

BOARD OF LIBRARY TRUSTEES MEETING

April 4, 2019 – 7:00 p.m.

Spauldings Branch

Minutes

Board Members Present

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

Prince George's County Memorial Library Attendees

Roberta Phillips, Chief Executive Officer
Dereje Salehudres, Director of Finance
Jessica Freeman, Executive Assistant

Absent: Toni A. Smith

- Welcome and Call to Order: 7:05 PM
- President Epps explained that every other month the Board would be meeting in a work session and then a regular Board meeting in the rest of the months where voting will take place.
- Mr. Crawford moved to accept the meeting agenda with the addition of an Unfinished Business Item – the Bag Policy, and Dr. Larew seconded the motion. The agenda was approved with a unanimous vote.
- Mr. Crawford moved to accept the March 7, 2019 Board of Library Trustees meeting minutes with corrections. Ms. Bolivar seconded the motion. The minutes were approved with a unanimous vote.
- **Committee Reports**

Nomination Committee – Samuel Epps, Chair

Mr. Epps reported notification letters were sent to the County Executive to make her aware of the vacancy on the Board of Trustees and the intention of the Board to reappoint Toni A. Smith. Applications will be accepted and reviewed by the Board.

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

Mr. Salehudres provided an overview of the Library's financial activities and budget status for fiscal year-to-date February 2019, about 67% through the fiscal year, and year over year comparison.

Year-to-date operating revenues were \$20.8M, which is 66.8% of the budgeted amount and 5.9% higher, compared to \$19.6M of a year ago:

- Public Support revenue was \$20M and on target.

- Branch revenue was \$450K, running at 60.7%, or \$44K lower than expected.
- Other revenues were higher than budgeted at 110.2%, or \$97K higher than expected, for the most part, due to higher than expected E-rate rebate revenue, timing difference.
- Use of fund balance: The County has required the Library to use \$200K out of the Library's fund balance as part of the approved revenue budget.

Year-to-date operating expenditures were \$20.3M, which is 65.3% of the budgeted amount, and higher by 6.6% compared to \$19.1M a year ago:

- Library materials were below the budget at \$1.9M, 54.1%, or \$448K lower than budgeted. This is lower, mainly, due to cost cutting measure to offset projected budget shortfall in the salary and fringe benefit line items as the result of the full implementation of the classification and compensation study as well as additional increases in compensation due to negotiations made with the Union.
- Operating services and supplies were running slightly higher than budget at 67.5% or \$911K of actual
 - o Payroll outsource fees, security services expenses, legal counsel, office supplies, recruitment, staff & volunteer recognition, and transactional fees pertaining to passport services ran higher than the budgeted amount.
- Computer software & support category was running at 66.9% and slightly higher than budgeted at a total of, \$786K
- Building & equipment line item was running at 65.4%, which was \$661K or slightly under budget
- Utilities expenditure was slightly lower than budget level at 65.7%, \$900K
 - o With the exception of telecommunications, all other line items in this category were running at targeted level or below.
- Other expenditures were lower than budgeted at 56.1% or \$362K actual.
- PR related activities were more than budgeted amount at 71.9%, \$38K
- Public Services programs, including books from birth, were running significantly lower than budgeted at \$150K, or 44.8%.

The fiscal year-to-date net effect was a surplus of \$506K compared to \$573K 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.

YTD Capital Improvement and Grant Activities:

- The Library has incurred \$2.2M in CIP expenditures, and recognized the same amount as revenue.
- Grant related revenue and expenditure were \$306K and 267K respectively.

Mr. Salehudres invited questions regarding the written report from the Board members. Ms. Bolivar inquired about the County's requirement that the Library use reserve funds and Mr. Crawford inquired if there would be further requirements by the County to dip into reserve funds, which Mr. Salehudres indicated is unknown at this time. Ms. Phillips noted that it is important to keep educating the County Council on the Library's needs and costs of operations. Ms. Phillips is hopeful that some funding will be provided by the Council.

