

**BOARD OF LIBRARY TRUSTEES MEETING****January 10, 2017 – 7:30 p.m.****Laurel Branch****Minutes****Board Members Present**

Dr. Christy Wright, President  
Samuel Epps, IV, Vice President  
Brett Crawford  
Dr. Arthuree Wright  
Toni A. Smith  
Sylvia Bolivar

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

Kathleen Teaze, CEO  
Michelle Hamiel, COO of Public Services  
Michael Gannon, COO of Support Services  
Jeff Naftal, Director of Human Resources  
Dereje Salehudres, Director of Finance  
Blane Halliday, North Area Manager  
Jessica Freeman, Executive Assistant  
Karin Luoma, Assistant Branch Manager

Absent:

- Welcome and Call to Order: 7:38PM
- Mr. Crawford made a motion to approve the November 15, 2016 Board of Library Trustees meeting minutes. The motion was seconded by Ms. Smith. The minutes were approved with a unanimous vote pending the correction of typos; Mr. Epps agreed to send the Executive Assistant those that he noticed.
- **Committee Reports:**  
In September 2016 the Board had an orientation; during which, the Board decided upon the naming of the committees and their membership. There remain a few openings on the committees, should Board members like to fill in on the Planning & Evaluation Committee and the Outreach Committee.

**Nomination Committee – Samuel Epps, Chair**

Mr. Epps has received feedback on the applicants for the remaining Board of Library Trustees vacancy from his fellow Board members. Of the twelve applicants, the Board is interested in interviewing six applicants. Mr. Epps recommends conducting all interviews on Saturday, January 28<sup>th</sup>. Mr. Epps hopes to submit a recommendation letter to the County Executive in early February.

- **Financial Status Report – Dereje Salehudres, Director of Finance**

Year-to-date operating revenues were \$11.4M, which is 40.8% of the budgeted amount, and 1.8% higher compared to year-end actuals from last year. Year-to-date operating expenditures were \$6.6M, which is 11.0% of the budgeted amount, and higher by 0.7% compared to 38.6% of year-end actual of a year ago. The fiscal year-to-date net effect was a surplus of \$405K compared to \$68K surplus a year ago. Over all, if revenues and expenditures run at the current level and as projected, the Library will be close to target at year-end.

Mr. Epps requested an explanation of the procurement card rebate. Mr. Salehudres addressed this question and explained the increase.

- **Chief Executive Officer Report – Kathleen Teaze, Chief Executive Officer**

Maryland Nonprofits 2017 Legislative Preview

CEO Teaze attended the Maryland Nonprofits 2017 Legislative Preview on Monday, January 9<sup>th</sup>. During this preview elected officials from the general assembly and federal government provided information about what to expect in 2017. CEO Teaze provided some incite gained from the legislative preview:

- Maryland’s advisory boards on libraries (MACL) and Maryland Association of Public Library Administrators (MAPLA) hope to propose a bill to move the Division of Library Development and Services (DLDS) out from under the Maryland State Department of Education (MSDE) where it currently resides, which would make DLDS a standalone department. This action would help increase funding for libraries within the state. There have been disproportional cuts in funding when DLDS has been under MSDE.
- Due to shortfalls in the projected revenues for the state, there will likely be state aid to libraries cuts or temporary freezing for Library funding for 2017 and 2018. The amount of money per capita is written in statute and there was a built-in escalator of that money over a number of years. In 2012, the money given per capita was frozen at \$12/capita. The law allows the funding to increase to up to \$16/capita. As of last year PGCMLS received \$14.23/capita, which made the County among the highest who received state aid; however, this amount may either be frozen or reduced in the upcoming years. It is expected that the Health & Human services will receive the biggest cuts.
- This legislation will take effect July 1, 2017 for fiscal year 2018.
- The Board received invitations to the Maryland Library Association’s Maryland Library Day Reception on February 14, 2017.

Strategic Plan Measures

Although the net promotor score has fallen from 79 to 78.6 it is still well above the goal of 65. Customer comments are being taken into account and those that are detractors are being contacted in order to address their concerns.

