



BOARD OF LIBRARY TRUSTEES MEETING

March 28, 2017 – 7:30 p.m.

Hyattsville Branch

Minutes

Board Members Present

Dr. Christy Wright, President
Samuel Epps IV, Vice-President
Sylvia Bolivar
Brett Crawford
Toni A. Smith
Dr. Arthuree Wright

Staff Present

Kathleen Teaze, CEO
Michael Gannon, COO for Support Services
Michelle Hamiel, COO for Public Services
Dereje Salehudres, Dir. of Finance & Budget
Carla Moore, Director of Information
Technology
Jessica Freeman, Executive Assistant

- Welcome and Call to Order: 7:45PM
- Mr. Crawford made a motion to approve the January 10, 2017 Board of Library Trustees meeting minutes. The motion was seconded by Mr. Epps. Motion to approve the minutes passed unanimously.

- **Financial Status Report – Dereje Salehudres, Director of Finance**

Through February 28, 2017 operating revenues were \$16.4M which is 58.6% of the budgeted amount, and 2.5% higher compared to 56.1% of actual a year ago. Operating expenditures were \$15.5M which is 55.6% of the budgeted amount, and higher by 1.4% compared to 54.2% actual of a year ago. The net effect was a surplus of \$841K compared to \$466K 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. The Library has incurred \$259K grant related expenditures and recorded \$258K in revenue to cover the costs. The Library has incurred \$3.4M in CIP and CIG expenditures, and recognized the same amount as revenue.

Dr. Wright inquired about the high payroll outsource fees and telephone bill. Mr. Salehudres provided an explanation for both increases.

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

President Trump's FY 2018 federal budget proposal eliminates all funding for the Institute of Museum and Library Services (IMLS). This would include federal funding to public libraries and the impact on Maryland libraries would be significant. PGCMLS relies almost totally on LSTA funding for Staff Development (Training). Ms. Teaze outlined the efforts of Maryland's library community to advocate for keeping IMLS in the Federal budget for FY 2018 and beyond.

FY 2018 Budget- Staff attended meetings with the Office of Management and Budget along with the County Executive and his staff. The County Executive funded an “enhancement” request in the budget submission for \$868,000 to continue to upgrade our technology infrastructure. Ms. Teaze explained that, although presented as an enhancement as required by County budget instructions, upgrading our technology structure is critical because of end-of-life equipment.

A meeting with the office of Audits and Investigations of County Council is scheduled for March 30, 2017 at 2:30 p.m.

Books from Birth- Additional funding was added to our budget proposal for a new initiative, Books from Birth/Dolly Parton Imagination Library. In collaboration with the Dolly Parton Foundation, books will be mailed each month to all Prince George’s County children from birth until age five. The estimated cost for the first year is \$113k.

Spoofing and Phishing- Ms. Teaze reported on steps taken to mitigate damage from an email spoofing and phishing incident in February.

Mr. Epps inquired about the status of the credit monitoring service for all staff. Ms. Teaze responded that all will receive logins once provided by the County’s Risk Management.

Mr. Crawford, inquired if training has been or will be provided to employees, governing the awareness of spoofing and proper credit monitoring. Ms. Teaze confirmed that plans for training are being finalized by the Human Resources Department.

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

Report on Programs for FY 2017 July 1, 2016- March 21, 2017

PGCMLS has offered 5,360 programs to adults and children with a total attendance of 106,824. To date, 2,450 Ready 2 Read story-time programs resulting in total attendance of 50,723.

PGCMLS is first in the nation to implement the Virtual Reality Future Maker Program and the first in the state to execute the following:

- Summer Meals
- Loaning of Wi-Fi devices (Kajeet Hotspots)
- English Language Learners Coordinator
- GED testing site
- Virtual library cards to students in public schools, pre-K-12 (LINK)
- Beanstack, a service that provides individualized book recommendations for children, literacy activities for families, and the *Summer@Your Library* online program.

PGCMLS commenced processing passport applications in April 2015; to date a total of 10,776 applications have been processed.

The Central Area Teen Advisory Board has renamed themselves Local Strength. The group is working on the following:

- Learning HTML Coding.
- Future plans to launch a Domestic Violence website.
- Learning to prepare business plans with Mr. David Harrington, President of the Prince George's Chamber of Commerce.

