



BOARD OF LIBRARY TRUSTEES MEETING
May 17, 2018 – 7:30 p.m.
Spauldings Branch

Minutes

Board Members Present

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

Prince George's County Memorial Library Attendees

Michelle Hamiel, Interim Co-CEO
Jeff Naftal, Director of Human Resources
Dereje Salehudres, Director of Finance
Jessica Freeman, Executive Assistant

Absent: Sylvia Bolivar

- Welcome and Call to Order: 7:41 PM
- Mr. Crawford moved to accept the agenda as written and Dr. Christy Wright seconded the motion. The agenda was approved with a unanimous vote.
- Dr. Christy Wright made a motion to approve the March 15, 2018 Board of Library Trustees meeting minutes with corrections. Mr. Crawford seconded the motion. The minutes were approved with a unanimous vote.
- **Committee Reports:**

Nomination Committee – Samuel Epps, IV, Chair

On June 5, 2018 Dr. Arthuree Wright will be reappointed and Dr. Hiram Larew will be appointed to the Board at the County Administration Building at 10:30 AM.

Planning & Evaluation Committee – Brett Crawford, Chair

The committee is planning to meet over the next few weeks to work on a proposal that will be presented at the next Board meeting to revise the committee structure and the by-laws accordingly. The ad-hoc committee to review the events surrounding the PGCMLS Foundation is moving forward.

Personnel Committee – Dr. Arthuree Wright, Chair

The Committee received six proposals from search firms to aide in the CEO search. The Board has reviewed them and will need to decide which firms they would like to interview in an Executive Session following the Board meeting.

- **Financial Status Report as of March 31, 2018 – Dereje Salehudres, Director of Finance**

An overview of the Library's financial activities and budget status for fiscal year-to-date March 2018, about 75% through the fiscal year, and year over year comparison.

Year-to-date operating revenues were \$22.4M which is 74.6% of the budgeted amount, compared to \$20.8M, or 74.4% in the fiscal year 2017:

- Branch revenue was \$551K, running at 70.7%, or \$33K lower than the budgeted amount of \$585K, primarily due to revenue received from overdue fines being lower by \$64K.
- Other revenue was much lower than budgeted at 45.4%, or \$121K, for the most part, due to decreased Passport Service revenue with the closure of the Hyattsville Branch for construction. However, it is anticipated that both Laurel Branch and New Carrollton Branch's Passport Service revenue will cover part of the budget gap.

Year-to-date operating expenditures were \$21.9M which is 72.9% of the budgeted amount, compared to \$20.2M, or 72.2% a year ago:

- Compensation was \$15.1K/72.7%, or \$488K lower than the budgeted amount of \$15.6M.
- Library materials were under budget at \$2.3M, 66.7%, or \$286K lower than budgeted. With the projected purchases of materials for the New Carlton branch, expected to open in July, this line item is expected to be close to the budgeted amount level at year end.
- Operating services and supplies were running over budget at 86.7% or \$1.2M of actual, and higher than 80.7%/ \$1.0M of a year ago. Some highlights under this line item were:
 - o Payroll outsource fee was \$28K higher than budgeted amount of \$75K, due to implementation charges for Paycom, the new HRIS;
 - o Expenditures for security service was \$380K or \$155K higher than budgeted, mainly due to the reclassification of PG County police officers from temporary staff to independent contractor role. This was not budgeted and most of this will be covered by compensation offset.
 - o Printer cartridge expenditure was higher than budgeted at 66K or 94.4% of the budget due to price increases.
- Computer software & support was running at 63.2%, \$1.01M or \$197K lower than the budgeted amount of \$1.3M. The core IT upgrade project has been completed, and the line item is expected to be at the budget by year-end.
- Building & equipment line item was running at 95.4%, which was \$868K or over budget by \$177K.
- Utilities were at \$1.0M or \$45K higher than budgeted.
- Other expenditures were at 69.1% or \$314K actual and \$27K lower than the budgeted amount of \$340K. Some highlights under this line item were:
 - o PR printing was higher than budgeted, due to using high-quality printing materials;
 - o Dues & subscription was \$27K at 127.3%, as price increased in membership fees, and the Library joining national organizations;
 - o Long distance travel was running at 78.5%, or \$18K, staff traveling out of state to attend training;

The fiscal year-to-date net effect was a surplus of \$508K compared to \$612K surplus a year ago. Overall, 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 \$2.9M in CIP and CIG expenditures and recognized the same amount as revenue.
- Grant and donation revenue were \$163K, and this includes the \$10K received from SunTrust bank. YTD grant-related expenditure was \$163K.

Refund from Prior Year Risk Management Activity:

The Library has received a \$332,863.94 statement credit on its fiscal year 2018 risk management pool contribution managed by PG County. The amount is a surplus from FY2017 risk management activities, and it was not known to us by the time the FY17 audit activity was completed. Following that, we contacted our auditors on the proper accounting treatment of the refund, and they confirmed our proposal to record it as a prior period adjustment to the fund balance rather than netting it against the current year expenditure for reporting purposes. The refund helped to reduce the actual cash payment, for the current year contribution, down to just \$422 rather than the total \$333,286.17 FY18 contribution.

Mr. Salehudres took questions from the Board.

- **Chief Executive Officer Report – Michelle Hamiel, Interim Co-CEO**

Class & Compensation Study

Both representation from MCGEO and PGCMLS upper management met on Wednesday, May 16, 2018 to come to an agreement on the implementation of the class and compensation study. Interim Co-CEO provided the Board with PGCMLS' most recent counter offer. Another meeting is scheduled for May 22nd to reconvene and hopefully come to an agreement.

