



Prince George's County Memorial Library System

**Board of Library Trustees Meeting
September 15, 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

Michael Gannon, Acting Co-CEO
Nicholas Brown, Acting Co-CEO
Aishar Pinnock, Director of Talent & Culture
Blane Halliday, Director for Collection Strategies
Carla Moore, Director of IT
Dereje Salehudres, Director of Finance
Jessica Freeman, Executive Assistant
Megan Sutherland, Interim COO for Public Services

Welcome and Call to Order by President Toni A. Smith: 7:06 PM

July 21, 2022 Board of Trustees Minutes

Dr. Wright moved to accept the minutes as distributed with any typographical corrections as needed. Ms. Bolivar seconded the motion and when put to a vote, it passed unanimously.

President's Report

Ms. Smith provided a written report to the Board and highlighted a few of the meetings that she attended over the past two months. She attended a number of closed Board meetings over the past two months regarding the departure of the CEO and the transition to the Acting Co-CEOs.

August 4 – Attended media event with the American Library Association at Hyattsville Branch Library

August 9 – 11 – Attended United for Libraries Virtual: Trustees – Friends – Foundations, three-day interactive virtual event featuring expert speakers on current topics facing library Trustees, Friends, Foundations, and staff who work with them. Both Ms. Bolivar presented at the virtual conference. Attended the following workshops:

- Practical Policy Management: A Guide for Trustees

- Library Workers are NOT Okay: How Trustees/Friends/Foundations Can Support the Health & Well-Being of Library Staff
- Preparing for a Material Challenge
- Community Needs Assessment: Informing Library Goals and Strategy
- Tweeting to Congress: Library Social Media Advocacy

August 27 – Attended PGCMLS Night at the Nationals to celebrate our partnership

Advocacy Highlight - Megan Sutherland, Interim Chief Operating Officer for Public Services

Ms. Smith noted the importance of advocacy for the Library. Advocacy happens not just externally but also when staff attend conferences and win awards. Ms. Sutherland, Interim COO for Public Services, indicated that the Library and its staff have been recognized nationally over the past few years. Two of those such awards come from the Citizens for Maryland Libraries (CML). CML works to build public awareness and is the voice for library services throughout the state of Maryland. Ms. Sutherland also recognized Board of Library Trustees member, Dr. Arthuree Wright, as also a board member of CML.

Citizens for Maryland Libraries Outstanding Awards - Jim DeArmey, Interim Executive Director of CML

Mr. DeArmey presented Heather Jackson, West Area Director, with the Outstanding Employee Award and Carla Moore, Director of Information Technology, with the Davis McCarn Technology Award. Each recipient will receive their award and cash prize in the mail. Mr. DeArmey also encouraged interested Board members to attend the October 15th CML Annual Conference for Trustees, which will be held at the Busch Annapolis Library.

Board of Trustees Committee Reports:

Personnel & Governance - Toni A. Smith, Chair

With the change in Library leadership, it is fortunate that the Library has both Michael Gannon and Nicholas Brown to keep the Library on track as the Acting Co-CEOs. Unfortunately the committee has not finalized agreements with the two Acting Co-CEOs as of yet but is actively working on this. In terms of replacing the CEO, the Board has made the decision to conduct a national search.

The committee is working to schedule a fall Board retreat and reviewing the bylaws.

Talent & Culture Report - Aishar Pinnock, Director of Talent & Culture: After months of negotiating, PGCMLS management and MCGEO have tentatively agreed upon a new Collective Bargaining Agreement. Final edits are being made now. MCGEO is planning to meet with their membership next week to begin ratification. The Personnel & Governance Committee will receive information shortly. It has been agreed upon that the CBA will go into effect September 1, 2022.

High levels of recruitment have been occurring as there are many open positions to fill. There have been a number of staff promotions but this creates new vacancies.

With regard to staff safety, Ms. Pinnock recommended changes and updates to the previous policy entitled COVID-19 Vaccination & Testing Policy. The new policy would be the COVID-19 Vaccination & Notification Policy. The main elements would include no longer requiring weekly testing of those staff members who are not vaccinated, of which there are only about 30 staff members, proposing to only provide administrative leave for those staff who provide a positive PCR test, a reduction in administrative leave for a positive PCR test

from ten days to five days, to provide this leave for both vaccinated and unvaccinated staff, and that new staff will be required to provide their vaccination status within seven days of their start date.

