

BOARD OF LIBRARY TRUSTEES MEETING
January 17, 2019 – 7:00 p.m.
South Bowie Branch

Minutes

Board Members Present

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

Prince George's County Memorial Library Attendees

Roberta Phillips, Chief Executive Officer
Michael Gannon, COO for Support Services
Michelle Hamiel, COO for Public Services
Jeff Naftal, Director of Human Resources
Dereje Salehudres, Director of Finance
Jessica Freeman, Executive Assistant

Absent: Samuel Epps, IV

- Welcome and Call to Order: 7:10 PM
- Mr. Crawford welcomed the new CEO, Roberta Phillips
- Dr. Larew moved to accept the November 15, 2018 Board of Library Trustees meeting minutes. Ms. Smith seconded Dr. Larew's motion. The minutes were approved with a unanimous vote.
- **Committee Reports**

No committee reports were given.

- **Election of Officers – Action Requested**

Mr. Crawford reported that in November both himself and Mr. Epps were nominated as the Vice President and President respectively. Ms. Bolivar moved to accept the slate of officers and Dr. Larew seconded the motion. The officers were voted on and approved unanimously.

- **FY2018 Audit Report – Tim Murphy, Murphy & Murphy LLC**

Mr. Murphy thanked the Board for their selection of Murphy & Murphy LLC to be the auditor for the Prince George's County Memorial Library System. The audit was conducted according to Generally Accepted Accounting Principles (GAAP) and general auditing standards. The firm did not encounter any difficulties in dealing with management in performing and completing the audit process. Murphy & Murphy has issued an unmodified audit report for the Library. There were no instances of non-compliance with laws, regulations, or internal controls. No transactions were recorded without proper authorization. There was a delay in issuing the final report due to a delay in receiving the final actuarial report from the County concerning the other postemployment benefits (OPEB), which was created by the Governmental Accounting Standards Board (GASB) Statement No. 75. The Library's net position at the end of the year is \$21M deficit due to the OPEB liability

compared to the previous year. Much of the operating budget for the Library was received from the County with a contribution of \$21.5M and \$7.2M received from the State of Maryland. The fiscal policies of the Library are conservative and not considered high risk. Internal controls were evaluated and deemed acceptable. No material weaknesses were found. Revenues exceeded expenditures in this fiscal year. Mr. Murphy encouraged the Board to consider developing the Foundation to increase funds available to the Library.

Board members gave thanks for the auditor and recognition to the Finance staff for their work on the audit. Mr. Murphy entertained questions from the Board. Dr. Larew inquired about the level of concern surrounding the OPEB liability. Mr. Murphy indicated that while it shows on the books of the Library, the liability is more the concern of the County. Mr. Crawford inquired as to how to pay for the future liability. Mr. Salehudres indicated that the Library hasn't received clarity from the County yet. There is currently a gap between the actual claim amount and what the Library contributes. Mr. Gannon reported that based on conversations with the Library's budget analyst at the County, there is some indication that the County will still be taking on the liability but that it will be reflected on the Library's books but nothing definitive has been provided yet. This will need to be addressed during the budget process this year with the County. Dr. Larew requested that if there is an indication from the County that they would not be funding this liability that the Board be made aware.

Dr. Larew moved to accept the audit report as presented and Dr. Wright seconded his motion. The Board unanimously approved the audit report.

- **New Business: Board Schedule – Action Requested**

Mr. Crawford relayed that CEO Phillips has requested to change the Board meeting schedule to a monthly schedule rather than bi-monthly for the time being and that the start time be moved to 6:00. Additionally, the location was proposed to stay at one location, Largo-Kettering Branch. Due to traffic considerations, the Board discussed moving the start time to 7:00. Based on a prior conversation between Mr. Crawford and Mr. Epps, Mr. Epps proposed moving the meetings to the first Thursday of the month rather than the third. After discussion, Ms. Bolivar moved to hold a non-public Board retreat on February 2nd at New Carrollton Branch, and public Board meetings at 7:00 PM on March 7th at Largo-Kettering, April 4th at Spauldings, and May 9th and Oxon Hill. Ms. Smith seconded the motion and it was approved unanimously.

- **Unfinished Business: Board Recognition Policy**

Ms. Smith was charged with drafting a policy to recognize those Board members who leave the Board and it has been distributed to the Board for review. This item will be discussed at the retreat.

- **Unfinished Business: Mount Rainier**

Dr. Larew inquired if there were any updates concerning the Mount Rainier Branch. Ms. Freeman reported that both the Mayor and City Manager of Mount Rainier have been in touch and are looking forward to meeting with the new CEO to discuss plans for the branch.

- **Unfinished Business: Bag Policy**

Dr. Wright requested an update on the bag policy. Ms. Hamiel agreed to provide a report on the research done to propose the policy.

- **Requests to Address the Board**

No requests to address the Board.

- **Closing Statements**

Mr. Crawford noted the upcoming meet and greet schedule for interested parties to meet the new CEO, Roberta Phillips.:

Saturday, January 19, 2019, 3:00 – 4:30 at the Laurel Branch

Wednesday, January 30, 2019, 9:30 – 11:00 at the New Carrollton Branch

Thursday, January 31, 2019, 7:30 – 9:00 and the Oxon Hill Branch

- Adjourn: 7:56 PM