The Senior Leadership Forum at Hillcrest Heights was formed to address concerns from seniors who felt there wasn't a place for them within the library outside of book clubs. Staff facilitated meetings on topics driven by the seniors; participation is increasing rapidly.

The Kids Achieve Club is partnering with senior volunteers through Retired Senior Volunteer Program (RSVP), by providing elementary school students with homework assistance and improve reading skills. The primary focus is on branches that serve students who do not speak English as a first language, and a select number of branches that offer summer meals. The program will continue throughout the summer.

At the Largo-Kettering branch, the workforce development program which offers résumé building and interview training has been a huge success. One-third of the participants in the program have been hired at various companies.

Mr. Crawford asked what staff think our roles are and where our strengths lie in reaching County goals and whether we should be reaching out to other organizations to help us in those areas. Ms. Hamiel talked about the number of partnerships we utilize in carrying out the library's work.

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

Partnership with Neighborhood Design Center (NDC)

PGCMLS has worked with NDC on two small landscaping projects during the renovations of Hillcrest Heights and Fairmont Heights branches. NDC has offered a new partnership to create a more welcoming space for the Spauldings Branch exterior. PGCMLS Staff met with the NDC's staff on a pro bono basis for this project. Mr. Gannon expressed his pleasure with pictures, outlines and blueprints for the project.

Tableau Statewide Data Visualization Initiative

PGCMLS reports statistics annually to State and Federal governments and monthly to the County. The Tableau project is a way of utilizing software to take a more active attitude about data collection and usage that will help us to make better business decisions. Mr. Gannon introduced Colin Khem, Business Analyst who gave a presentation on the usage of this software.

Status of building projects

Hyattsville- The temporary site at University Town Center will open Wednesday, April 5, 2017. Facilities will be temporarily housed on Brightseat Rd. in Largo until New Carrollton's renovation is complete. We are waiting for the signed lease from the County.

New Carrollton-The entire inside has been demolished.

Bowie-Construction is ahead of schedule and the tentative reopening is scheduled for the summer of 2017.

Bladensburg Replacement-The County has issued the 'Notice to Proceed' to the selected architects, GWWO. A community meeting has been scheduled for April 24, 2017 at Bladensburg Town Hall; community members can meet the architects and give their ideas and thoughts on the new building.

Langley Park- Funding to purchase the land and begin design has been earmarked for the 2018 CIP proposed budget.

Surratts-Clinton- The design is almost complete; construction is scheduled to begin in June of 2018.

Sylvia Bolivar asked Mr. Gannon for a complete report on the status of construction/renovation projects.

- **Correspondence Log**

- No questions

- **New Business:**

- **Policy Review of the Code of Conduct – Information Only**

- **Performance Evaluation Policy – Information Only**

- **Flexible Spending Account – Action Requested**

A motion to approve the flexible spending account was made by Mr. Crawford and seconded by Ms. Bolivar; the motion passed with a unanimous vote.

- **Independent Auditor Selection – Action Requested**

Mr. Crawford asked if the board was involved in the process of choosing a company for the audit. Mr. Salehudres responded that this is usually the case but because staff was not aware of the status of the Finance Committee, we went ahead and solicited proposals.

A motion to select the recommended firm, Murphy and Murphy, to conduct the annual audit for a 3-year contract, was made by Dr. Christy Wright and seconded by Mr. Epps. The motion passed.

- **Unfinished Business:**

- **Fiscal Year 2018 Proposed Budget - Action Requested**

Ms. Smith stated the budget committee met in February 2017, via conference call. The proposed budget was reviewed and the committee recommended approving the budget as presented. A motion to approve FY 2018 budget proposal was made by Dr. Christy Wright and seconded by Ms. Smith. The motion passed.

- **Requests to Address the Board:**

- Adrienne Burns, Martin Seeboth, Teri Day, Gino Renne and Debra Capponi.

- **Closing Comments from the President:**

President Dr. Wright thanked everyone for attending the meeting and she also thanked the COO's for their outstanding reports.

A motion was made and seconded to move into Executive Session to discuss personnel matters and recommendations for filling board vacancies. The motion passed and the meeting was closed at 9:36 p.m.