

**BOARD OF LIBRARY TRUSTEES MEETING  
January 12, 2016 – 7:30 p.m. Hyattsville  
Branch**

**Minutes**

The meeting of the Board of Library Trustees was held on Tuesday, January 12, 2015 at the Hyattsville Branch.

**Board Members Present**

Sylvia Bolivar, President  
Dr. Christy Wright, Vice President  
Mark Polk, Esq.  
Rey Robles  
Samuel Epps, IV

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

Kathleen Teaze, CEO  
Michael Gannon, COO of Support Services  
Michelle Hamiel, COO of Public Services  
Laura Lucia Cook – Director of Finance & Budget  
Koven Roundtree, Director of Human Resources  
Robin Jacobsen, Director of Community Engagement  
Jessica Freeman, Executive Assistant

Absent:

- Welcome and Call to Order: 7:40PM
- Dr. Wright made a motion to approve the December 8, 2015 Board of Library Trustees meeting minutes. The motion was seconded by Mr. Epps. The minutes were approved with a unanimous vote.
- **Nomination Committee – Sam Epps, Nominations Chair**

According to the by-laws of the Board of Library Trustees, the officers of the Board shall consist of a President and Vice President who shall be elected at the January Board meeting and shall serve for one year and until their successors are elected. The Nominating Committee shall submit names of candidates at the Board meeting to be held in December. At this meeting nominations for all offices may be made from the floor.

Mr. Epps submitted Dr. Wright for the Presidency and both Mr. Epps as well as Mr. Polk for the Vice Presidency. Dr. Wright was unanimously voted as President of the Board. Mr. Epps was voted as Vice President.

Mr. Epps requested that each member of the Board evaluate each of the applicants for the vacant Board positions for suitability to interview and provide their selections to Mr. Epps by Friday, January 22<sup>nd</sup>.

Ms. Bolivar took a moment to address the Board and the Library and she made the following statement:

It has been a privilege and honor to serve as board president and I am so proud of the leadership shown by this Board and Library. I am proud of what we have accomplished during these past three years.

During this time, with the boards support, the library launched the summer meals program providing access to nutritious food for children in our community and supporting the health of the next generation.

March is Women's History Month and the Library is honoring the work and legacy of Dorothy Height, a civil and human rights leader who spent a lifetime working to break down barriers to create a better future for all. A meeting room at the Laurel Library will be named after Dr. Height. This is another example of how the library serves its community.

The Board and Library have worked to create transparency and increase civic engagement. The monthly board meetings were held at library branches all across the County in order to provide residents with an opportunity to provide feedback.

The Board and Library has also worked to strengthen and deepen our relationship with MCGEO, the Friends Groups, the County Council, and the County Executive's Office.

I would like to thank Dr. Christy Wright for her leadership and counsel. I am excited that Dr. Wright is our new President and I look forward to working with her and the rest of the Board in the upcoming year.

Dr. Wright expressed her enthusiasm for the role of President and looks forward to continuing to work with the Board, CEO Teaze, and Leadership of PGCMLS. Dr. Wright also expressed her gratitude to Mr. Epps and Jessica Freeman, Executive Assistant for their work on the advertisement and application process for new Board members.

- **PGCMLS Foundation Update – Mark Polk, Esq., Chair**

As of mid-December, the PGCMLS Foundation has ended their relationship with their PR firm. As there are updates in this matter, those will be provided to the Board.

The Board has received bookmarks for the Foundation's Financial Literacy Fundamentals workshop, which begins on Saturday, January 16, 2016 in conjunction with SunTrust Bank.

- **Financial Status Report – Laura Lucia (Cia) Cook, Director of Finance & Budget**

President Wright acknowledged receipt of the financial statements.

CEO Teaze introduced Laura Lucia Cook as the new Director of Finance & Budget. At the request of President Wright, Ms. Cook provided a summary of the current financials for PGCMLS. The Library has received revenues of 42.1% of the budgeted amount, compared to about 42.0% a year ago (not including state aid for retirees that is not budgeted). Likewise, expenses are running at about the same rate as last year.

The Library system is operating within its budget and is on a path to mirror last year's results of a slight surplus, unless some major unforeseen event were to occur. Ms. Bolivar inquired as to what caused the surplus and Ms. Cook indicated that this was due to savings in employee salaries. Mr. Polk also inquired as to what the total surplus amount is. Ms. Cook reported that the surplus amount is \$66,944.

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

FY 2017 Budget

Budget meetings with County departments have been scheduled for January 14<sup>th</sup>, January 27<sup>th</sup>, and February 8<sup>th</sup>.

