



Prince George's County Memorial Library System

**Board of Library Trustees Meeting
July 21, 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
Patrice Garnette
Robert Fernandez
Sylvia Bolivar

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: 7:05 PM

May 19, 2022 Board of Trustees Minutes

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

President's Report

June 7: Participated in final Prince George's County Reads: "A Question of Freedom" virtual book discussion

June 24 – 27: Attended the American Library Association (ALA) Annual Conference in Washington, DC

President Smith introduced both Patrice Garnette and Robert Fernandez as the two newest members of the Board. Ms. Garnette will be serving on the Budget & Planning Committee and Mr. Fernandez will be serving on the Community Engagement Committee.

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

Pride Month

Despite the vandalism of two Library branches and any risks of other negative feedback, the Library hosted a number of Pride themed events in the month of June across the branches. We did not let it

deter us from supporting our LGBTQ+ community. Programs of note were "Black and Proud+", Rainbow Festival @ New Carrollton Branch, Capital Pride Parade & Annapolis Pride Parade and Festival, as well as The Butterfly Project Luncheon.

American Library Association Annual Conference in Washington, D.C. June 23-28

Members of the staff presented at the recently held ALA Annual Conference. Others attended as well but did not present. In addition to the staff, Toni Smith also attended the conference. Mrs. Phillips provided a list of staff who presented at the conference.

Kickoff Summer Prince George's - Play Ball with the Washington Nationals

On June 11, 2022, from 10:00 - 12:00 with the partnership of the Washington Nationals, PGCMLS kicked off its Summer Prince George's summer reading program. Washington Nationals players attended and read a book to attending children. Attendees received a free bat and ball from Major League Baseball as well as a baseball themed book from PGCMLS. Brett Crawford was also in attendance to help make this day a success.

Summer Meals

As part of ongoing efforts to provide access to healthy meals for children in our community, Beltsville, Hyattsville, New Carrollton, Spauldings, Glenarden, Fairmount Heights, Hillcrest Heights, and Oxon Hill will offer free summer meals to children under the age of 18 on weekdays from June 27 to August 12.

CIP

The Commons: The Commons spaces design work has been completed pro bono by a Baltimore design firm, Neighborhood Design Group.

Bladensburg: This project is moving along quickly.

Surratts-Clinton: May be able to be opened in the late fall.

Central Library: Talks have taken place with the county to replace the Largo-Kettering Branch with a Central Library in Largo Town Center.

Baden: This project is in permitting.

Foundation & Friends Report, Nicholas Brown, COO for Communication and Outreach

Mr. Brown thanked Dr. Larew for his participation with the Foundation as the Liaison from the Board of Trustees to the Foundation Board.

The next Foundation Board meeting will be on July 26, 2022 at 6:00 at the Hyattsville Branch. The Foundation is focusing on special events, fundraising strategy planning, policy planning around gift acceptance, researching an investment policy as well as procuring investment advisory services.

John Pfifer joined the Library recently as the Donor Engagement and Grants Officer. The department is now ready to ramp up the Library's capacity for pursuing funding opportunities. The Library has recently been awarded a grant from the state of Maryland in the amount of \$564,000 through the Maryland Emergency Education Relief program, which will augment what was planned for both the Surratts-Clinton and Bladensburg branches. The Library recently learned that the Maryland State Library is partially funding the Library's grant application for the master facilities plan. The Library has exceeded most of its fundraising goals for the past fiscal year. Two big fundraising goals for the upcoming year are to increase individual giving as well as corporate philanthropy. The Foundation awarded funds for ten different staff driven proposals.

Library leadership hosted an open meeting with friends groups in June. Good discussions were had. The Library's leadership team is looking forward to continuing to support branch relationships with their Friends groups and have John Pfifer connect with the Friends leaders.

Questions/Comments from the Board

Ms. Angela Smith asked how many active Friends groups there are. Mr. Brown indicated that the Library has regular contact with at least six Friends groups, but that is not an exact figure.

Budget & Planning Committee - Sylvia Bolivar, Chair

Ms. Bolivar welcomed Ms. Garnette to the committee. The committee will be scheduling a meeting with Mr. Salehudres and other staff to go over the procurement policy changes.

