

BOARD OF LIBRARY TRUSTEES MEETING
March 15, 2018 – 7:30 p.m.
Largo-Kettering Branch

Minutes

Board Members Present

Brett Crawford, Vice President
Dr. A. J. Christy Wright
Sylvia Bolivar
Dr. Arthuree Wright
Toni A. Smith

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: Samuel Epps, IV

- Welcome and Call to Order: 7:53 PM
- Dr. Arthuree Wright made a motion to approve the January 11, 2018 Board of Library Trustees meeting minutes with necessary changes. Ms. Bolivar seconded the motion. The minutes were approved with a unanimous vote.
- **Committee Reports:**

Nomination Committee – Brett Crawford, Member

Dr. Arthuree Wright reported that the Appointment Assistant from the County Executive's Office has been in contact and is sending reappointment paperwork to Dr. Arthuree Wright, whose term ended in December.

Personnel Committee – Dr. Arthuree Wright, Chair

Following the Board meeting, Dr. Arthuree Wright will be calling for an Executive Session for the Board to discuss an evaluation process for the Interim Co-CEOs.

- **Financial Status Report as of January 31, 2018 – Dereje Salehudres, Director of Finance**

An overview of the Library's financial activities and budget status for fiscal year-to-date January 2018, about 58% through the fiscal year, and year over year comparison.

Year-to-date operating revenues were \$17.3M which is 57.5% of the budgeted amount, compared to \$16.4M, or 58.6% in the fiscal year 2017:

- Public Support revenue was \$16.8M and on target at about 58% of the budget. Revenue in FY17 was \$15.9M or \$181K higher than the budgeted amount of \$15.7M.
- Other revenue was much lower than budgeted at 36.3%, or \$97K, for the most part, due to loss of Passport Service revenue as passport acceptance service is not offered at the Hyattsville temporary location. E-Rate rebate revenue

was lower than budgeted at \$53K, or 49.0%, due to a timing difference. Passport Service revenue was \$39K or \$52K lower than budgeted.

Year-to-date operating expenditures were \$16.9M which is 56.2% of the budgeted amount, compared to \$15.5M, or 55.6% a year ago:

- Compensation was \$11.8/56.9%, or \$309K lower than the budgeted amount of \$12.1M, which was lower because of vacancies and due to the reclassification of PG County police officers from temporary staffs to independent contractor role. It was \$11.0M or 55.1% of budget a year ago.
- Library materials were under budget at \$1.8M, 52.2%, or \$213 lower than budgeted. Publishing tends to be slow in the fall and winter; but is expected to pick up around the new calendar year.
- Operating services and supplies were running over budget at 67.2% or \$962K of actual, and higher than 62.0%/\$803K of a year ago. Some highlights under this line item were:
 - o Payroll outsource fee was \$28K higher than budgeted amount of \$58K, due to implementation charges for Paycom, the new HRIS;
 - o Printer cartridge expenditure was higher than budgeted due to purchasing more around the beginning of the fiscal year to restock
 - o Some line items were lower than budgeted: legal counsel fee; bank & finance charges, the result of an agreement with the bank to offset bank fees as long as we maintain a pre-set minimum balance; and passport services expense, due to a reduction in revenue.
- Computer software & support was running at 40.4%, \$676K or \$300K lower than the budgeted amount of \$976K. Some major IT projects are on hold awaiting the completion of the core upgrade project. Expenditure is expected to pick up in February and after.
- Building & equipment line item was running at 62.1%, which was \$540K over budget. In the fiscal year, 2017 \$504K was spent, or 62.1% of the budget. Costs incurred due to servicing aging building infrastructure is expected to negatively affect this line item as it was the case in prior years.
- Utilities were at \$801K or \$55K higher than budgeted.
- Other expenditures were at 53.3% or \$242K actual and \$23K lower than the budgeted amount of \$264K.