The Administration of the Library had made an effort to propose a flat budget with the exception of the wage increase that matches the wage increase that the County had negotiated for their employees. CEO Teaze does not expect many cuts in the budget this year due to the flat proposed budget.

#### Strategic Planning 2016 – 2021

CEO Teaze provided a representation of the outline for the strategic plan that best meets the needs of the community and the Library's patrons. The Leadership Team continues to work on the strategic plan further with Orange Boy in the upcoming January 20<sup>th</sup> meeting and then at the February 24<sup>th</sup> meeting.

Dr. Wright inquired whether or not the Board will have the draft version of the strategic plan prior to the evening of the March Board meeting. CEO Teaze indicated that the plan will be provided to the Board for their review, prior to the meeting, on March 1<sup>st</sup>.

#### Library Services & Technology Act (LSTA)

The LSTA is a federal program exclusively for Libraries and is administered by the Institute of Museum and Library Services (IMLS). State libraries use the funds provided to support statewide initiatives and also distribute the funds through sub-grants or cooperative agreements to public, school, academic, research, and special libraries. The State administers the funding as they see fit. In the state of Maryland the grant money is released through the Maryland State Department of Education (MSDE).

Prince George's County Memorial Library System was notified on behalf of MSDE that the Library had received a staff development grant for roughly \$19,000; however, the Governor has put a hold on the distribution of this federally funded grant money.

In addition to the Staff Development Grant, the Library Associate Training Institute (LATI) program Coordinator's funding is also being withheld. PGCMLS is the fiscal agent for the grant money typically. All Library Associates are required to be certified after two years of service. The federal grant money for LATI is utilized to pay the coordinator and their work could potentially cease if the funding to pay them for their services is no longer available, thereby ending the certification program for current Library Associates enrolled. In the meantime, PGCMLS is paying the compensation of the Coordinator the LATI program to prevent the program from halting altogether. CEO Teaze has been informed that the soonest possible date to receive the federal grant money for either the staff development grant or the LATI grant is the end of March.

#### American Library Association – Midwinter

CEO Teaze attended the ALA Midwinter conference in Boston, MA (January 7 – 11, 2016) because she is the Vice President – President Elect of the Maryland Library Association and was requested to do so.

#### Statistics At-a-Glance

There was a -3.08% decrease in the hours that the Library system is open as a whole, despite having increased the hours of some branches. This is likely due to the closure of the Oxon Hill branch as well as the New Carrollton branch, both due to renovations.

There is a nearly 12% increase in Library card ownership.

Library visitation is down by 3.78%, which is likely due to some of the people counters being down, as well as the closure of some of the branches for the renovations, and finally because of an increase in electronic resource usage, which is up roughly 10%.

PGCMLS saw a large increase in Circulation from 2.4M to 2.7M realizing a 16.14% increase. Compared to national circulation numbers, PGCMLS is seeing an uptick in circulation while others are seeing a decline.

PGCMLS has increased the number of programs offered by 2.67% and saw a 16.27% increase in attendance of programs.

### ConnectED

Earlier in 2015, President Obama launched the first White House ConnectED Library Challenge. Recognizing the critical role libraries play as trusted community anchors that support learning and connectivity at all times and places, the President called upon mayors, school leaders, and library directors to work together and create or strengthen partnerships so that every child enrolled in school can receive a library card to access learning resources.

The White House and the Institute of Museum and Library Services invited CEO Teaze, among others to attend the ConnectED Library Challenge Convening on January 19, 2016, in Washington, DC. CEO Teaze remains hopeful that PGCMLS and PGCPs will be able to collaborate this year to ensure that all students in the County receive a Library card.

### Toyota of Bowie Donation

The Toyota of Bowie is offering a grant of \$10K to start a Library at the Shepherd's Cove. Shepherd's Cove is a County emergency facility providing short term shelter and supportive services to 100 single women and women with children experiencing homelessness in Prince George's County. PGCMLS has been announced as the fiscal agent of the funds and will be providing guidance on the startup of the Library.

- **Correspondence Log**

Mr. Epps had a question regarding item #3 on the Correspondence Log. He asked if the correspondence was in relation to the Metro center and Prince George's Plaza with the Safeway that includes planning located behind the current location of the Hyattsville branch. CEO Teaze indicated that the Adopted Prince George's Plaza Transit District Development Plan, a discussed in the letter from Fern Piret – Planning Director of the Prince George's County Planning Department, is the plan that includes the Metro center and Prince George's Plaza. The hearing will take place at the County Administration Building on February 16, 2016.

