

**BOARD OF LIBRARY TRUSTEES MEETING****January 11, 2018 – 7:30 p.m.****Largo-Kettering Branch****Minutes****Board Members Present**

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

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

Michael Gannon, Interim Co-CEO  
Michelle Hamiel, Interim Co-CEO  
Jeff Naftal, Director of Human Resources  
Dereje Salehudres, Director of Finance  
Jessica Freeman, Executive Assistant

**Absent:** Toni A. Smith

- Welcome and Call to Order: 7:35 PM
- Mr. Crawford made a motion to approve the November 16, 2017 Board of Library Trustees meeting minutes with the requested changes. Ms. Bolivar seconded the motion. The minutes were approved with the vote of three Board members.
- **Election of Officers:**

President Wright recapped that at the November Board meeting Mr. Epps and Mr. Crawford were slated to be the next President and Vice President, respectively. President Wright moved for Samuel Epps, IV become the President and for Brett Crawford to become the Vice President. The Board unanimously voted for both Samuel Epps, IV and Brett Crawford for President and Vice President respectively. Dr. Wright passed the gavel to the incoming President to continue the meeting.

President Epps wished all a Happy New Year and thanked Dr. Wright for her two years of service as President. Mr. Epps looks forward to working with staff, senior management, and colleagues on the Board of Trustees in the capacity as President to continue to serve the public to continue to provide the best system in the state.

Mr. Crawford added that he looks forward to working with the Board, everyone in the System, and the outside stakeholders.

- **Committee Reports:**

Nomination Committee – Samuel Epps, IV, Chair

The new council session has begun and Mr. Epps will be working with the appointment secretary to fill the last vacancy on the Board. The Nomination Committee has sent a letter to the appointment secretary to reappoint Dr. Arthuree Wright who will continue to serve until her appointment is renewed.

Personnel Committee – Dr. Arthuree Wright, Chair

The CEO search has gone well with the Board receiving support from the Human Resources Department. Of the 40 applications received, ten of those were further reviewed and scrutinized by the Board, which was then narrowed down to five applicants that the Board selected to interview. The Board was only able to interview three applicants as two withdrew from consideration. Despite how impressed the Board was with the candidates interviewed, they ultimately felt that the pool was too small to select a new CEO from. The Board will be reopening the search to be able to select from a larger pool of applicants.

Mr. Epps expressed the Board's support of both Interim Co-CEOs until a new CEO can be found. He requested that this statement of support be shared with staff.

Budget/Audit/CIP Committee – Brett Crawford, Member

Mr. Crawford reported that there have been correspondence exchanged between the Committee and upper management this week. Further discussion was being tabled until the Co-CEO report.

- **Financial Status Report as of November 30, 2017 – Dereje Salehudres, Director of Finance**

Mr. Epps acknowledged receipt of the Financials and requested the major highlights as the Board had received the Director of Finance Report previously.

An overview of the Library's financial activities and budget status for fiscal year-to-date November 2017, about 42% through the fiscal year, and year over year comparison.

Year-to-date operating revenues were \$12.4M which is 41.3% of the budgeted amount, and 0.5% higher compared to \$11.4M, or 40.8% of a year ago:

- Public Support revenue was \$12.1M and on target at about 42% of the budget. Revenue in FY17 was \$11.0M or \$191K lower than the budgeted amount of \$11.2M.
- Branch revenue was \$293K, running at 37.5%, or \$33K lower than the budgeted amount of \$326K. All line items, but the overdue fines, were running close or above the budgeted level. Overdue fines revenue was \$105K and lower by \$36K from the budget.
- Other revenue was much lower than budgeted at 13.3%, or \$36K, for the most part due to E-Rate rebate revenue and Passport Service fees. E-Rate rebate revenue was just \$1K compared to \$45K YTD budget, due to a timing difference. Passport Service fee was \$29K or \$35K lower than budgeted at this time of the year. This is due to the closure of the Hyattsville branch for construction.

Year-to-date operating expenditures were \$11.9M which is 39.6% of the budgeted amount, and higher by 0.3% compared to \$11.0M, or 39.3% a year ago:

- Compensation was \$8.3M/40.0%, or \$336K lower than budgeted amount of \$8.7M. Compensation was lower because of vacancies and due to reclassification of Prince George's County police officers from temporary staff to an independent contractor role. It was \$7.8M or 38.8% of budget a year ago.
- Expenditures on computer software & support were \$518K or \$179K lower than budgeted amount of \$697K. Some major IT projects are on hold awaiting the completion of the core upgrade project; finalization is expected by month end. It is anticipated that this line item will be close to budget at year end.