President Smith indicated that the committee did not have any proposed questions or recommendations. Mr. Crawford moved to accept the COVID-19 Vaccination & Notification Policy as presented. Dr. Wright seconded this motion and when put to a vote, it was unanimously approved.

Budget & Planning - Sylvia Bolivar, Chair

Ms. Bolivar took a moment to recognize the work of Carla Moore and Heather Jackson and commend them for their winning the CML awards.

The Committee will become very busy over the next few months. They will need to finalize the procurement policy as well as begin working on the FY 2024 budget. Meetings will need to be scheduled with the Acting Co-CEOs and Director of Finance to work on these items.

Director of Finance Report - Dereje Salehudres, Director of Finance:

FY 2022 Audit and Year End

Auditors from Murphy & Murphy have completed their fieldwork; however, the audit process is still ongoing for both the Library and the Foundation. All of the audit work is complete except for two outstanding items; the risk management insurance allocation costs and OPEB liability. Both figures should be received from the county by the end of September; however, the county is anticipating the final audit report by October 1, 2022. This is not likely to happen as the risk management insurance costs and OPEB liability numbers will need to be received and factored in first. In FY 2021 the Library incurred \$787K in expenses for risk management and \$332K for insurance of which the majority of this expense is for cyber security and related items. In FY 2021 the Library incurred \$37M as a long-term liability from other post-employment benefits (OPEB).

The actual preliminary result is about a \$798,000 deficit, before considering the \$808,600 use of fund balance as a revenue source, mainly due to higher risk management insurance activity and estimated accrual for the insurance reserve. Revenues were about \$33.2 million, excluding receipt of the state aid-on- behalf of retirees and grant revenue. Operating expenditures were about \$34 million. After offsetting state aid-on-behalf of retirees and grant. Operating expenditures were at 101.9% of budget and above last year's expenditure by approximately \$1.1M.

Capital Improvement Revenue and Expenditure. The County supports large capital improvements, which are paid for by the Library System with reimbursement by the County; this amount was \$6,619,000 for the fiscal year. By year-end, the County had reimbursed all the cost to the library but the May and June reimbursement requests in the total amount of \$1.2 were pending.

The cash balance decreased, approximately by \$1.5M, from \$5,325,900 in fiscal year 2021, to \$3,761,600, in fiscal year 2022.

Grant related revenue and expenditure were about \$1.1M, respectively.

Year-to-Date Budget Highlights as of July 31, 2022: Excluding grants, the Library has received revenues of 8.2%, or \$2.9M actual, of the budgeted amount.

Community Engagement - Angela D. Smith, Chair

Ms. Smith congratulated both Carla Moore and Heather Jackson. Ms. Smith also shared that she and her son recently visited the Accokeek Branch and enjoyed a good experience there.

Ms. Smith reported that the committee met on August 23, 2022 and has another meeting scheduled for October 24, 2022. At the August meeting, the updated Library advocacy page was shown to the committee. Unfortunately Senators Van Hollen and Cardin have removed the Rover Library To Go from their proposal to be funded. Ms. Smith encouraged her fellow Board members to attend the October 15th CML Annual Conference for Trustees and indicated that she will be in attendance as well. Another event that Ms. Smith promoted was the October 25th South Bowie 10th Year Anniversary celebration. The committee is ramping up for fiscal year 2024 and looking forward to being in touch with the council members that will be appointed later this fall.

Communication & Outreach Report - Nicholas Brown, COO for Communication & Outreach:

Mr. Brown shared an upcoming Dr. Ibram X. Kendi and Rep. Cori Bush | Banned Books Week Event on September 22nd that is one hosted by Busboys and Poets at their Anacostia location.

Maryland Association of Counties (MACo) Conference

Senators Van Hollen and Cardin have removed the Rover Library To Go from their proposal to be funded and this will mean that the funding proposal will come out of the House proposal as well. Ms. Sutherland reported on her Maryland Association of Counties (MACo) Conference at the end of August. She was able to speak with many elected officials or their staff and candidates. Next year the Library hopes to have a larger presence at the MACo Conference.

Totally Rule at School

PGCMLS has a new visual campaign for promoting back to school resources for the 2022/23 academic year. "Totally Rule at School" is aimed at sparking student/family interest in key resources that will support academic advancement.

