



**BOARD OF LIBRARY TRUSTEES MEETING**

**March 7, 2019 – 7:00 p.m.**

**Largo-Kettering Branch**

**Minutes**

**Board Members Present**

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

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

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

**Absent:** Dr. Hiram Larew & Sylvia Bolivar

- Welcome and Call to Order: 7:09 PM
- President Epps thanks his Board colleagues, staff, and the CEO for their thoughts and prayers during his time of loss. Mr. Crawford will be chairing the meeting this evening.
- Dr. Wright moved to accept the meeting agenda as written and Ms. Smith seconded the motion. The agenda was approved with a unanimous vote.
- Dr. Wright moved to accept the January 17, 2019 Board of Library Trustees meeting minutes. Mr. Epps seconded the motion. The minutes were approved with a unanimous vote.
- **Committee Reports**

Nomination Committee – Samuel Epps, Chair

Mr. Epps reported that a notification letter of the vacancy needs to be sent to the County Executive. Ms. Freeman indicated that a draft of the notification letter can be provided tomorrow.

Budget/Audit/CIP Committee – Toni A. Smith, Chair

Ms. Smith reported that she is in receipt of the final Audit report.

Personnel Committee – Dr. Arthuree Wright, Chair

Dr. Wright provided a summary of the CEO search to be entered into the minutes.

Planning & Evaluation Committee – Mr. Brett Crawford, Chair

Mr. Crawford reported that at the February Board retreat adjustments and revisions to the by-laws and committee structure were discussed. A draft of the revisions has been prepared and distributed to the

committee but will be then be distributed to the full Board once comments are received from committee members. This can be discussed at the next Board meeting.

- **Financial Status Report as of January 31, 2019 – Dereje Salehudres, Director of Finance**

Year-to-date operating revenues were \$18.2M which is 58.5% of the budgeted amount, and 5.3% higher compared to \$17.3M, or 57.5% of a year ago. Year-to-date operating expenditures were \$18M which is 57.8% of the budgeted amount, and higher by 6.5% compared to \$16.9M, or 56.2% a year ago. The fiscal year-to-date net effect was a surplus of \$278K compared to \$392K 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. Regarding CIP expenditures, the Library incurred \$1.95M in expenses and recognized the same amount as revenue. Grant related revenues were \$304K while expenditures were \$253K; which was primarily due to a timing difference.

Mr. Salehudres entertained questions regarding the written report from the Board members.

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

Mount Rainier Branch Update

The CEO along with Michael Gannon, COO for Support Services and Michelle Hamiel, COO for Public Services attended the Mount Rainer Public Work Session to discuss the branch. The meeting was well attended by citizens advocating for their branch. While the City has funding for the asbestos abatement, there are other safety concerns that the Library has and would like addressed prior to reopening the branch. Mr. Epps requested that the Board receive a copy of the safety concerns for the branch.

Baden Branch Relocation Discussion

On Monday, March 4, 2019 the CEO along with Michael Gannon, COO for Support Services and Michelle Hamiel, COO for Public Services met with Senator Mike Miller, Councilmembers Mel Franklin, Sydney Harrison, and Calvin Hawkins, along with members of the Baden Friends, and Hearts of America representatives. There is interest in moving the Baden Branch to an abandoned building in need of renovation that is adjacent to the current location. Funding would include private donations and working with a non-profit, Heart of America. Ms. Phillips reminded the attendees that an expansion would require additional spending in terms of staff and operational costs.

Mrs. Phillips reminded the Board of upcoming budget meetings.

Mrs. Phillips also highlighted some of the rich Black History Month programming that took place in February.

Mr. Crawford commended the CEO's outreach efforts with staff and other external stakeholders.

- **New Business: Staff Development Day System Closure – Action Requested**

Mrs. Phillips explained that the workshop will introduce staff to service design, experience principles, and institutional values. The work done will segue into the work to design the strategic plan. All staff, both salaried and hourly will be invited. It is requested that the System be closed for the day to accommodate the event and allow all staff to attend.

After some discussion regarding the details of the venue and facilitator choices the board made a motion. Dr. Wright moved to accept the proposals to engage both Margaret Sullivan Studio and La Fontaine Bleue as well as a materials & supplies stipend with the intention to negotiate the contract only pay for those staff members that are in attendance at La Fontaine Bleau. Mr. Epps seconded the motion. The motion pass unanimously.

Mr. Epps moved to close the Library System on April 9<sup>th</sup> for the in-service staff day. Ms. Smith seconded the motion and the motion passed unanimously.