Financial Information and Report, Dereje Salehudres, Director of Finance: Year-to-date operating revenues were \$30.5M, which is 91.6% of the budgeted amount, compared to \$30.4M, or 90.0% in fiscal year 2021. Branch revenue and other revenue had a negative variance of (\$192K) as branch revenues were significantly lower than anticipated. The County has required the Library to use \$808,600 out of the Library's fund balance as part of the approved revenue budget. Year-to-date operating expenditures were \$30.9M, which is 92.6% of the budgeted amount, compared to \$29.7M, or 88.1% a year ago. Operating services and

supplies were unfavorable by (\$509K) mainly due to higher risk management insurance activity and the accrual for the insurance reserve. Computer software & support, building & equipment, as well as utilities were running higher than expected. This was offset by lower than budgeted compensation. Compensation was \$22.3M, 89.4%, and lower than the budget because of various open positions, salary saving from refilling positions with lower salary rates and the fact that Sunday hours started late due to COVID19. The fiscal year-to-date net, change in fund balance, budgetary bases, was a deficit of \$365K, for the most part due to lower than budgeted branch revenues, and higher than budgeted expenditures in operating services, computer software & support, and utilities; favorably offset by lower than budgeted expenditures in compensation. Over the entire Library's fund balance decreased by \$1.1M, due to year-to-date deficit and the use of fund balance for \$741K. The Library has incurred \$6.2M in CIP expenditures and recognized the same amount as revenue. Grant related revenue and expenditure were about \$626K and \$639K respectively.

Community Engagement Committee - Angela Smith, Chair

Ms. Smith welcomed both Ms. Garnette and Mr. Fernandez as well as thanked Mr. Fernandez for becoming a member of the CE Committee. The committee met last week on July 13th. Ms. Smith encouraged members to participate in the Doodle poll to schedule the next few meetings. Funding is available for the Rover to Go mobile Library. Committee members have been advised to send thank you notes to delegates who have supported the mobile unit. Mr. Brown will be supplying templates for members to customize. At the state level there is potential statewide funding available for Books from Birth, which is much needed for PGCMLS as enrollment has exceeded current funding levels. The committee is keeping an eye on the county level elections. Ms. Smith commended the team for updating the advocacy page on the website. Upcoming events include Nationals Stadium Library Night and the Foundation Board Orientation, which Board of Trustees members are encouraged to attend. Megan Sutherland continues to provide positive community feedback received from the branches to this committee. Ms. Sutherland also shared that the Library has been working to provide Chromebooks for long term use with community partners and these efforts are going well.

Community Engagement Report, Nicholas Brown, COO for Communication & Outreach

Summer Meals: Several branches are offering meals for K-12 children in the county. As of today a grab and go option is also available.

Cooling Centers: Branches are being advertised as cooling centers during the summer heat and during power outages.

Summer Prince George's: This series has been very successful with each branch coming up with creative programming around it. Enrollment is up from last year.

Personnel & Governance Committee - Toni A. Smith, Chair

The Board recognized former COO for Public Services, Michelle Hamiel who recently left the organization for an opportunity as the Director of Strategic Initiatives with Urban Libraries Council. The Board also awarded former Board members Dr. Hiram Larew and Samuel Epps, IV for their years of service on the Board of Library Trustees.

President Smith welcomed Megan Sutherland into her new acting role of COO for Public Services.

President Smith announced that Mrs. Phillips will be separating from PGCMLS as of July 29th. Board members recognized Mrs. Phillips contributions to the Library system in her three and a half years that she has led. Mrs. Phillips gave her thanks to both customers and staff.

Talent & Culture Report - Aishar Pinnock, Director of Talent & Culture: Management is still in negotiations for the new collective bargaining agreement. While there are a number of vacancies, the department is working to fill those vacancies, which has in turn created opportunities for internal candidates. Due to cost savings in salaries, the Library was able to increase the hourly wage for Clerical Aides, which went into effect in June. Management is in discussion with the Health and Safety Committee and Union representatives to discuss future plans for the pandemic and the impact on PGCMLS. There is currently a surge in the county and this has caused an uptick in cases within the system. As the system has seen an uptick in active shooters the Library has implemented a number of mandatory online trainings and is looking for in person training opportunities.

Requests to Address the Board

No requests to attend the Board.

Closing Statements: President Smith thanked the former Board members, Michelle Hamiel, and Mrs. Phillips once again. 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. Dr. Wright seconded the motion and the motion was carried.

- **Adjourn:** 7:59 PM