Rock Banned

The Library is launching a new campaign for Banned Books Week (September 18-24) called "Rock Banned," which will involve displays at branches, digital/social content, communications messaging about the importance of intellectual freedom, and recommended resources. Following Banned Books Week this will remain as an ongoing campaign.

Summer Prince George's

This year's summer engagement program was a success, with increased registration, program completion, and participation compared to the past two years. The Library presented or participated in over 1,000 events affiliated with Summer Prince George's. The rebranding effort was successful and was generally well received by customers and staff.

Hispanic Heritage Month

PGCMLS is presenting 69 events for Hispanic Heritage Month, its biggest lineup in the past three years. Programs include performances by Latin GRAMMY winners 1, 2, 3 Andrés, Cantaré, and Mr. Lilo.

South Bowie 10th Birthday Festivities

The South Bowie Branch Library turns 10 years old on October 25, 2022. Save the date for an afternoon of activities for the entire family, plus a special evening program (6 pm) featuring Bowie resident and Pulitzer Prize winner Leonard Pitts Jr.

CEO & State of the Library Report - Nicholas Brown, Acting Co-Chief Executive Officer

On behalf of the entire Executive Team, Mr. Brown congratulated both Carla Moore and Heather Jackson on their CML awards, recognizing their vital contributions to this organization.

Public Health Updates

Key public health updates were shared with staff and union field reps during an all-staff safety briefing on August 25. Topics that were addressed were the recent targeting of the LGBTQ+ community, COVID-19 protocols, monkeypox, and shoring up safety protocols. The Executive Team continues to monitor COVID-19 and Monkeypox data and metrics on a daily basis to inform safety protocols for staff and customers. There are no local or state emergency declarations for either illness at present.

Partnership with University of Maryland Capital Region Medical Center

PGCMLS launched a new partnership with University of Maryland Capital Region Medical Center to facilitate direct registration for Books from Birth before newborns are discharged from the hospital. With support from the PGCMLS Foundation, 250 families will receive a "Baby Bundle Tote" containing a book and other literacy support materials as an incentive for registering through the partnership. 199 children have registered through hospitals to date.

CIP

Mr. Gannon gave his congratulations to both Carla Moore and Heather Jackson as well.

South Bowie Branch: The branch recently opened after a refresh that included new carpet, repainting, bottle filling stations installation, new public computers, and other touch ups.

Fairmount Heights: This branch will be closing for the D.R.E.A.M Lab's expansion project. The IT department will be removing equipment next week and once completed, the contractors will be able to begin work on the expansion.

Bladensburg: This project is moving along well and hasn't experienced any supply chain issues lately.

Surratts-Clinton: Progress has been hindered by supply chain issues. Currently, there is a delay in receiving all of the parts for the fire detection system but all of the parts should be received by the end of October. Unfortunately this means that staff may not be permitted access to the building and materials may not be shelved.

Facilities Master Plan: The consultant is in the data collection stage and the Library is providing the requested information. They will be doing focus groups and once finalized they will be presenting their report to the Board. The Library was able to ride on a contract that Enoch Pratt Library had used to have their master facilities plan done. Once the data collection has been completed, they will begin conducting focus groups with internal and external stakeholder groups to include staff. The goal is to be able to make more informed decisions about new branch locations, expansions, and relocating branches as well

as having fact based data to provide to the county. The plan should be ready by sometime in November but it is not yet clear if it will be ready in time for the November Board meeting.

Baden: Bids are due for the contracting work by the end of the month. The county real-estate has negotiated a \$1/year lease for three years before the building is transferred to the County.

The Commons: Beltsville, Oxon Hill, and Largo are in the construction documents phase.

Comments/Questions from the Board

Ms. Bolivar commended Mr. Gannon for the foresight in having a master facilities plan done.

Foundation & Friends Report, Brett Crawford, Ex-Officio Foundation Member

No report but Mr. Crawford is looking forward to the upcoming Foundation Board meeting.

Requests to Address the Board

No requests to attend the Board.

Closing Statements: President Smith thanked everyone for their attendance and congratulated Carla Moore and Heather Jackson again. She also thanked Mr. Brown and Mr. Gannon for their support in this transitional period. Ms. Bolivar 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. Angela Smith seconded the motion and the motion was carried.

- **Adjourn:** 8:14 PM