- **Unfinished Business: Board Service Recognition Policy**

Ms. Smith presented the policy briefly at the January meeting and discussion was had at the February Board retreat regarding the policy. Mr. Crawford indicated that the policy provides a schedule of recognition for Board members who complete service. Mr. Epps moved to accept the Board recognition policy as drafted with Dr. Wright seconding. The motion passed unanimously.

- **Unfinished Business: Bag Policy**

Mr. Crawford expressed his appreciation for the additional background information that was provided in a report. Mr. Crawford suggested the addition of "provided that they do not create a hazard or nuisance" following the statement that "customers are welcome to have a maximum of two bags or containers of any type." There was discussion about defining a container and not having staff measure the bags/containers. Dr. Wright indicated that the policy should also include the right of PGCMLS staff to inspect bags coming into the Library. The Board requested that the language be further revised with a simple approach that communicates clearly with the public.

- **Unfinished Business: Alternative Work Schedule**

Mr. Naftal reported that the work from home program had been done away with in large part due to the fact that proper cyber security could not be confirmed on staff member's home computers and due to the fact that it was not able to be offered to staff outside of the Administrative Offices. The flextime schedule and compressed work schedule are being offered to provide flexibility in the workplace for staff while supporting the operational needs of the branch or department.

Mr. Crawford provided corrections and requested clarifying language to paragraph 1B to fix a typo, section 2A 1-3 to clarify the language to make it more clear, and section 3C 3 to provide notice that the work schedule has or has not been approved by the supervisor following the trial period.

Mr. Epps requested a report following the initial six months of launching the alternative work schedule program.

Ms. Smith expressed concerns regarding supervisory tracking of the flextime schedules, compressed work schedules, and leave requests.

Mr. Crawford requested that a note be added that the program could be ended after an evaluation period.

Mr. Epps moved to accept the policy with the edits and that there will be ongoing tracking with a report to the Board after six months. The motion was seconded by Dr. Wright. The motion passed with three votes for and one against.

- **Requests to Address the Board**

No requests to address the Board.

- **Closing Statements**

Mr. Epps noted that the Board attended a retreat in February, which went well. Mr. Epps thanked the Executive Assistant for her help executing the day, as well as the new Carrollton and Buildings and Grounds staff for being welcoming that day.

- Adjourn: 8:23 PM

## **Prince George's County Memorial Library CEO Search**

Our involvement with the search process started last June/July when the PGCMLS Library Board of Trustees engaged our firm to assist them with their CEO search. We held our first meeting with the Board on July 17 to review the search process, determine the key dates on the timeline for the search, and discuss other search related issues, including the extent to which the confidentiality of the candidates could be preserved during the search process. Our understanding of the Maryland Open Meetings Law was that candidate confidentiality could be maintained throughout the search process under Section 3-305 (b) relating to personnel matters until a final appointment is made, however, the Board did want the process to be as transparent as possible while preserving the privacy of the applicants. We told the Board that we like to be able assure the confidentiality of candidates to at least the point where finalist candidates were selected and announced—and the Board was agreeable to this until the final stages of the process.

During our July visit we also conducted meetings with the Leadership Team, senior staff, and union representatives to ask what attributes they were looking for in the next CEO and what challenges and opportunities they felt lay ahead for the new CEO in leading the Library. We also made an online survey available to all staff seeking the same information and had previously surveyed the Board on these questions. Based on the feedback we received, we put developed a job announcement, launched the national search and began prospecting for candidates. Periodic updates on the status of the search were provided to the Board throughout the search intake process and subsequently shared with staff through internal communication channels.

By the time the position closed September 16, 25 applicants had applied for the position. Approximately half of the applicants were from the immediate DVM (DC, Maryland, Virginia) area with the home states of the remaining 13 applicants ranging from New York to Florida and as far west as Wisconsin and Illinois with one international (Canadian) applicant. The pool of applicants was almost evenly divided between men and women.

The Board independently reviewed all applications and we met with the Board on September 28 to share our notes, discuss the candidates, and ultimately narrow the field to seven candidates who the Board interviewed via Skype October 18 and 19. Following those interviews, the Board selected four finalists to invite to Prince George's County November 1 and 2. As previously determined, the names of the finalists were announced to staff and stakeholders, various sessions to meet the finalists arranged and a public forum scheduled to meet the finalists on November 1. The Board interviewed all four finalist candidates individually on November 2 and reconvened on November 5 to select the candidate the candidate of choice. Following successful negotiations and a background check, the name of the selected candidate was announced, and the new CEO was officially appointed at the November 15 Board meeting.

**Bradbury Miller Associates**