



# Prince George's County Memorial Library System

**Board of Library Trustees Meeting  
May 19, 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  
Nicholas Brown, Chief Operating Officer for Communication & Outreach  
  
Blane Halliday, Director for Collection Strategies  
Dereje Salehudres, Director of Finance  
Aishar Pinnock, Director of Talent & Culture  
Jessica Freeman, Executive Assistant

### **Welcome and Call to Order by President Toni Smith: 7:03 PM**

**May 19, 2022 Meeting Agenda:** Adopted by consensus

### **March 17, 2022 Board of Trustees Minutes**

Mr. Epps moved to accept the minutes as submitted. Ms. Angela Smith seconded the motion and when put to a vote, it passed unanimously.

### **President's Report**

March 30 – Brought greetings at Hyattsville Branch opening  
Attended virtual advocacy meeting with the CEO, staff, and Councilman (D4) Todd Turner  
  
April 5 – Participated in Prince George's County Reads: "A Question of Freedom" virtual book discussion  
  
April 6 – Attended virtual Does Your Zip code Impact Your Whole Life - Health Stream  
  
April 19 – Attended PGCMLS Foundation's Board Meeting  
  
April 20 – Impromptu visit of the Bladensburg Library temporary site  
  
April 25 – Observed virtual Staff Day sessions

April 27 – Attended The Pebble Pop-up Library Press Preview @ Arts'tination at National Harbor

President Smith will also be working to visit the branches during the month of June.

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

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

No report.

**Talent & Culture Report - Aishar Pinnock, Director of Talent & Culture:** Mask mandates continue to be in place for both customers and staff members. There has been another surge in the County, which has caused an uptick in COVID cases within the system. The system is waiting for children 5 and under to be able to be vaccinated as a method to evaluate the mask mandate as well as working with the Union to gauge staff comfort levels. The system hopes to revisit and evaluate mask mandates towards the end of June or beginning of July.

#### Questions/Comments from the Board

Mr. Epps inquired, during this surge, if home test kits would be provided as they were during the last COVID surge. Ms. Pinnock indicated that home test kits were provided to staff from roughly February through early May due to a surplus in kits that were received from the health department as a number of branches served as distribution centers. Some of the branches still have a surplus and interested staff would be welcome to those test kits. However, since the Library is not receiving test kits, there would not be a surplus to provide to staff. Mr. Epps requested that staff be made aware in a weekly communication how they may obtain kits from the federal government.

#### Budget & Planning Committee - Sylvia Bolivar, Chair

The committee is in receipt of the updated procurement policy but further review and discussion is needed. Another meeting date is in need of scheduling.

**Financial Information and Report, Dereje Salehudres, Director of Finance:** Year-to-date operating revenues were \$24.73M, which is 74.1% of the budgeted amount, compared to \$24.71M, or 73.2% in fiscal year 2021. Branch revenue and other revenue had a negative variance of (\$293K) as revenues were significantly lower than anticipated. The County had required the System to use \$808,600 out of the Library's fund balance as part of the approved revenue budget. 75% of that has been allocated as operating revenue for July through March 2022. Year-to-date operating expenditures were \$25M, which is 74.8% of the budgeted amount, compared to \$23.9M, or 70.8% a year ago. Both lower than budgeted costs for compensation and library materials positively impacted the overall operating expenditures but were negatively offset by operating services and supplies. The fiscal year-to-date net change in fund balance, budgetary bases, was a deficit of \$239K, for the most part due to lower than budgeted revenues from branch and other revenue sources, and higher than budgeted expenditures in operating services, computer software & support, and

utilities; favorably offset by lower than budgeted expenditures in compensation, library materials and other expenditure categories. Overall the Library's fund balance decreased by \$845K, due to year-to-date deficit in addition to the use of fund balance in the amount of \$606K. The Library has incurred \$5.3M in CIP expenditures and recognized the same amount as revenue. Grant related revenue and expenditure were about \$508K and \$515K respectively.

#### Community Engagement Committee - Angela Smith, Chair

Advocacy has been in full swing since the March Board meeting. There have been two budget hearings with the County Council. Ms. Smith recognized those Foundation and staff members that attended the budget hearings. Members of the Board also submitted written testimony and requests for the Library budget. Tracy Simpson, from the PGCMLS Foundation, has joined the Community Engagement Committee.