The fiscal year-to-date net effect was a surplus of \$392K compared to \$841K surplus a year ago. Overall, if revenues and expenditures run at the current level and as projected, the Library will be close to target at year-end.

YTD Capital Improvement and Grant Activities:

- The Library has incurred \$2.6M in CIP and CIG expenditures and recognized the same amount as revenue.
- Grant and donation revenue were \$131K, and this includes the \$10K received from SunTrust bank. YTD grant-related expenditure was \$121K.

Mr. Salehudres took questions from the Board.

- **Chief Executive Officer Report – Michelle Hamiel, Interim Co-CEO**

City of Mt. Rainer

Ms. Hamiel relayed that herself and Mr. Gannon attended the City Council meeting in Mt. Rainer. It is clear that the city still wants a Library and are planning on a new building to house the Library using funds provided by the State of

Maryland. During construction, they have asked that the branch move to a temporary site, that is in better condition than the current site.

Smart Start for Babies

The County Executive's Office has scheduled the Smart Start for Babies kickoff, which includes the Library's Books from Birth program, for March 21st.

Board Commentary & Questions

Mr. Crawford made an inquiry as to what positions experience the most turnover. Ms. Hamiel indicated that much of the turnover is experienced in the Librarian and Library Associate positions as PGCMLS loses those staff to surrounding counties that offer higher salaries.

Mr. Crawford asked to know how many vacancies in Librarian or Library Associate positions there are; to which Mr. Naftal provided that there are 13 vacancies.

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

Library Service to Underserved Children and Their Caregivers (LSUCTC) Grant

The Hyattsville Branch received a grant from Library Service to Underserved Children and Their Caregivers (LSUCTC) Committee, a committee of American Library Association's, Association for Library Service to Children (ALSC), for the "Literacy & Library Skills for Refugee Families" program that has been held in New Carrollton. The funding will primarily be spent on Ready 2 Read materials.

Spanish Language Program

In March of 2018, the Prince George's County Memorial Library System will be piloting an impactful literacy program, the first of its kind in Maryland and the fourth library system on the east coast. It's titled the Spanish Literacy Program (SLP): it's aimed to provide literacy skills to Spanish Speakers who are illiterate or have low reading and writing skills in their native language. PGCMLS has partnered with Pro-literacy and the Judy Hoyer Center to realize SLP. The curriculum utilized will be a self-paced platform from Leamos (Let's Read) that will be facilitated by designated library staff. This program would be beneficial to families who are illiterate, it is a stepping stone to learning the English language and consequently it would improve their quality of life; enjoy economic stability and improved self-esteem and confidence; participate actively in their communities; understand how to learn; and impact future generations by passing on a tradition of learning and reading.

The English Language Learner Program Coordinator, Vilma Sandoval-Sall provided an overview for the Board of the new Leamos program.

Mrs. Sandoval-Sall took questions from the Board.

Mr. Crawford questioned how the program could be scaled for a larger impact. Ms. Hamiel provided that the initial funding was able to be paid for from the programming budget and that PGCMLS is the first in Maryland to pilot it. Public Services is always looking for partnerships to create programs for more residents. The hope for the Leamos program is that it remains small to ensure one-on-one instruction. Mr. Crawford advocated for promoting services of similar programs offered by other entities.

Dr. Arthuree Wright proposed that the Library utilize interns from the University of Maryland Library School to work with the English Language Learner Program Coordinator.

FY2019 Budget

Ms. Hamiel provided a copy of the County Executive's budget to the Board.

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

Love My Library Month

Traditionally, Love My Library Week is celebrated in April and PGCMLS celebrates the whole month. The Board received posters showing the programming for the month of April throughout the branches. Next week both the Interim Co-CEO's will be receiving a proclamation from the County for Love My Library Month.

Tableau

Business Intelligence Analyst, Colin Khem presented the newly finished dashboard to the Board as a way to communicate Key Performance Indicators to the Board and answered questions regarding data driven decision making for the system.

