



Prince George's County Memorial Library System

**Board of Library Trustees Meeting
March 18, 2021 - 7:00 PM
Zoom Video Conference Call**

Minutes

Board Members Present

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

Prince George's County Memorial Library Attendees

Roberta Phillips, Chief Executive Officer
Michael Gannon, Chief Operating Officer for Support Services
Michelle Hamiel, Chief Operating Office for Public Services
Nicholas Brown, Chief Operating Officer for Communication & Outreach
Dereje Salehudres, Director of Finance
Shelley O'Brien, Director of Development & Donor Engagement
Blane Halliday, Director for Collection Strategies
Carla Moore, Director of Information Technology
Steve Fitzgerald, Director Dynamic Content and Engagement
Jessica Freeman, Executive Assistant

Absent:

Welcome and Call to Order by President Brett Crawford: 7:03 PM

November 18, 2020 Board of Trustees Minutes

Dr. Larew made a motion to accept the Board of Trustees meeting minutes from January 21, 2021 with a correction. Dr. Wright seconded the motion and when put to a vote the minutes were unanimously approved.

Spotlight: PGCMLS Foundation

Mr. Crawford introduced the Chair of the Prince George's Co. Memorial Library System's Foundation, Linda Washington Douglas. Ms. Washington Douglas provided the history of the Foundation, which became active in January 2020 and introduced the members of the Foundation's Board. Ms. Patti Kim serves as the

Vice-Chair and introduced a number of fundraising activities that the Board hosted during 2020; namely the May Jubilee, brick sales for the Hyattsville Branch, "I love my Library" t-shirt sales, and grant funding. Ms. Karen Clark Reddon introduced the Foundation's project that was the focus of fundraising efforts for 2020, which was the renovation of the Digital Resources for Electronic Applications in Media (D.R.E.A.M) Lab located at the Fairmount Heights Branch. The Foundation also supported the Kids Achieve Club at the Oxon Hill Branch and provided additional coats for Operation Warm. Earlier in the year, the Board approved to implement the expansion of space at the Beltsville Branch for workforce development and raise \$225,000 for this project. Mr. Crawford expressed, and other Board members echoed, gratitude for the Foundation's efforts to support the Library.

Board of Trustees Committee Reports

Personnel & Governance Committee - Toni A. Smith, Chair

The Committee is in the process of executing the CEO's annual evaluation. The Committee is also reviewing the Library's policies and is excited to begin preparing for the Board's annual retreat.

Finance & Planning Committee - Brett Crawford, Chair

The Committee met recently to take a deep dive and audit into the Library's contracts. Based on the findings of the review and meeting there were a couple of recommendations made by the Committee:

1. Devise a schedule that would be a multi-year schedule to review and rebid long-term contracts to ensure best pricing and service is achieved.
2. Review the sole-source contracts and ensure that this is appropriate and if there are competitive providers where contracts could be awarded through a bidding process.
3. Review the ability to enter into longer term contracts for some annualized contracts that would allow the Library to take advantage of potentially more favorable terms and more stable conditions.

The Committee applauded the efforts made by Procurement to find efficiencies and cost savings in the contracts that the Library enters into. Mr. Crawford also relayed that the Committee will be doing a review of the contracts every three years or thereabout.

Community Engagement Committee - Angela Smith, Member

At the January 2021 Board of Trustees Meeting, Mr. Brown, COO of Communication & Outreach shared that his team has a government relations strategy to outline advocacy efforts at the federal, state, and county levels. That document was reviewed by the Committee and feedback was collected from the Board. Since then the initial document has been expanded and includes an advocacy calendar, advocacy development process messaging tools, and identification of stakeholders decision makers. The current iteration has been included in the Board package for this meeting.

Ms. Toni Smith also reported that the Prince George's County Child Mental Health Work Group is interested in working with the Library to put on activities for Child Mental Health week, which is the first week of May. Mr. Brown has been in communication with this work group.

Dr. Larew commented that Megan Sutherland is heading the Community Engagement work group and that the Community Engagement Committee will likely be working with this team more and more.