In reference to Item #2 on the Correspondence Log, CEO Teaze provided background information to the Board that she had purchased a lifetime membership on behalf of the Library to the Prince George's African American Museum & Cultural Center at North Brentwood. The Museum will be placing a plaque with Prince George's County Memorial Library System's name on their wall of Lifetime Members.

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

#### People Counters

PGCMLS is currently updating its people counters to avoid the problems that have arisen with the current counters.

#### Annual Report

It is required by law that the Maryland State Department of Education receive each Library system's annual report by the first of each year. Additionally, PGCMLS typically distributes the Annual Report to other state Library systems. A Director of another Library system has contacted CEO Teaze to inquire about some of the graphics and how PGCMLS has done their Annual Report since this year it included info-graphics.

### LED Lighting

The Central Maintenance (CM) staff have retrofitted both the Accokeek and Largo-Kettering branches with LED lighting. In the past, PGCMLS has received grants from Pepco to contract outside contractors to do the retrofitting. The CM team did a wonderful job and PGCMLS will see a savings in energy costs as well as in replacement bulbs since the LED lighting only needs to be replaced once every seven years. Customers have given positive feedback on the updated and brighter lighting.

### Storm Water Management Systems

This is a County/state project to retrofit the older branches with modern storm water management systems. PGCMLS will be adding new storm water management systems to the older branches with 30 years of maintenance included, free of cost to the Library. PGCMLS is acting as the pilot for this program and other departments in the County are waiting on the results prior to beginning their upgrades.

Dr. Wright inquired if this is WSSC related partnership. COO Gannon responded that it is not related to the WSSC but that it is being done through the Department of the Environment in addition to the state.

### Questions for COO Gannon

Ms. Bolivar made inquiry as to the timeline for completion for the New Carrollton Branch renovations.

Mr. Gannon provided that the project will take 14 months but that the County has yet to load the funding for this project in their financial system so the contract with the contractor has not yet been signed.

Ms. Bolivar queried as to where the New Carrollton patrons would go in lieu of the New Carrollton Branch. Mr. Gannon shared that the Bladensburg Branch's hours have been increased to be opened on Fridays, Greenbelt Branch will be opened on Sundays beginning the first weekend of March, and there have been a number of outreach efforts in the community to bring the Library to the community.

President Wright asked why the Bladensburg Branch was selected to have extended hours rather than the Glenarden Branch.

COO Gannon indicated that the Bladensburg Branch is closer in proximity to the New Carrollton Branch.

Board member Bolivar asked for further information on the renovation efforts for the Surratts-Clinton Branch.

Mr. Gannon provided that much like the New Carrollton renovation, the Surratts-Clinton Branch renovation would primarily focus on internal renovations. Mr. Gannon was unsure if funding would be available; however, there has been some planning to enclose the children's garden. The project will take a year for design and another 14 months for construction.

Ms. Bolivar requested to know if a temporary site has been selected for the Hyattsville Branch during its upcoming closure due to renovations. Mr. Gannon indicated that the County has nearly signed a contract on a location nearby and that the Hyattsville Branch won't be closed until permits have been issued, likely in the fall. The temporary site will be opened simultaneously for customers so they won't receive a disruption in service. Ms. Bolivar also asked the projected timeline for completing construction of the new Hyattsville Branch to which COO Gannon indicated that it will be 18 months.

Mr. Epps met with Councilwoman Mary Lehman who is concerned with unrest regarding the naming of the Laurel Branch.

Mr. Gannon responded that the original dedication plaque, cornerstone, original bricks, and an oil painting from the Laurel Branch were saved and there are plans to have these items displayed in the lobby of the Branch. Mr. Epps requested that an illustration of this be sent to Councilwoman Lehman. Mr. Gannon will have the architect create an elevation rendering and provide that to the Board as well as Councilwoman Lehman.

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

Bi-lingual Indicators for PGCMLS Employee Name Tags

Cathy Hollerbach requested new nametags for her staff members who speak Spanish. HR has since offered the new name badges to all staff members who passed the Spanish language certification assessment. “Hablo Espanol” is written just below the name. Customers are feeling welcomed by this change.

Jack & Jill of America Inc.

