



# Prince George's County Memorial Library System

**Board of Library Trustees Meeting  
January 20, 2022 - 7:00 PM  
Zoom Video Conference Call**

## **Minutes**

### **Board Members Present**

Toni A. Smith, President  
Brett Crawford, Vice President  
Angela D. Smith  
Dr. Arthuree Wright  
Dr. Hiram Larew  
Sylvia Bolivar  
Samuel Epps

### **Prince George's County Memorial Library Attendees**

Roberta Phillips, Chief Executive Officer  
Michael Gannon, Chief Operating Officer for Support Services  
Michelle Hamiel, Chief Operating Office for Public Services  
Nicholas Brown, Chief Operating Officer for Communication & Outreach  
Aishar Pinnock, Director of Talent & Culture  
Blane Halliday, Director for Collection Strategies  
Carla Moore, Director of Information Technology  
Dereje Salehudres, Director of Finance  
Steve Fitzgerald, Director Dynamic Content and Engagement  
Jessica Freeman, Executive Assistant

### **Welcome and Call to Order by President Brett Crawford: 7:08 PM**

### **Foundation & Friends Report**

The Friends and Foundation report was initially scheduled for later in the meeting but was elevated on the agenda to allow Foundations Members to leave following their participation in the Foundation & Friends report and voting on the MOU. Mr. Brown acknowledged the President, Vice-President, and Chair of the Legislative Committee on the Foundation's Board of Trustees, who were in attendance. Fundraising efforts for the year were very fruitful. In September there was a meeting of the minds and a desire to strengthen as well as formalize a relationship between the Library and Foundation as they are separate entities. Mr. Goldberger, Chair of the Legislative Committee, Mr. Brown, and Mr. Crawford served on the joint drafting committee to draft the MOU. After discussing the values behind the partnership and the needs of both the Library and Foundation the committee used other Library and Foundation MOUs to help guide the draft of the MOU. The MOU was adopted by the Foundation at their January Foundation Board meeting. The Committee is hoping

that this board will also approve of the MOU. Mr. Crawford added that the process was friendly and collegial. The MOU is designed to be a living document that should be reviewed on an annual basis. Mrs. Washington-Douglas, President of the Foundation Board, Mr. Goldberger, and Ms. Kim, Vice President of the Foundation gave their support for the MOU and encouraged the Board of Library Trustees to vote in favor of adopting the MOU. Ms. Bolivar moved to approve the MOU between the PGCMLS Foundation and Library System. Dr. Wright seconded the motion. The motion passed with one Board member abstaining.

### **September 23, 2021 & November 18, 2021 Board of Trustees Minutes**

Dr. Wright moved to approve both sets of minutes with requested corrections. Ms. Angela Smith seconded the motion and when put to a vote, it passed with one board member abstaining from voting.

### **Board of Trustees Committee Reports**

#### Personnel & Governance Committee - Toni A. Smith, Chair

It was reported that the Board has interviewed 12 candidates for the Board vacancy. The Board's recommendations have been sent to the County for their consideration. The Committee is currently considering the new board member orientation process, is continuing to review the Library's policies manual, and the CEO's annual evaluation. Many of the members participated in the state's annual Board self-assessment and Ms. Toni Smith has results to share with the Board at large. The committee is considering how to incorporate a similar review process into the Board's processes.

Ms. Toni Smith requested an update from the Talent & Culture Department. Ms. Pinnock provided the following. Due to the Omicron COVID-19 variant there has been an uptick in staff members coming down with COVID. Effective January 13, 2022, PGCMLS facilities will close to staff and the public for the remainder of the duty day when a COVID-19 case is announced by Talent and Culture within two hours of notification to allow enough time for a branch to close to the public. Scheduled telework will continue without interruption if a building is closed for the remainder of the duty day. Staff who are affected by the closure(s) will receive administrative leave for any remaining scheduled duty hours on the date of the closure. Sanitization will occur prior to staff arriving the next duty day. This will be in place through February 28, 2022. All employees have received KN95 masks as well as COVID test kits for the past two weeks and will also receive them next week. 89% of staff are fully vaccinated and for those that are not fully vaccinated, they are still required to test weekly. Mr. Epps asked if the Library is requiring the booster shot as well. Ms. Pinnock indicated that the Library is following CDC guidelines and is only requiring either two shots for Pfizer and Moderna or one shot for Johnson & Johnson.

