

BOARD OF LIBRARY TRUSTEES MEETING

May 9, 2019 – 7:00 p.m.

Oxon Hill Branch

Minutes

Board Members Present

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

Prince George's County Memorial Library Attendees

Robin Jacobsen, Director of Community Engagement
Dereje Salehudres, Director of Finance
Jessica Freeman, Executive Assistant

Absent: Roberta Phillips, CEO

- Welcome and Call to Order: 7:08 PM
- Mr. Crawford moved to accept the meeting agenda as written, and Dr. Wright seconded the motion. The agenda was approved with a unanimous vote.
- Mr. Crawford moved to accept the April 4, 2019 Board of Library Trustees meeting minutes. Dr. Larew seconded the motion. The minutes were unanimously approved.
- **Committee Reports**

Nomination Committee – Samuel Epps, Chair

Mr. Epps reported notification that the Board will be accepting applications for the vacancy on the Board until Monday, May 25, 2019 at close of business. Thus far, one application has been received. Dr. Wright inquired if the prior finalists were contacted and Mr. Epps requested that the Executive Assistant contact the finalists and make them aware of the vacancy. Dr. Larew mentioned that many Friends Groups have the vacancy on their Facebook pages but requested that Robin reach out to the Friends to request it added to their pages.

- **Financial Status Report as of March 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 March 2019, about 75% through the fiscal year, and year over year comparison.

Year-to-date operating revenues were \$23.4M, which is 75.2% of the budgeted amount and 4.4% higher, compared to \$22.4M of a year ago due to higher county appropriation, state aide, and revenue.

Year-to-date operating expenditures were \$22.9M, which is 73.8% of the budgeted amount, and higher by 4.8% compared to \$21.9M a year ago mostly due to salary and fringe benefit expenditures.

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 \$2.3M in CIP expenditures, and recognized the same amount as revenue.
- Grant related revenue and expenditure were \$357K and 317K respectively.

Mr. Salehudres invited questions regarding the written report from the Board members. Mr. Crawford inquired about the maintenance line items and if they involved deferment of maintenance or if it was cost cutting measures. Mr. Salehudres indicated that the savings is due primarily to cost cutting measures. Services and maintenance are not being cut or deferred in order to save.

- **Chief Executive Officer Report – Jessica Freeman, Executive Assistant on behalf of Roberta Phillips, CEO**

Staff Development Day: Your Voice Matters

The May 9th meeting with Margaret Sullivan was rescheduled and took place earlier today. A small team, made up of primarily the participants on the Strategic Plan Team who work in the Administrative Offices, will be working on the values for the System on May 16th. The work of the Strategic Plan Team as a whole will begin in July. The team is representative of all levels of positions throughout the System and all branches. The Leadership Team and Board will meet with Roberta during the process to review and edit the proposed plans.

Mr. Crawford inquired about a schedule or timeline for the strategic plan. Ms. Jacobsen indicated that the COO of Support Services is working on a grant to fund the process and that the process should take roughly 4 – 6 months.

Collective Bargaining Unit Agreement Update

The section that is being changed is section H on timekeeping. Previously all salaried staff, both full-time and part-time, had to clock in each day using the HRIS. Ms. Phillips worked with the union to remove the stipulation for full-time salaried staff to clock in and out. Only part-time staff and those on an improvement plan would be required to clock in and out. The changes to the section have been completed and the new contract is in hand for signature.

Summer @ Your Library

The kick off is scheduled for May 13th and all Board members should have their summer reading t-shirts now.

Questions from the Board

Ms. Bolivar asked Ms. Jacobsen to report on the CEO's meetings with County Councilmembers. Ms. Jacobsen reported that the CEO is making the rounds meeting with the County Councilmembers and most of those meetings have been quite successful.

Dr. Wright asked about the CEO's visit to the County Correctional Center and if the visit has been rescheduled. Ms. Freeman conveyed that the visit was rescheduled for May 28th.

Mr. Salehudres provided the Board with an update on the FY2020 budget. On April 17th Mrs. Phillips, Ms. Hamiel, and Mr. Salehudres presented the budget to the Education and Workforce Development Committee. At the time Mrs. Phillips requested funding for 19 unfunded positions. The County Council agreed to consider the request and asked for further documentation, which was sent the following week. The Council inquired why the fund balance cannot be used to fund the positions. Mr. Salehudres provided that the fund balance is to be used to ensure cash flow, emergency/unexpected expenses, it is used to pay CIP expenses up front that are later reimbursed by the County. Dr. Larew inquired about what positions and what the levels of the positions being requested to fund. Ms. Freeman read the list to the Board indicating six Circulation Supervisors, an Internal Communications Specialist, an Development Director, two Buildings and Grounds Keepers, three Library Associate IIs, and two Circulation Assistants.

Classification and Compensation Study Update

Ms. Bolivar requested an update from Mr. Stephen Valentich regarding the classification and compensation study. Mr. Valentich provided that as part of the agreement during negotiations at the time of the study, there is a two grade difference between Library Associate IIs and Librarian Is despite the fact that the Library Associate IIs in large part are completing the same duties but it is unclear whether this will be addresses in the next budget.

- **New Business: Board of Trustees By-laws & Committee Structure Revision – Action Requested**

Mr. Crawford reported that the specific intent is to streamline and make the committee structure more effective. The President will no longer be an ex officio member of all Board committees. Committees will have no authority, other than what is provided by the Board to do their work, but would recommend action to the Board for the Board to vote upon. Those on committees that aren't Board members would not have voting abilities. Dr. Larew recognized the work on the committee who made the changes. Mr. Crawford made a motion to accept the changes to the bylaws as written and was seconded by Ms. Bolivar. The motion was passed unanimously.

- **New Business: Code of Conduct Updates – Action Requested**

Tabled until the next meeting.

- **New Business: Diversity Statement Update – Action Requested**

Tabled until the next meeting.

- **Unfinished Business: Proposal to Expand Cash Branches throughout the System - Information Only**

Although this item was tabled until the next meeting, the Board did express some interest in going fine free and Ms. Bolivar requested information on the impact that going fine free has made to other Library Systems in the region.

- **Requests to Address the Board**

No requests to address the Board.

- **Closing Statements**

Mr. Crawford, in accordance with Section 3305 B 1 of the Open Meetings Act, to convene into executive session for the purposes of discusses personnel matters. Ms. Bolivar seconded the motion and the motion was unanimously approved.

- **Adjourn: 8:01 PM**