- **Correspondence Log**

There were no questions regarding this topic.

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

Mr. Crawford proposed the following meeting location schedule:

- May – Spauldings Branch
- July – Largo- Kettering Branch
- September – New Carrollton Branch
- November – Largo-Kettering Branch

Ms. Bolivar moved to accept the proposed schedule and Dr. Arthuree Wright seconded the motion. The motion passed unanimously.

- **New Business: System Closure for Staff Day**

In order to host the annual staff training day, Staff Day, the Executive Team requested that the Board approve closing the System on Columbus Day, October 8, 2018. Ms. Bolivar made the motion to close the Library System for Staff Day on October 8, 2018 with Ms. Smith seconding the motion. The motion was passed with a unanimous vote.

- **New Business: System Closure for Veteran's Day**

Interim Co-CEO Hamiel reported that in the Bargaining Unit agreement, when Veteran's Day falls on a weekend, staff are to be given an additional day off. The Interim Co-CEOs recommend closing the System on Sunday, November 11, 2018 in addition to the scheduled closure on Monday, November 12, 2018. Dr. Christy Wright moved

to close the Library System on Sunday, November 11, 2018 in recognition of Veteran's Day. Ms. Smith seconded the motion. When put to a vote, it was unanimously approved.

- **New Business: Disposal of Agency Vehicles**

Mr. Gannon provided the Board members with a list of five vehicles that have reached end of life. The Interim Co-CEO provided the mileage and years of the vehicles as well as the particular failures of the vehicles needing to be disposed of. Ms. Bolivar moved to dispose of the five vehicles as recommended with Dr. Arthuree Wright seconding the motion. The motion passed unanimously.

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

The Union's consultant requested materials and information from the class and compensation study consultant, Paypoint HR. That information request was responded to with the exception of some confidential materials that Paypoint HR was not able to share. Mr. Naftal is waiting for the members of the Committee to provide dates to meet to discuss the study further and a possible implementation plan.

Mr. Crawford reported that Mr. Epps shared a letter from the President of MCGEO requesting Board intervention to move the class and compensation study process forward. Mr. Crawford inquired if there is an approximation of how much longer the process will take. Mr. Naftal provided that he has requested a meeting of the committee by the end of March but that he has not yet received a response to set a date although he is hopeful that an agreement can be made.

After discussion amongst the Board of the letter from the President of MCGEO, Mr. Crawford relayed that the Board does not feel the need to directly get involved in the process at this time as long as it is moving forward although the Board is asking both parties to come together to move forward. Ms. Bolivar requested an update in April to decide if Board intervention is necessary.

- **Requests to Address the Board**

Tom Foley, Vice President of the Friends of the Bladensburg Branch

Mr. Foley attended the meeting to discuss the perceived theft of books that were donated to the Friends of the Bladensburg Branch that were being housed at the Bladensburg branch. Mr. Gannon reported that the books were destroyed as many were moldy and were otherwise being stored improperly, causing code violations. Mr. Foley is interested in financial compensation for the destroyed books. Mr. Crawford apologized for the loss on behalf of the Library System.

Mr. Crawford encouraged the System to improve upon the current MOU between the Library and the Friends groups as the current document is vague.

Maria Martinez, Friends of the Bladensburg Branch

Ms. Martinez wanted to clarify that Friends groups can continue to sell books to raise revenue. Mr. Gannon relayed that the Friends groups are allowed to hold book sales for that purpose.

Carol Taylor, Friends of the Bladensburg Branch

Reported that the Friends utilized the stairwell to the second floor as access to the second floor is not permitted.

- **Executive Session**

Dr. Arthuree Wright moved that the meeting be adjourned and that the Board move into Executive Session to discuss the issue of a CEO search firm and the evaluation of the Interim Co-CEOs. Ms. Bolivar seconded the motion and the motion passed unanimously.

- Adjourn: 9:31 PM