#### Board Questions and Comments

Mr. Epps inquired about if the System has seen an increase in retirements or other terminations due to COVID. Mr. Epps also asked about the impact that the lack of hiring to match the total number of

terminations has had on the System. Ms. Pinnock responded that COVID-19 has caused fear to return to the buildings and for many who have elected to retire, they became adjusted to being at home so it was an easy adjustment. Otherwise, the Library has also been impacted by the "Great Resignation." There have been available opportunities in surrounding counties and Washington, D.C. On the positive side, the Library has been able to evaluate some positions and alter them to meet the current needs. Mr. Epps commented that the Board needs to keep up with this trend as there is a competitive market.

### **New Business: Alcoholic Beverage Service Proposal**

The Personnel & Governance Committee received the proposal to allow the Library to sell/provide at select events that include beer and wine, granting the CEO the permission and responsibility to authorize the presence of beer and wine at individual events, which will be at the discretion of the CEO. After review and consideration, the committee recommended approval of this policy. Ms. Toni Smith made a motion to accept the alcoholic beverage service proposal and Dr. Wright seconded the motion. When put to a vote, the motion passed with one member abstaining from the vote.

### Board Questions and Comments

Mr. Epps inquired about who would be tasked with identifying who is eligible to receive any alcoholic beverages as well as capping how much alcohol an individual may consume during the event. Mr. Brown indicated that this would largely fall to security personnel and catering staff. Mr. Brown also responded that none of the events would be considered an open cash bar. In terms of liability, the catering company would be required to provide a certain amount of liability coverage on their own. The Library can also work with the County on complementing existing Library liability coverage for these events.

### **New Business: Officer Elections**

Ms. Toni Smith offered the slate of officers. Ms. Toni Smith for President and Mr. Crawford for Vice President. Dr. Wright moved to elect the slate of officers as announced by the personnel and governance committee. The motion was seconded by Ms. Bolivar. When put to a vote, the Board unanimously approved the slate of officers.

### Budget & Planning Committee - Brett Crawford, Chair

#### **Financial Information and Report, Roberta Phillips, CEO**

Mr. Crawford requested that Mrs. Phillips provide a status of the budget in Mr. Salehudres' absence. Mrs. Phillips reported that members of the executive management team met with the Office of Management and Budget for Prince George's County yesterday. She happily reported that there are some increases being proposed that would affect staffing and retention that amounted to approximately \$1.2M to the Library's budget. There are still some gaps in the budget and the advocacy team will be meeting to strategize on the

advocacy efforts to fill those gaps. Mrs. Phillips added that the Governor recently approved his budget and the Library was awarded \$1.5M for the Baden renovation project. Mrs. Phillips applauded Mr. Gannon's efforts in writing the grant proposal. There is a design in place for Baden already and so permitting will be on the horizon. Mr. Crawford inquired about the timetable for construction to begin for Baden and if the grant monies change the timetable. Mr. Gannon provided that the grant monies and matching funds from the County will be given in July 2022.

### **FY 2021 Audit Report, Tim Murphy, Murphy & Murphy LLC**

Mr. Murphy applauded the Library's accomplishments over the past year. Murphy & Murphy did not encounter significant difficulties and had no disagreements with management. They tested internal controls and found no instances of non-compliance with laws, regulations, or any deficiencies that they thought were material. All transactions were properly authorized prior to disbursements being made and were properly recorded. The only delay was in receiving the OPEB liability report in order to comply with the GASB-75. The net position at the fiscal year end 2021 is a deficit, which was caused by the OPEB liability. Funding was \$24.8M and the state increased their funding by \$13,500. The renovation and improvements costs for the Library were over \$5M, which was mostly funded by the County. Revenues increased by 5.1% giving an overall increase of \$540K over the previous year. Capital improvements revenue increased by roughly 52% compared to the previous year. The fund balance stands at \$5.5M of which \$3M is unrestricted. Murphy & Murphy was able to issue an unmodified opinion.

### Questions/Comments from the Board

Mr. Crawford inquired about an increase in the non-current liabilities. He noted that there was such an increase from one year to the next and how responsible the Library is for the increased liability. Mr. Murphy explained that increase is due to the OPEB liability that is distorting the Library's liability. The liability actually is held by the County.

Mr. Crawford moved to accept the audit report from Murphy & Murphy. The motion was seconded by Mr. Epps. When put to a vote the audit report was accepted.