- **Chief Operating Officer of Public Services Report – Michelle Hamiel, COO of Public Services**

Kids Achieve Club: Homework Help for Spanish Speakers

There is now homework help at PGCMLS for Spanish speakers at the Largo-Kettering, Glenarden, Beltsville, Oxon Hill, and Spauldings Branches. The Retired Service Volunteers Program (RSVP) members are being utilized to staff the program and help the students with their homework. Parents are encouraged to learn along with their children.

University of Maryland, College Park Department of Speech & Hearing Sciences

The Department of Speech & Hearing Sciences has contacted PGCMLS and is interested in working with the PGCMLS’s Family Literacy Specialist. The Department of Speech & Hearing Sciences has received funds from a grant that they received to work with teen parents. This is an underserved customer based at PGCMLS so there is interest in working with the University to reach out to that population.

## Community Forums

There have been a number of Community Forums held at the Spauldings Branch with the most recent having been the Media & Us: How the Media Portrays African Americans. Turn out has been positive and according to feedback received; the community is interested in future forums.

## Red Flags

Some of the schools were not allowing PGCMLS Librarians into the schools due to background checking and fingerprinting requirements. The school system's Accountability Office has sent a letter to all school principals indicating that because PGCMLS performs background checks on all employees prior to hiring them, that PGCMLS Librarians are permitted in the schools. A copy of the letter will be distributed to the Librarian III's and Area Managers.

## Emergent Literacy Program at the Detention Center Pilot

The PGCMLS Family Literacy Specialist worked with the first client from the detention center today. For the newly deployed program, clients at the detention center have been given instruction on how to read to their children in an engaging way. Clients will be recorded reading the book for their child/children. The video recording will be uploaded to YouTube where the child can access the video. The parent/guardian with the child will receive a packet including a link to the video, a copy of the book their parent read in the video, and emergent literacy activities and information, a library card, and a tour of their local library.

- **Chief Operating Officer of Support Services Report – Michael Gannon, COO of Support Services**

### Laurel Branch Updates

The Laurel Branch is surpassing all other branches in terms of circulation use. 95% of circulation is completed through self-checkout. Three tours of the Laurel Branch have been provided to other Library systems.

The Laurel Branch had piloted Vox audio-enabled books for children. They pair audio with print material and seek to impact reading performance for children. The battery lasts for thousands of reads. Based on the popularity at Laurel, the decision has been made to expand the Vox books into the system's collection.

The Laurel Branch piloted Playaway audio books, which comes pre-loaded and ready to use with one audiobook per device. There has again been popular demand for the Playaway audio books so they will be made available to the system at large. Mr. Crawford inquired about the cost effectiveness of the Playaways compared to CDs or downloadable audio books. COO Gannon relayed that the Playaways are slightly cheaper than their CD counterparts and much cheaper than Overdrive. Hoopla materials provide some flexibility in pricing as it is paid per borrowed item rather than needing to purchase a title in advance and then hoping it will be borrowed.

### New Carrollton Branch Update

COO Gannon attended a work initiation conference last week. The County issued a preliminary notice to proceed to the contractor. Within about two weeks a formal notice to proceed will be issued and work can begin. Renovations will take around 14 months.

- **Correspondence Log**

Ms. Bolivar asked if a response had been issued to Council Member Deni Taveras' letter. CEO Teaze provided that she had a meeting with Council Member Taveras.

- **New Business: Election of Board Members**

The Nomination Committee Chair reported that at the prior Board of Library Trustees meeting, Dr. Christy Wright and Samuel Epps were recommended as the President and Vice President, respectively. Mr. Epps moved that the Board accept the recommendation of the Nomination Committee for the year 2017, which was seconded by Mr. Crawford. The Board unanimously voted to approve Dr. Christy Wright as the President and Samuel Epps as the Vice President for 2017.

- **Unfinished Business: Contract Negotiations Update**

CEO Teaze reported that a contract has been agreed upon but is awaiting ratification and Board approval. The Director of Human Resources, Jeff Naftal, reported that the union members will be voting on Thursday, January 12, 2017 to ratify the new Collective Bargaining Agreement. Mr. Naftal inquired as to if the CEO's raise would be the same as the staff's as indicated in the new Collective Bargaining Agreement or if the Board would like to consider it separately. President Wright indicated that it would be a separate consideration.