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

Contract Negotiations

The Contract has been ratified as of March 27th and can go into effect on July 1, 2019.

Urban Libraries Council

Michelle Hamiel, COO for Public Services and Kelsey Hughes, Adult and Teen Services Specialist, attended the Urban Libraries Council (ULC) Partners for Middle School STEM Cohort, which convened in Chicago March 13-14, to kick off pilot programs designed to test new approaches to engaging low-income middle school youth in science, technology, engineering and mathematics (STEM) education. The experimental program is a two year commitment focused on building multi-sector community partnerships to increase STEM learning opportunities for underserved middle school students.

Short Edition @ MVA

The Library has received good press with the roll out of the Short Edition at the MVA.

Your Voice Matters – Staff Engagement Event

Mrs. Phillips encouraged Board members to drop by the Staff Engagement Event on April 9th.

In the Branches

V-Art, a program at the Bowie Branch, is part of a teen Virtual Reality arts grant from the city of Bowie and will be happening again at South Bowie Branch in April. The Library also just celebrated Teen Tech Week, with several branches participating with 3D printing, virtual reality, video game friendly competitions, and hands-on STEM learning. A Maker Fair was also held and was well attended.

Branch Updates

Mrs. Bolivar requested an update on the Mount Rainier Branch. Mrs. Phillips reported that the City is doing their best to raise funds in conjunction with their Friends, County and State delegates. It is up to the City to have the asbestos abated and make the necessary repairs to the branch prior to reopening.

Mrs. Phillips indicated that there is also a strong desire to move the Baden Branch but the intended structure will need to be inspected before a move is made.

Mrs. Phillips shared with the Board that the Hyattsville new construction project is underway, the land designated for the Langley Park Branch location is still being negotiated for, and that Mr. Butler is asking that the County place a hold on the property for a Brandywine Branch since the County owns that land already.

Summer Meals

PGCMLS will offer summer meals at Oxon Hill, Fairmount Heights, Beltsville, Hillcrest Heights, and Spauldings Branches. Based on a meeting that Ms. Phillips had with the CEO of the PGCPs, there is interest in cross-promoting the summer meals programs between the two agencies.

- **New Business: Board of Trustees By-laws & Committee Structure Revision – Information Only**

Mr. Crawford indicated that targeted amendments to the by-laws and restructuring of the committees will allow the Board to be more functional and supportive to the system. The committee structure would be reduced from five to three standing committees; Personnel & Governance, Finance & Planning, and Community Engagement. Ad hoc committees may also be formed as needed. Mr. Crawford provided the oversight responsibilities for each committee. This item will be voted upon at the May meeting. Mr. Epps requested that the draft of the by-laws be added to the public facing website.

- **New Business: Proposal to Increase the Number of Cash Branches – Information Only**

Mrs. Phillips requested that the Board consider adding an additional six branches to the current branches that accept cash as a form of payment in order to remove barriers for customers to gain access to services. Currently only Greenbelt, Hyattsville, Oxon Hill, Spauldings, and the South Bowie branches accept cash. It is being requested to add Beltsville, Hillcrest Heights, New Carrollton, Largo-Kettering, Surratts-Clinton, and Bladensburg. After discussion, Mrs. Bolivar suggested that all branches convert to accepting cash. Mrs. Phillips will update the costs associated with the conversion and provide to the Board for the next meeting.

- **Unfinished Business: Bag Policy**

Mrs. Phillips has made revisions to the bag policy and will be sending the verbiage to the Board shortly. This item will be on the next Board meeting's agenda.

- **Requests to Address the Board**

No requests to address the Board.

- **Closing Statements**

Mr. Epps noted that there is a new development very close to the Largo-Kettering Branch who have reached out in order to be good neighbors. Mr. Epps has put the developers in contact with Mrs. Phillips to develop a relationship.

- **Adjourn: 8:17 PM**