### Community Engagement Committee - Angela Smith, Chair

The committee met on December 1st and January 10th. Three areas of focus for the committee:

1. FY 2023 budget advocacy planning: The committee recognizes that there will be challenges as it is a highly competitive environment to receive funding. The committee is making the case that the Library has been underfunded for years and is now at a point that operations are no longer sustainable but the goal is not to approach that point. An advocacy toolkit is being developed for advocates of the library to aid in advocacy efforts. The advocacy plan will involve all Board members.
2. Results from Fall Customer Survey: 1,922 responses were received from the community. The responses are being reviewed and will be used in advocacy efforts.

3. Staff Community Engagement Committee: Megan Sutherland shared a new tool that staff are able to use to capture customer feedback.

Mrs. Phillips reported that Maryland Association of Public Library Administrators (MAPLA) is starting advocacy work at the state level for libraries across the state. Several other directors are joining the efforts and meeting with delegates.

Mr. Brown shared an update regarding SB432/HB518 Public Libraries - Electronic Literary Products Licenses - Access during the 2021 Session. The bill took effect January 1, 2021. The publishers have filed suit against Maryland. Elliott Schoen and Lynae Polk, Maryland State Library's new AG, are handling the litigation with support from the AG's civil litigation unit. Blane Halliday, Director for Collection Strategies, as well as many other directors and the President & CEO of the Urban Libraries Council have written letters in support of SB432/HB518.

Ms. Angela Smith relayed that a suggestion has been made to include a representative from the Foundation Board member(s) in the Community Engagement Committee meetings. Mr. Crawford relayed that the Board President can appoint an advisory member to any of the Board committees. The President will work with Ms. Angela Smith to have Foundation member(s) appointed to the CEC as an advisory member.

### **Advocacy Training**

The goal of this portion of the meeting is to give pointers to individuals who want to advocate for the library throughout the year.

Dominic Ye, a sixth grade home-school student who frequents the Laurel Branch, wrote a poem about the Library and read it aloud during the Board meeting. Dr. Larew gave his thanks to Dominic Ye and shared his belief that the young library users are a very important part of advocacy efforts and acting as Library spokespersons. He also gave thanks to Amy Jenkins of the Upper Marlboro branch for the poetry competition and arranging for Dominic to present his poem this evening.

Ms. Toni Smith relayed that there will be another Advocacy Training at the March Board meeting. She encouraged listeners to become familiar with the Library's Strategic Framework and 2021 annual report as well as your elected officials for your district.

### **CEO & State of the Library Report - Roberta Phillips, Chief Executive Officer**

Mrs. Phillips thanked staff for their efforts in the COVID-19 test kit distribution. The County police have been instrumental in providing support and traffic control during the COVID-19 test kit giveaways.

## Strategic Focus Areas/Initiatives

Mrs. Phillips highlighted just a few of the Library's programs under the strategic framework:

- Inclusion: launched the "Immigrant Proud" Initiative
- Literacy & Learning: Washington Wizard Winter Reading Challenge underway January 3-March 31, 2022
- Personal Achievement: ULC Top Innovator Award for Workforce Development
- Creativity: Racial Justice Creative Art Contest for Teens

Mrs. Phillips also provided that the Office of Statewide Broadband is convening a working group to collaborate on efforts to expand broadband statewide and advise on technical aspects of SB66, Digital Connectivity Act of 2021. Maryland State Library has selected Carla Moore, Director of Information Technology, PGCMLS, as its primary representative to the statewide working group.

## CIP

Ms. Bolivar inquired about when the Hyattsville Branch would be opening. Mr. Gannon provided that unfortunately, due to a couple of minor issues, the branch did not pass inspection for the use and occupancy permit. Those issues should be addressed quickly and re-inspection will be the following week. Based on COVID levels and the issuance of the use and occupancy permit, the in-person grand opening will likely take place in March. Ms. Bolivar suggested live streaming the grand opening.

Ms. Bolivar also asked about the Langley Park Branch's status. Ms. Phillips provided that OMB is still reviewing the feasibility study and have not made a decision about the location yet. In the meantime, the Library is evaluating staffing for this branch and creating a new prototype for staffing.

## **Requests to Address the Board**

*none*

**Closing Statements:** President Smith thanked the attendees of the Board meeting and all staff involved with the COVID test kit distribution. Mr. Crawford moved to close the public Board meeting and enter into a closed Executive Session according to the Maryland code section 3305 B, sub sections one, eight and nine of the open meetings act. Ms. Bolivar seconded the motion and the motion was carried.

- **Adjourn:** 8:50PM