



BOARD OF LIBRARY TRUSTEES MEETING
March 20, 2020 – 3:00 p.m.
Conference Call

Minutes

Board Members Present

Brett Crawford, President
Samuel Epps, IV, Vice President
Dr. Hiram Larew
Dr. Arthuree Wright
Sylvia Bolivar

Prince George's County Memorial Library Attendees

Roberta Phillips, Chief Executive Officer
Michael Gannon, Chief Operating Officer of Support Services
Michelle Hamiel, Chief Operating Office of Public Services
Nicholas Brown, Chief Operating Office of Communication & Outreach
Jessica Freeman, Executive Assistant

Absent: Toni Smith

Welcome and Call to Order by President Brett Crawford: 3:02 PM

• **Library Closure Plan**

Mrs. Phillips reported that both she and Mr. Gannon attend the daily countywide COVID-19 morning meetings. Additionally Mr. Brown attends the Joint Information Center virtual meetings. The CEO also reported that those staff members that volunteered for Sunday service for the month of March will be paid through the end of March but beginning in April the Library will no longer pay the volunteer staff for their Sunday service hours since the system is closed for an extended period of time. The current estimation for closure is thought to be about 8 weeks.

Mr. Gannon reported that Buildings and Grounds support staff have cleaned and sanitized all of the buildings since the closure. Central Maintenance staff are monitoring the buildings periodically to ensure that they are maintained during the closure and are free from vandalism. Construction projects are still moving forward. The Finance Department is capable of completing payroll remotely, which will be done in the following week. The IT department is monitoring laptops and providing support remotely for those staff members teleworking.

Mr. Crawford encouraged the executives to plan for a longer period of time and to consider likely budget cuts. There was discussion amongst the Board and Executive Team to continue to keep the lines of communication with MCGEO open during this time and keep the Union in the loop as far as funding issues and potential budget cuts due to possible revenue shortfalls results from the pandemic.

- **Communication & Outreach Planning**

The team provided that the Library's Wi-Fi is on and in many cases is available to customers from their vehicles in the parking lot. There was some discussion of if the strength of the Wi-Fi could be enhanced to allow further reach into the parking lots and advertising that the Library is still offering free Wi-Fi to its customers with Library cards. Ms. Hamiel indicated that Kajeet Mi-Fi devices are on loan and will not be turned off after the 9 week loan period as has been the practice in the past when they were overdue. The Board requested statistical data on digital services usage since the closure. Mr. Crawford also expressed interested in reaching out to community members to gain and understanding of customer needs and what they are missing about the Library.

Mr. Brown expressed interest in developing virtual programs in conjunction with local artists and Mrs. Phillips is interested in partnering with other Libraries or agencies to expand access to more resources to customers during the closure in addition to the new temporary resources that have been added to the Library's digital offerings.

- Dr. Larew made a motion to close the meeting, which was seconded by Dr. Wright. The Board unanimously voted to close the meeting and enter into executive session. **Adjourn:** 4:15 PM