County Council Budget Hearing

Both Interim Co-CEOs and the Director of Finance appeared before the Health, Education, and Human Services sub-committee of the County Council for a review of the Operating and CIP budgets on April 25th. The Library was given the opportunity to request additional funding. \$200,000 was requested to fund additional police security at the branches given the uptick in incidents at the branches without police provided security.

Smart Start for Babies

President Epps and Pam Hamlin, Family Literacy Specialist attended the Smart Start for Babies kick off on May 3rd. There are now 5,600 Prince Georgian children registered for the Books from Birth program.

URBAN LIBRARIES COUNCIL PROJECT

We will participate in The Urban Libraries Council project regarding an Exelon funded pilot project designed to engage library, school and local government leaders from Washington D.C., Prince George's County (Md.), and Montgomery County (Md.) to explore opportunities to enhance the STEM education experiences available to low income children and families in the DC Metropolitan region. This project could result in a \$7500 grant to improve PGCMLS STEM initiatives.

Grant To Assist Daycare Providers In Preparing Preschoolers

PGCMLS was invited by Maryland State Library to participate in a grant funded initiative developed to assist daycare providers with preparing preschoolers to enter school ready to read, ready to learn. The grant is to provide monies

for materials and manipulatives to be circulated among daycare providers. We have been asked to have dialogue with Councilwoman Deni Taveras regarding this initiative.

Awards

In addition to the Laurel Branch receiving the AIA/ALA 2018 Library Award, the Prince George's County Memorial Library System has been recognized with an Achievement Award from the National Association of Counties (NACo). The award honors innovative and effective county government programs that strengthen services for residents. NACo recognized PGCMLS for Using Data Visualization to Improve Performance in the category of Libraries. The Library uses Tableau Software to track collections activity in order to optimize Library resources and services for the benefit of our customers. Tableau is used to create statistical reports that facilitate data driven decision-making.

Great American Read

Partnering with Maryland Public Television, PGCMLS is sponsoring Great American Read. Between Monday and Sunday May 22nd – October 30th during the hours 1pm – 11pm a PGCMLS 15 second commercial will run on MPT. Ms. Hamiel played the commercial for the Board.

Association for Library Service To Children's 2018 Light The Way

Ms. Hamiel offered congratulations to the New Carrollton staff for receiving the Association for Library Service to Children (ALSC) 2018 Light the Way: Library Outreach to the Underserved Grant! This grant was received for their outstanding work to the Refugee Community in Riverdale.

- **Chief Operating Officer Report – Michelle Hamiel, COO for Public Services**

Summer @ Your Library Kick Off

Summer @ Your Library began on May 14th and the theme this year is Libraries Rock. Ms. Hamiel showed the Board the promotional rap video that was made using the talents of PGCMLS staff and was filmed at the Fairmount Heights Branch's dream lab.

Partnership with Hometown Solutions

With the help of Vilma Sandoval-Sall, the Glenarden branch has become part of the partnership with Hometown Solutions. The English classes given by this group are being held at Glenarden on Wednesday mornings and are serving the large refugee community that lives in the nearby apartment complex. The Glenarden staff and the volunteers of Solutions in Hometown Connections were introduced and shared information.

Volunteer Appreciation

In April the System hosted a brunch in recognition of all of it's volunteers. A number of them were from the Kids Achieve Club. Out of this event it was discovered that a branch believed that volunteer hours needed to be capped. Michelle removed these restrictions so that volunteers could do as much as they elected to do.

Career Kick Start Program

Zachary Jones and Yassin Kargbo worked in partnership to conduct a month long series of career kick start programs for both adults and teens. The series ended with a career fair on April 28th in which local employers conducted on-site interviews at South Bowie.

Lawyer in the Library

April's Lawyer in the Library program was filmed by CCTV producer; this 2nd session had a significant increase in attendance.

Langley Park Laundry Day

Langley Park Laundry day had 321 attendees. They registered 10 people for full cards, activated about 20 LINK cards and registered people for the computer and English programs at the CASA popup as the Kids Achieve Club at Parkview is still oversubscribed.

Friends MOU

Mr. Epps and Mr. Crawford inquired about what role the Interim Co-CEOs saw the Board playing in the Friend's MOU redesign. This conversation was tabled until Mr. Gannon returns.

- **Unfinished Business: Classification & Compensation Study**

After the meeting between union representation and PGCMLS upper management, Ms. Hamiel and Mr. Naftal drafted a summary and recommendations, which was provided to the Board. Ms. Hamiel and Mr. Naftal took questions from the Board regarding the proposal. During the conversation, the Board encouraged coming to an agreement before the end of the fiscal year so that the County funds can be locked in for implementation.

Mr. Epps proposed a motion to allow PGCMLS management to continue discussions with MCGEO so that a new implementation plan for classification and compensation can be proposed for Board action at the next meeting. The motion was seconded by Mr. Crawford. The motion was passed with one abstention.

Mr. Epps proposed having a special Board meeting on June 6th in order to vote on the Classification & Compensation Study. The Board will meet publicly on Wednesday, June 6th at the Largo-Kettering Branch at 7:30PM in order to vote on an implementation plan for the classification and compensation study.

Ms. Smith asked for clarification on the classification and compensation recommendation figures. Mr. Naftal explained the proposal that PGCMLS is prepared to make at the upcoming meeting as well as past counter offers made by MCGEO. The Board requested reporting of the different proposal figures in spreadsheet rather than the report that was provided.

- Executive Session

Dr. Arthuree moved that the Board move into Executive Session following adjournment to discuss personnel matters concerning the CEO search. The motion was seconded by Ms. Smith and the motion passed unanimously.

- Adjourn: 9:02 PM