Chief Executive Officer's Report - Roberta Phillips, Chief Executive Officer

Mr. Crawford offered congratulations to Mrs. Phillips who was recently recognized as a Prince George's Proud 2021 Women's History Month Luncheon Honoree for Women in Government. Mrs. Phillips recognized that she wouldn't be able to receive such recognition without her team.

Phase II Reopening

Mrs. Phillips thanked the Phase II Reopening Team as well as the Health and Safety Committee for their efforts in planning to reopen for Phase II. Mrs. Phillips also thanked the Executive Team, Union stewards, and Union Leadership who have worked side-by-side to work on Phase II reopening. The Library is excited to get everything in place to welcome customers back into the Library. A more formal announcement to the public will be coming in the next few weeks.

Financial Information and Report - Dereje Salehudres, Director of Finance

Mr. Salehudres provided that year-to-date operating revenues were \$19.2M, which is 56.97% of the budgeted amount, compared to \$19.3M, or 58.16% in fiscal year 2020. Operating revenue was down approximately by .5% from a year ago due to lower than expected branch and other revenues but was positively offset by higher County and State contributions. Year-to-date operating expenditures were \$18.8M, which is 55.69% of the budgeted amount, compared to \$19.4M, or 58.56% a year ago. This is lower than last year by approximately 3%, which was mainly due to lower than budgeted library materials and utilities spending, but is slightly offset by higher expenditures in computer software and support as well as building equipment. There is currently a \$434K surplus. The fund balance increased by \$200K. CIP expenses through January were approximately \$2.5M and the same amount was received in reimbursements from the County. The Library received \$370K in revenue and has spent \$369K of the grant revenue.

Mr. Salehudres took questions from the Board. Mr. Crawford inquired about whether reopening into Phase II would have an appreciable impact on the finances through the end of the fiscal year. Mr. Salehudres indicated that there would be an increase in expenses but that a surplus is still anticipated by the end of the fiscal year. Dr. Larew checked his understanding of the funding received to offset costs spent on combating the coronavirus. Mr. Epps inquired if cleaning the branches that are closed due to a confirmed case of the

coronavirus is reimbursed under the CARES Act. Mr. Salehudres provided that only the supplies used to clean are able to be reimbursed but that salaries are not reimbursable. Also, reimbursable expenses ended in December 2020.

Capital Improvement Plan Report: Michael Gannon, Chief Operating Officer for Support Services

Hyattsville Branch

The gas flow problem to get gas into the building has been fixed. With gas in the building and the temperature able to be regulated, progress is being made. Wooden doors and cabinetry are up. Tile flooring has been put down. This project is roughly six months behind schedule. An extension on the temporary site has been secured.

Surratts-Clinton Branch

Water infiltration was discovered when crews were preparing to pour a concrete slab. Based on a construction meeting held that afternoon, Mr. Gannon reported that a resolution has been decided upon but that the flooring nor windows can be installed until the water infiltration has been resolved.

Baden Branch

Due to several of the Library's other construction projects being over budget, the County shifted money to allow those projects to be completed. The Baden relocation project was pushed into fiscal year 2023. This will also allow for the Library to apply for a matching state capital grant to match the County money that has been reserved for the construction of the Baden branch.

Bladensburg Branch

The temporary site is being built out. It is anticipated that construction will conclude in early April. Once construction is completed, the collection, furniture, and staff will be moved over to the temporary site. Likely that will take place in early May. Once the building is emptied it can be turned over to the County and demolished. It is expected that construction of the new building will take 18 - 24 months to complete.

Langley Park

This project was delayed until FY 2023 in order to put more funding into the Surratts-Clinton project with all of the water infiltration issues that need to be addressed.

Communications Report: Nicholas Brown, Chief Operating Officer for Communication & Outreach

Mr. Brown thanked the Community Engagement Committee for their work and engagement over the past few months. Mr. Brown then reported that with the help of Board member Toni Smith that the Library has been able to connect with the County's Committee for Children's Mental Health Matters. The Library works with both the Committee and a State level campaign to celebrate Mental Health Awareness Month in May. Mr. Brown highlighted the work of the teams that are being recognized nationally which has led to new partnerships. Mr. Brown relayed that the Washington Nationals is very pleased to partner with the Library again for Summer @ Your Library.