Mr. Naftal provided an executive summary of the Collective Bargaining Agreement prior to the meeting but reported a few highlights:

- The contract provides for a General Wage Adjustment and Merit Increase in FY 2017 effective December 1, 2016.
- The contract was structured in such a way that the budget could be achieved for FY2017 and the proposed budget for FY2018 could also be achieved. In FY2019, the money detailed in the contract can be requested from the County for funding in the budget.
- A sick leave balance incentive is being provided to encourage employees to not frivolously use their sick leave.
- The Library will provide a Flexible Spending Account option for employees.
- All titles and positions were adjusted to reflect current titles and positions.
- A classification and compensation study is to be initiated by July 1, 2017 and that 1/3 of any casino revenues the Library receives in FY2018 and FY2019 will be used to implement the results of the study if approved by the County.

Mr. Crawford asked if there were any unresolved items during negotiations. Mr. Naftal indicated that there were not.

President Wright asked if the process will work moving forward for future contract negotiations. Mr. Naftal believes that this process can be repeated but hopes that negotiations can take place earlier so that necessary funding can be budgeted.

Gino Renne, President – MCGEO UFCW Local 1994 acknowledged the good work done by both sides of the negotiations. Mr. Renne looks forward to continuing the partnership between PGCMLS and MCGEO to continue to improve the system.

Amy Millar, Special Assistant to the President – MCGEO UFCW Local 1994 thanked the Board for their facilitation efforts and requested that the Board vote on and approve the Collective Bargaining Agreement as presented. After discussion, Mr. Epps moved that the Collective Bargaining Agreement be approved by the Board and Dr. Wright seconded the motion. The Board voted to approve the Contract pending ratification unanimously.

- **Unfinished Business: Classification/Compensation Study**

Director of Human Resources, Jeff Naftal, reported that after meeting with the Union, a Request for Proposal (RFP) was drafted and agreed upon by PGCMLS and the Union. The document was provided to the Board for their review in advance of the meeting. Once the RFP is issued, the team will meet to assess the proposals and select a vendor. The timeline is aggressive, assuming that the Board approves the RFP.

Mr. Crawford inquired if the specification that the vendor provide education to appropriate Library staff on the methodology is considered normal. Mr. Naftal indicated that this specification is normal if there is an expected change in operation.

Mr. Epps inquired as to where the RFP will be advertised. Mr. Naftal indicated that the RFP will be advertised in as many areas as possible.

Dr. Wright requested that Mr. Naftal share the list of vendors that he plans to send the RFP to with the Board of Trustees. She also suggested ACRL convention in Baltimore as an advertising avenue.

Mr. Crawford moved to approve the issuance of the Request for Proposal for Comprehensive Classification and Compensation Study, which Dr. Wright seconded. The Board unanimously approved the motion.

- **Unfinished Business: Fiscal Year 2018 Budget**

President Wright requested that the Budget and Finance Committee review the FY 2018 Proposed Budget and provide their recommendation to the Board at the March 2017 meeting.

- **Unfinished Business: Strategic Plan Follow-Up: Business Plans for IT, HR, and Facilities**

Mr. Crawford relayed that the business plans received for Information Technology, Human Resources, and Facilities seem to be more "good practices" but not a business plan. Mr. Crawford would like to see more of a definition of what the system needs are from the departments and how the departments plan to meet those needs. President Wright indicated that changes to the business plans can be discussed offline to make adjustments. CEO Teaze relayed that the strategic planning process with Orange Boy was slightly unconventional. The focus was investigating the needs of the community's needs. At the writing of the Strategic Plan, it was assumed that the supportive departments of IT, HR, Finance and Facilities would be supporting the mission of the organization. CEO Teaze relayed that she would be happy to work on developing the plan with Mr. Crawford.

- **Requests to Address the Board**

There were no requests to address the Board this evening.

- **Closing Comments from the President:**

President Wright wanted to applaud the efforts made to come to an agreement on the Collective Bargaining Agreement.

President Wright also wanted to recognize Dr. Arthuree Wright for having received the James Partridge Award, which is presented annually to an outstanding African American Information Professional in honor of contributions made to the information profession.

- **Adjournment:** 8:55 PM