Jack and Jill of America Inc., is a membership organization of mothers with children ages 2-19, dedicated to nurturing future African-American leaders by strengthening children through leadership development, volunteer service, philanthropic giving and civic duty. This organization would like to participate in early literacy and projects for school-aged children at the Library. COO Hamiel suggested monetary contributions to the PGCMLS Ready 2 Read centers and the Boys Read initiatives. If a monetary contribution is not viable for them, she has asked if members of the organization, who are teachers, can provide homework help or tutoring. The organization is mainly interested having their teens volunteering at the library.

County Corrections Center Ready 2 Read Programing

COO Hamiel met with Stephen Simmons from the County Corrections Center to discuss the Ready 2 Read program at the corrections center. A proposal has been submitted outlining the program and filming process. The children will receive a copy of the book that the person is reading along with a You Tube link of the person reading the book aloud.

Summer @ Your Library

Beanstack will be PGCMLS’s Summer @ Your Library platform and will include Teen and Adult programs. Paper forms will still be available for those who do not have internet access or choose not to participate in the online program.

President Wright asked for more information on Beanstack. COO Hamiel indicated the Beanstack is an interactive and an engaging online experience that helps with summer reading and increases library use all year long for children 0-12. PGCMLS also utilizes Beanstack’s services to help parents receive recommended materials from PGCMLS. The school system is interested in integrating with the Beanstack/PGCMLS summer reading program.

- **New Business – Proposed FY 2017 Budget**

CEO Teaze presented the Proposed FY 2017 Budget as it was delivered to the County at the beginning of December 2015. The Board was asked to approve what was submitted. The County Council will vote on the budget in May 2016, which is preceded by the meetings with the Chief Administrative Officer, and County Office of Management & Budget.

Each year the County provides a target for the Library’s proposed budget; this year the target was a flat budget over FY 2016, with the exception a 3.5% increase in wages. There is an allowed increase in salaries since the County negotiated an increase for County employees. PGCMLS presented a budget that is overall

flat except for wages, resulting in a budget request for FY 2017 in the amount of \$19,191,100 from the County and \$6,965,400 from the State.

Following discussion and questions, the CEO asked for approval by the Board to acknowledge that this is the proposed budget and what was proposed to the County. Mr. Epps moved to accept the proposed budget and Mr. Robles seconded the motion. Mr. Polk is opposed only to proposing a flat budget as increased funding will likely benefit the students of Prince George's County. CEO Teaze indicated that there is a request for career online high school programming, restoration in Thursday evening hours at all branches, and restoration of Friday hours at seven branches; should the funding become available. The Board voted on the motion to approve the FY 2017 Proposed Budget and was approved in a four to one vote with Mr. Polk's opposition to the flat budget. Ms. Bolivar requested a wishlist be provided to the Board. The Board concurred with her request since it would be an opportunity to highlight additional priorities around early education.

- **New Business – Proposed FY 2017 Budget**

After discussion amongst the Board in an Executive Session it was decided to continue Board meetings on the 2<sup>nd</sup> Tuesday of the month but rather than monthly, move to a bi-monthly schedule up to September 2016.

- **Unfinished Business – Compensation Study**

Dr. Wright inquired if the Board was needed for this matter. CEO indicated that the compensation study is with the Union at this time and PGCMLS is simply waiting for their feedback.

- **Unfinished Business – Revised PGCMLS Policies & Procedures**

After deliberation and discussion amongst the Board and CEO Teaze, It was determined that this item would be tabled until the March meeting of the Board of Library Trustees.

- **Requests to Address the Board of Library Trustees**

Ms. Bolivar recognized and introduced the Prince George's County Council Member Deni Taveras. Ms. Taveras's district includes Hyattsville. Ms. Tavares is excited that a temporary site is in the works for the Hyattsville Branch during its demolition and construction. She is also pleased about the Langley Park Branch project and improve connectivity and walkability in that community. Ms. Tavares is pleased to work with the Library in any concerns.

- **President Wright's Closing Remarks**

Dr. Wright acknowledged that Ms. Bolivar was an honoree at the first annual Latinas Empowering Prince Georges' County Award for her leadership and advocacy in Education.

Ms. Bolivar also recognized Delegate Jimmy Tarlau and invited him to speak if he wished. Mr. Tarlau indicated that the Maryland Room located at the Hyattsville Branch is a one of the great resources of the area. In doing research for a book on Mt. Rainer, the Maryland Room has been instrumental in the research process. Delegate Tarlau indicated his appreciation for the services of the Library and that the Maryland Delegation is in support of the Library systems.

- **Adjournment 9:04 PM**

Prepared by the Executive Assistant

Respectfully Submitted By

Kathleen Teaze

Chief Executive Officer