



**BOARD OF LIBRARY TRUSTEES MEETING**  
**January 16, 2020 – 7:00 p.m.**  
**Largo-Kettering Branch**

**Minutes**

**Board Members Present**

Samuel Epps, IV, President  
Brett Crawford, Vice President  
Dr. Hiram Larew  
Dr. Arthuree Wright  
Toni A. Smith

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

Roberta Phillips, Chief Executive Officer  
Michael Gannon, Chief Operating Officer of Support Services  
Michelle Hamiel, Chief Operating Office of Public Services  
Nicholas Brown, Chief Operating Office of Communication & Outreach  
Dereje Salehudres, Director of Finance  
Shelley O'Brien, Director of Development & Donor Engagement  
Megan Jones, East Area Manager  
Jessica Freeman, Executive Assistant

**Absent:** Sylvia Bolivar

Welcome and Call to Order by Vice President Brett Crawford: 7:16 PM

- Dr. Wright moved to approve the November 18, 2019 and December 5, 2019 meeting minutes with corrections. Mr. Crawford seconded the motion. The Board unanimously voted to approve both the November and December 2019 Board of Library Trustees meeting minutes.
- **FY2020 Audit Report – Dereje Salehudres, Director of Finance**

Mr. Salehudres reported that the audited financial statements have been finalized since the OPEB final liability numbers were received from the County. There has been no material change to the audit report from the report provided by Tim Murphy of Murphy & Murphy LLC at the previous Board of Trustees meeting in December. Mr. Crawford moved to accept the audit report by Murphy & Murphy, which was seconded by Dr. Wright. The audit report was accepted by a unanimous vote.

- **Election of Officers – Action Requested**

Mr. Epps indicated that the Personnel and Governance committee slated Brett Crawford for President and Sam Epps for Vice President at the December meeting. Dr. Larew moved that the Board accept the current slate for the 2020 President and Vice President, which Dr. Wright seconded. The Board voted to approve the slate unanimously.

- **Committee Reports**

Personnel & Governance – Samuel Epps, IV, Chair

Mr. Epps reported that Dr. Larew, Mr. Crawford, Mr. Epps, and Ms. Smith all received reappointment paperwork from the County and had a deadline of December 23, 2019 to return the completed paperwork. Mr. Epps is hopeful that the reappointments of the Board will be moved on in the Spring.

Mr. Epps also noted that the CEO has been with the Library as of January 15<sup>th</sup> for a full year and that the Personnel and Governance Committee will be completing an annual review of the CEO shortly.

Budget & Planning – Brett Crawford, Chair

Mr. Crawford reported that the committee will be meeting shortly to review the strategic plan.

Community Engagement – Dr. Hiram Larew, Member

Dr. Larew indicated that the Committee met with CEO Phillips and COO Brown via conference call earlier in the week to establish focal points for the year. Dr. Larew indicated that they discussed encouraging Council Members to participate in activities sponsored by the Library. It was also suggested that Board members reach out to their district Council Members and even visit with them to at least introduce the Board to the Council Members. Mr. Brown will be producing some talking points for the Board to keep in mind when scheduling their introductory meetings with the County Council.

- **Financial Status Report as of November 30, 2019 – Dereje Salehudres, Director of Finance**

Mr. Salehudres reported year-to-date operating revenues were \$13.8M, which is 41.6% of the budgeted amount, compared to \$13.2M, or 42.3% in fiscal year 2019. This is due primarily to higher County appropriation, state aid, and branch revenues.

Year-to-date operating expenditures were \$14.0M, which is 42.1% of the budgeted amount, compared to \$12.8M, or 41.2% a year ago. This is primarily due to salary, fringe benefits, capital outlay, and technology expenses. Although funds from the fund balance have been transferred per the County, this action does not actually increase revenues.

The Library has incurred \$695K in CIP expenditures and recognized the same amount as revenue. Grant related revenue and expenditure were about \$154K and \$157K respectively.

Dr. Larew inquired if the 800% increase in interest revenue is accurate and Mr. Salehudres confirmed as much due to a new interest arrangement with SunTrust Bank. Dr. Larew also requested an explanation of the significant increase from the previous fiscal year in compensation. Mr. Salehudres indicated that the increase is due to hiring new staff as well as increases in salaries for general wage increase and cost of living in July 2019.

- **Chief Executive Officer Report – Roberta Phillips, CEO**

Mrs. Phillips introduced the new Chief Operating Officer of Communication and Outreach, Nicholas Brown to the Board of Trustees.

#### Legislative Day 2020

Maryland Library Legislative Day in Annapolis will take place this year on Wednesday, February 5, 2020. This is our annual, formal opportunity to meet with our legislators and thank them for (and/or encourage) their support of libraries across the state. Ms. Phillips encouraged Board members to attend if their schedule allows it.

#### Branch Openings

The Greenbelt Branch will be reopening to the public on Tuesday, January 21<sup>st</sup> after minor renovations were completed followed by the Mount Rainier Branch grand reopening on January 27<sup>th</sup> after having been closed for more than a year. To celebrate the 50<sup>th</sup> anniversary of the Greenbelt branch, there will be a celebration in April at the branch.