Library Advocacy

Mr. Brown provided that SB 524 (CF HB 1000) – Building Lifelong Library Learners Act has been enacted. This bill boosts funding for county library capital projects, accelerates increases to the library funding formula, and encourages minors to continue to utilize their public libraries by eliminating certain fines. Maryland legislature became the first state to pass legislation HB0518 that would require a publisher who offers to license an electronic literary product to the public to also offer to license the product to public libraries in the State on reasonable terms that would enable public libraries to provide library users with access to the electronic literary product. The bill passed the Maryland General Assembly (both the House of Delegates and the State Senate) unanimously. It is awaiting the Governor's signature. Essentially as it stands publishers are extorting libraries and restricting access to certain catalogs in order to drive revenue. Amazon has been a big culprit as they have been expanding their publishing operation.

Advocacy efforts are still needed for PGCMLS's budget as the Library did not receive the enhancement to the budget as request. Funding for staffing remains important with larger branches coming online once construction projects are completed. Mr. Brown will provide hearing information so that Board members can testify and advocate for the Library's budget.

As part of the federal relief package, there has been a \$200M increase to the Institute of Museum and Library Services budget, which is the largest increase to the agency's budget in its history. This will trickle down to Libraries through many grant opportunities. Through the FCC there is a large increase in reimbursement through e-rate.

Dr. Larew brought up a brief discussion on the decreased revenue for the state due to COVID-19. Mr. Crawford indicated that Maryland has fared better during the pandemic due to the stability of the workforce since there have been few layoffs at the federal level.

Talent & Culture Report: Roberta Phillips, Chief Executive Officer

Mrs. Phillips thanks Ms. Pinnock for her dedication and hard work during the pandemic, especially since she is a staff member down. However, a new benefits specialist has been hired and is set to start in April. Mr. Crawford thanked Ms. Pinnock and others who helped secure vaccinations for Library staff through the County Health Department.

Foundation Report: Shelley O'Brien, Director of Development & Donor Engagement

Ms. O'Brien provided a written report but did not have additional information to add after the Foundation Board's presentation.

Information Technology Report: Carla Moore, Director of Information Technology

PGCMLS has taken on a wi-fi expansion project to extend wi-fi to the edges of most of the branches's parking lots. The hope is to go live by the end of March and there are only two remaining branches that installation of the access points and additional cabling will be needed.

Materials Management Report: Blane Halliday, Director for Collection Strategies

The Hyattsville opening day collection is substantially complete. The Surratts-Clinton opening day collection is being ordered once again so that it will be billed to the current year's budget rather than FY 2022.

Ms. Bolivar gave praise to Mr. Halliday's efforts in raising awareness and testifying on behalf of passing legislation HB0518.

New Business: Proposal for MOU with UFC Local 1994 MCGEO During Phased Opening

Tabled until an agreement has been reached.

New Business: Proposal for Phase II Reopening

Tabled until an agreement has been reached.

New Business: Proposal for Director of Dynamic Content & Engagement with a Purchase Card

Mr. Brown presented the proposal for the Director of Dynamic Content & Engagement to be issued a purchase card with a limit of \$4,000. The new role of Director of Dynamic Content and Engagement is a member of the Executive Team and oversees the PR/Marketing and Digital Services teams. They report to the COO for Communication and Outreach. Providing this role with a purchasing card will provide parity for the director with all other directors who have purchasing cards to handle small purchases to support daily operations. Dr. Wright made a motion to approve the proposal and Mr. Epps seconded the motion. The motion passed unanimously.

Requests to Address the Board

There were no requests to address the Board.

Closing Statements: Dr. Larew pointed out how many attendees were present and hopes that, once the Board is able to meet in person, that there could be a hybrid approach. Mr. Crawford relayed that an emergency Board meeting will be scheduled once the MOU and Phase II reopening have been agreed upon. Dr. Larew moved to adjourn the meeting and Ms. Toni Smith seconded the motion. The motion passed unanimously.

- **Adjourn:** 8:37PM