- Spending on building & equipment were running at 40.8%, which was \$354K or slightly under budget by \$7K., and almost 5.0% lower compared to expenditure a year ago. Costs incurred to service aging building infrastructure is expected to negatively affect this line items as it was the case in prior years.
  - o Cleaning supplies costs were \$16K, or 55.8% of the budget. This primarily due to the opening of the new Laurel location and experimentation with new cleaning products.
  - o Equipment rental & maintenance costs were at \$43K and over budget, due to old elevators requiring more maintenance that anticipated.
- Utilities were at \$557K or \$25K higher than budgeted. The telephone and telecommunication line item was running at 65.3%, or \$91K actual. Internet service line item was at 80.6%, or \$36K actual, and that is due to the Hyattsville temporary location and the data center, both new locations, higher costs due to higher circuit usage.
- Other expenditures were at 36.3% or \$165K actual and \$24K lower than the budgeted amount of \$189K.

The fiscal year-to-date net effect was a surplus of \$524K compared to \$405K 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.

- Savings have been realized in library materials and compensation.

#### YTD Capital Improvements & Grant Activity

- The Library has incurred \$2.1M in CIP and CIG expenditures, and recognized the same amount as revenue.
- Grant and donation revenue were \$99K, and this include the \$10K received from SunTrust bank. YTD grant related expenditure was \$89K.

#### • **Chief Executive Officer Report – Michael Gannon Interim Co-CEO**

Mr. Gannon provided the Board with nametags to where when attending PGCMLS functions or meetings.

#### Heroics @ Oxon Hill Branch

Mr. Gannon shared that due to sprinkler heads bursting at the Oxon Hill Branch central maintenance staff worked over the new year holiday to repair the issues and clean up after the flooding. When Facilities Manager Otis Saunders and Mechanic Eric Hawkins left the Branch for the evening, they discovered a woman collapsed on the ground and called for an ambulance. The paramedics reported that the woman was suffering from hypothermia and would have died without them having discovered her.

#### Launch of Blu-ray Rentals

The System has launched Blu-rays in all of the branches. Popularity will be gauged and if it is demanded the Blu-ray collection will be expanded.

#### Board Commentary & Questions

Ms. Bolivar commended the department or team that put together the programming for Black History Month and noted how robust the programming is.

Ms. Bolivar inquired about the Langley Park Branch project. Mr. Gannon provided that although the funds were in next fiscal year's budget, PGCMLS has requested that the funding to purchase the land for the new branch be allocated to the current fiscal year. This is due to the fact that the land owner wants to sell the property sooner rather than later.

## FY2019 Budget

Mr. Crawford inquired about the timeline for the budget, about how priorities are set for the budget, and what type of advocacy structure is in place? Mr. Gannon reported that the Executives have only met with the budget analyst assigned to PGCMLS as this point but will meet with the Director of the Office of Management & Budget next week. At the end of the month PGCMLS will meet with the County Executive and his staff to go over both the operating and CIP budgets. By the end of March the County Executive releases the budget to the County Council. In the middle of May a CIP review of all of the departments in the County is conducted. By the end of May the budget is finalized. There are three Public Budget Forums that are hosted by the County where members of the public can come to advocate or speak about the County's budget. Friends Groups and bargaining unit members can attend these forums to advocate for the Library as Executive staff aren't permitted to lobby in that way.

Mr. Crawford inquired as to the role that the Board plays in the budget process. Interim Co-CEO Gannon re-counted that the Board has come to both the County Executive and County Council sessions in years past. Board members can also advocate to their contacts on the County Council.

Mr. Crawford mentioned the request from OMB to cut roughly \$800,000 from the request for the FY2019 budget. He was interested in knowing how the Executive staff prioritize costs and how they went about identifying what costs to cut in the requested budget. Mr. Gannon explained that all departments of the County were told during budget school that they could only work off of the base budget and submit, as an increase enhancements, items that were negotiated with the Union (Merit & COLA) and any inflationary increases due to contracts. In addition to those items, PGCMLS submitted a funding request for the Class & Comp Study. Unfortunately when the request was made by OMB to cut \$800,000 from the budget request, there was a very quick turn around. Due to the fact that the Class & Comp study was not approved and perhaps funding could be lobbied for, the Executives decided to cut funding for the Class & Comp study. Other services that had previously been funded by the County; i.e. Books from Birth and Sunday Services, were considered but ultimately decided against. Additionally, funding to replenish the vehicle fleet and make replacement/updates to technology were also cut. The Executives made the decision to not cut funding to services to the public or that would affect staff member's jobs.