#### **Community Engagement Report, Roberta Phillips, Chief Executive Officer**

Summer Prince George's PGCMLS is launching new marketing for summer reading and engagement in 2022. "Summer Prince George's" celebrates reading, learning, recreation, and local community. Co-presented with the Washington Nationals for the third consecutive year, participants can track reading, event attendance, and use of online resources to earn badges and prizes, which include a voucher for Nationals tickets, t-shirts, grand prizes from partners like the Capital Wheel at National Harbor, and more. New this year is the PGCMLS Book Crawl, a series of events for adults at local breweries, coffee shops, and community spaces. The series features events at Denizens Brewery, Vigilante Coffee, Olive on Main, Calvert Brewing Company, The Capital Wheel, New Deal Cafe, Robin Hill Farm & Vineyards, Rise Up Nutrition, and Town Center Market. All events are free, registration required. Mr. Fitzgerald also provided links to the summer events and noted the June 11th kick off event hosted in partnership with the Washington Nationals at Walker Mill Regional Park. Baseball bats, baseballs, and books will be available for giveaways.

Community Health Worker in the Library: The Library and Prince George's County Health Department launched "Community Health Worker in the Library" the week of May 9. Customers in targeted economically disadvantaged communities will be able to claim free bags of groceries/essential supplies and participate in preventative health screenings. Locations include Hyattsville, Upper Marlboro, New Carrollton, Spauldings, and branches TBC in the north and south areas. So far there have been a few setbacks with the program but the program will continue through the month of June.

#### Questions/Comments from the Board

Dr. Wright inquired about continuing the hybrid model for programming. Mr. Fitzgerald provided that yes, in a limited capacity, there will be a short list of programs that will be offered in a hybrid model.

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

Racial Healing Circles: Thanks to Ryeisha Simms, Librarian III at the Largo-Kettering Branch and team member of the Racial & Social Equity team, the Library has partnered with Prince George's Community College to provide Racial Healing Circles. In the healing circle experience, a group of people come together to share personal narratives and stories. It focuses on our collective humanity and uplifts the qualities that unite us rather than divide us. Although the test group was staff, the goal is to begin providing the healing circles to the community.

The Commons: Mrs. Phillips provided that the design work for the Commons projects are really coming along.

National Conference Recognition: Mrs. Phillips reported that many staff have been able to represent PGCMLS at many national conferences including the Public Library Association's bi-annual conference, The joint Maryland & Delaware Library Association's annual conference and will be in attendance of the annual American Library Association conference to be held in D.C. this year.

Staff Meeting Attendance: The CEO will be visiting branches over the coming months.

CIP: Mrs. Phillips provided that both the SR and BL projects are on schedule. There is a progress report on the movement with Langley Park and the CEO can share that with the Board members.

## **Advocacy Training: How to Become an Ambassador for Your Library - Megan Sutherland, East Area Director**

President Smith thanked Board members, staff, community members, and union members for their advocacy efforts this budget season.

Ms. Sutherland highlighted advocacy techniques that can be employed during the summer when politically things are quieter. It is important to ask for continued support for the Library? Ms. Sutherland shared the [love my library advocacy page](#) on the PGCMLS website, which is always a good resource throughout the year. The advocacy page includes an Advocacy & Government Relations Guide as well as Community feedback where customer comments have been highlighted and customers can let the Library know how it is doing. She encouraged potential advocates to be aware of:

- Place: the Library has 19 branches and are usually out in the community taking part in outreach events with partners.
- People: The Library is highly trained and can provide a wealth of knowledge
- Platform: Ex: the Library's Summer Prince George's Co. that provides engaging activities to all ages over the summer

- Positive Impact: The Library's summer reading program helps to curb reading declines over the summer break from schools.
- Have an ask: Even if that is for continued support for the Library.

### **Foundation & Friends Report**

Dr. Larew reported that since the last meeting the Foundation has purchased liability insurance. The next Foundation Board meeting will be in July.

### **Requests to Address the Board**

No requests to attend the Board.

**Closing Statements:** President Smith wished all a nice upcoming Memorial Day. 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:** 7:44PM