



Prince George's County Memorial Library System

**Board of Library Trustees Meeting
April 12, 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
Sylvia Bolivar
Toni A. Smith

Prince George's County Memorial Library System Staff Attendees

Roberta Phillips, Chief Executive Officer
Michael Gannon, Chief Operating Officer for Support Services
Michelle Hamiel, Chief Operating Office for Public Services
Dereje Salehudres, Director of Finance
Jessica Freeman, Executive Assistant

Absent: Dr. Hiram Larew

Welcome and Call to Order by President Brett Crawford: 7:02 PM

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

Mrs. Phillips relayed that the intention behind the MOU was to enter into an agreement for face to face reopening that allows for limited computer access as well as browsing in branch lobbies or other limited spaces while curbside continues. Customers will be able to use either the PGCMLS app or self-checkout in order to check out their materials. Should a material not be in the limited browsing area, they can place a hold while at the branch or on the app. A tiered approach will be implemented whereas the largest branches will begin the Phase II reopening followed by the mid-sized branches two weeks later and finally the smaller branches two weeks following the mid-sized branches. After minimal discussion Dr. Wright moved that the MOU be accepted as negotiated and presented. Ms. Bolivar seconded the motion. When put to a vote it was unanimously approved.

Mr. Crawford noted that as part of the MOU there has been a proposal submitted to the Board to consider approving an extension of leave roll over; however, the Board will not be considering this proposal at this time, which does not indicate any opinion on the proposal itself. There is language in the proposal that needs to be clarified and represented to the Board at a later time.

New Business: Proposal for Phase II Reopening

Ms. Hamiel reported that the branches will be opening in Phase II in a tiered approach as Mrs. Phillips had previously described large, mid-sized, and smaller branches opening, starting April 28th, to begin with the large branches and then trickling down to the smaller branches every two weeks. Unfortunately not all of the computers will be able to be used at a given time in order to social distance. Adults coming to either use computers or browse will be permitted up to two children to accompany them. Children must be under the supervision of their parent/guardian. Parents/guardians will need to sign that they understand that the rest of the library is not open and that their children must stay with them during their appointment. Computer appointments will be up to an hour and browsing appointments will be for 15 minutes. However, a customer could book multiple appointments in differing branches in a day to have more hours at a computer or browsing. The app and self-checkout stations can be used without a staff member but staff will also be available to assist with check out for those who would like to utilize a staff member. Staff will be trained on April 27th and the large branches will open for appointments on the 28th. Training has been posted virtually already for staff to view. There will be mouse and keyboard covers available for individuals to utilize during their appointment. After minimal discussion Ms. Bolivar moved to accept the proposal to move into Phase II and Mr. Epps seconded the motion. The vote was unanimous to approve the motion.

Requests to Address the Board

There were no requests to address the Board.

Closing Statements: Ms. Bolivar moved to adjourn the meeting and Ms. Toni Smith seconded the motion. The motion passed unanimously.

- **Adjourn:** 7:22PM