ms. Maureen Sullivan, a former President of the American Library Association, whose career is management consulting.

Mr. Auld added that as they were beginning work on Strategy FY 24-25, they spoke with Ms. Maureen Sullivan and she provided a document detailing the responsibilities of the library board as well as its director in leading the staff. *For planning, the library director is responsible, with input from board, staff, community, and foundation, for developing a strategy defining the library’s values, vision and goals. The board’s responsibility is to ensure that the library is faithful to its stated values and vision and is working to achieve the stated goals.*

Mr. Auld said that when Mr. Rodela initiated the project last summer, he initially formed a planning leadership team with the three regional managers. Together, they asked him for his vision, and he provided them with his document entitled *Envisioning the Future of AACPL*. Mr. Auld read from the document.

Mr. Auld noted that the library's *Vision Statement* has remained the same for a few years and is as follows: "*Our Vision is to be a welcoming and evolving community where all people connect, grow, and belong.*" He added that because we have worked for the past year on the equity audit report to develop an equity framework, we added a statement on our commitment to equity.

Congratulations to 1st Vice-Chair Simmona Simmons

Mr. Auld said he was pleased to congratulate Ms. Simmona Simmons, 1st Vice Chair of AACPL's Library Board of Trustees, for winning the *2023 Maryland Library Association Distinguished Service Award*, in honor of her long-time commitment to Maryland Libraries.

Mr. Auld read aloud from her award citation as follows:

Ms. Simmons has dedicated much of her life to working in and supporting libraries. Not only has she provided library service in a variety of roles, but she has trained and encouraged countless students developing today's leaders in the field. She has served as a pivotal member of Anne Arundel County Public Library's Board of Trustees for nearly a quarter century. In her tenure, she has held many leadership positions including currently serving as first vice chair and as a member of the board's executive committee. She also served as a member of AACPL's 100th anniversary committee tasked with marking the system's centennial and unique history. She has served as library school faculty at multiple universities, written for scholarly publications and worked independently on special projects, workshops and seminars. She is a consistent presence at professional conferences, library advocacy efforts and mentorship opportunities. She truly believes in the tremendous value of libraries and librarians.

Ms. Simmons is the namesake of the University of Maryland Simmona Simmons Best Student Paper Award, a fund that supports an annual award for the best student paper written by a graduate student specializing in the Information and Diverse Populations specialization or a paper focused on an issue of primary concern to the specialization.

Ms. Simmons thanked Mr. Auld, the Board of Trustees, and AACPL staff for their congratulations.

Adjournment

Ms. Solomon moved to adjourn the meeting. Ms. Smith seconded the motion. Ms. Simmons adjourned the meeting at 5:38 p.m.

The Board of Trustees will next meet virtually in committees on Thursday, April 20, 2023.