Mr. Crawford mentioned engaging the Union in advocacy. Interim Co-CEO Hamiel reported that while the President of MCGEO was not able to return her call, Ms. Hamiel was able to speak with a Union steward who made assurances that MCGEO would be attending the Public Budget Forums throughout the County and would be speaking with the County Council.

Mr. Crawford requested talking points for the Board and Friends groups who wish to advocate for the Library System.

President Epps requested the Executive Assistant resend the budget meeting dates. The President encouraged any Board members that could attend the budget meetings with the County to attend if they can.

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

### Virtual Reality Program @ Oxon Hill Branch

This project is well on its way. An intern is working on this project and pictures of Eagle Harbor have been completed. The project will be able to be shown at the next Board meeting.

### Frederick Douglass Celebration @ Oxon Hill Branch

Oxon Hill High School students will be reading *Narrative of the Life of Frederick Douglass: An American Slave* and will be conducting a discussion at the Oxon Hill Branch in February.

#### Hip Hop Architecture Camp @ Oxon Hill Branch

Students are introduced to architecture and urban planning as they create their own versions of Hip Hop Architecture, using traditional hand drawing techniques, hands on model making and 3D computer modeling. Campers learn the basics of writing music and rhyming schemes as they create a track and music video summarizing their camp experience. The track will be featured on "Build It Up: The Hip Hop Architecture Camp Soundtrack Vol. 1. Autodesk is sponsoring this camp. All camp registrants will be entered in a contest where the winners win a \$1,000 scholarship.

Autodesk is also sponsoring a contest where students insert themselves into their favorite hip-hop video. The winner of this contest and a parent get a trip to San Diego to visit the Autodesk headquarters and two architectural firms.

- **Correspondence Log**

Mr. Epps asked about the response to the letter from a patron regarding eating at the Laurel Branch. Mr. Gannon provided that unfortunately the letter was written anonymously and so he was not able to get back in touch with the sender. However, there is signage in the lobby of the branch indicating no food or drink within the branch other than the lobby.

Dr. Christy Wright asked about the notification received regarding the alarm at the Bowie Branch. Mr. Gannon indicated that there have been problems faced with the digital phone connection from Verizon, which the fire and security alarms are connected to. The lines are being updated to correct the issue.

- **New Business: 2018 Board Meeting Schedule**

It was discussed amongst the Board that the meetings would continue to be held on the third Thursday of every other month. The meetings will primarily take place at the Largo-Kettering Branch as it is a fairly central location. The May and July meeting locations will be decided at a later time. It was moved to accept the third Thursday of every other month for Board meetings by Ms. Bolivar and was seconded by Mr. Crawford. The motion was unanimously approved.

- **New Business: Class & Compensation Study Update – Jeffrey Naftal, Director of Human Resources**

A draft report has been received from the consultant. The committee, made up of three members of management and three members representing the Union, are currently reviewing the draft report. Bill Mitchell, Class & Comp Study Consultant for the Union, has requested to postpone the review of the study with the Board until the March meeting. It is expected that Mr. Mitchell's concerns or report will be received shortly. Mr. Naftal will provide a outline to the Board of the changes to the class & comp study report after the committee reviews it.

Mr. Naftal took questions from the Board. Mr. Crawford wanted to encourage both sides to come to an agreement prior to March.

- **New Business: Public Forum/Budget Briefing – Board of Trustees**

President Epps expressed interest in conducting a budget briefing for the Library's allies who can attend the County's Public Forums on the budget and advocate for the Library and opened the floor for discussion amongst the Board and Management. Dr. Christy Wright advocated for talking points or some other form of presentation be provided to the various Friends. Mr. Gannon provided that the Director of Community Engagement would be creating those talking points. Mr. Epps proposed either January 28<sup>th</sup> or February 3<sup>rd</sup> from 10:30 – 12:30 to host an advocacy forum for the Library's budget. Interim Co-CEO Hamiel relayed that Mr. Gannon and herself would not be permitted to lead the advocacy forum themselves but they are able to provide insight into the budget and answer questions.

- **Requests to Address the Board**

Nancy Saxon

Ms. Saxon would like to see a graduate student in an MLS program to have a seat on the Board.

- **Executive Session**

Mr. Crawford relayed that due to changes to the Open Meetings Act, in order to vote to go into executive session that the Board will have to have some specificity on the reason for the closed session. Dr. Wright moved for the Board to conduct an Executive Session following the Board meeting in order to discuss the next steps in the CEO search process. Ms. Bolivar seconded the motion. The motion passed unanimously.

- **Adjourn: 8:52 PM**