#### Foundation Update

Ms. O'Brien reported that after setting a goal of \$5,000 to raise for the new foundation, \$5,270.40 was raised for the end of the year with 75 new donors who gave thru the website and direct mail. \$20,000 was donated by Capital One Bank for the Ready, Set, Bank program implementation in 2020. The program will teach people over 50 and Spanish speakers the benefits of online banking to stop fraud and to manage budgets. Additionally, CEO Phillips and Ms. O'Brien met with the Washington Nationals baseball team in order to partner with them on the Library's summer reading program.

Ms. O'Brien took questions from the Board. Mr. Crawford indicated that he would like for the Board of Library Trustees to review the by-laws of the Foundation Board in the event that there is an ex-officio member from the Board of Library Trustees to be placed on the Foundation's Board. The first Foundation Board meeting will be on February 4<sup>th</sup>. Ms. O'Brien suggests that an MOU be initiated between the Foundation and the Library System soon after the Foundation Board has completed an orientation.

Mrs. Phillips reported that on March 24<sup>th</sup> the Oxon Hill branch will kick off the "Authors for Truth" speaker series, which is sponsored by the Foundation. Following this event, the Foundation is working with Joe's Movement Emporium to bring Dr. Ibram X. Kendi to speak at the PGCC Performing Arts Center on April 3<sup>rd</sup>. Through a partnership with the Human Relations Commission, PGCMLS will be hosting book discussions prior to the April 3<sup>rd</sup> event.

#### In the Branches

Oxon Hill hosted award-winning illustrator Gordon C. James who held a workshop for kids to go through the illustration process.

On January 25<sup>th</sup> the Spauldings Branch will be hosting Operation Warm in order to give away 150 coats to children in need.

The winter reading challenge kicked off on January 1<sup>st</sup> and will conclude on January 31<sup>st</sup>.

In January, Kelsey Hughes, Adult & Teen Services Specialist, and her teams will begin training staff on developmental stages, programming and customer service strategies.

#### CIP Projects

Mr. Gannon provided that an agreement is in the works with MNCPP to have a temporary site on a piece of their property in Bladensburg in order to begin closing the branch, moving the collection and staff, followed by the destruction of the branch. The square footage of the temporary site will be 4,000 square feet.

Mr. Gannon explained that the County has signed a contractor for the Surratts-Clinton Branch renovation and work should begin next month.

Mr. Gannon reported that the Hyattsville project is still 30 days behind schedule but once the building is under roof, the project should speed up some.

The feasibility study on the Baden relocation is due at the end of the month.

#### **Correspondence log**

No questions were raised regarding the Correspondence Log. Mrs. Phillips did explain that a letter was received from the Mayor of the City of Greenbelt supporting PGCMLS's efforts to hire an archivist to manage special collections, which would include the Tugwell Collection, housed at the Greenbelt Branch.

- **New Business: 2020 Board Meeting Location – Action Requested**

The Board members discussed meeting locations. Following discussion Dr. Larew proposed the Board adopt the following schedule for 2020 Board of Library Trustees meetings, which was seconded by Mr. Epps.

March 19<sup>th</sup> – Largo-Kettering / May 21<sup>st</sup> – Beltsville / July 16<sup>th</sup> – Largo-Kettering / September 17<sup>th</sup> – Glenarden / November 19<sup>th</sup> – Largo-Kettering

The Board unanimously approved the meeting schedule for 2020.

- **New Business: Holiday Closure Proposal – Action Requested**

The Board discussed the proposal and ensured clarity on the proposal. Mr. Epps moved to adopt the closing the Saturday and Sunday following a Friday holiday as proposed, which was seconded by Dr. Wright. With one vote in opposition, the motion passed.

- **New Business: System Closures for 2020 – Action Requested**

CEO Phillips explained the proposal and request for additional closures for staff development and for the Friday, July 3<sup>rd</sup> in consideration of Independence Day. Dr. Larew moved to approve the system closure on April 14<sup>th</sup> for Staff Engagement Day with Mr. Epps seconding the motion. The motion passes with three votes in favor and one abstention. After discussion of the public's expectations due to closures around Independence Day, Mr. Epps moved to close the System from Friday, July 3<sup>rd</sup> – Sunday, July 5<sup>th</sup> to recognize Independence Day and his motion was seconded by Dr. Wright. With one abstention and four votes in favor, the motion passes. Dr. Wright moved to close the System on October 14<sup>th</sup> for Staff Development and Mr. Epps seconded the motion. The motion was passed with one abstention.

- **New Business: Meal Reimbursement Policy Amendment Proposal – Action Requested**

Ms. Hamiel explained the proposal to amend the meal reimbursement policy in order to make the policy clearer to staff. Dr. Wright moved to accept the requested changes to the meal reimbursement policy as written. Mr. Epps seconded the motion. The Board unanimously approved the meal reimbursement policy amendment.

- **Requests to Address the Board**

No requests were made to address the Board.

- Dr. Larew made a motion to close the public meeting and enter into executive session for the discussion of personnel matters, which was seconded by Ms. Smith. The Board unanimously voted to close the public meeting and enter into executive session. **Adjourn:** 8:22 PM