

BOARD OF LIBRARY TRUSTEES MEETING

June 6, 2019 – 7:00 p.m.

Accokeek Branch

Minutes

Board Members Present

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

Prince George's County Memorial Library Attendees

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

Absent: Toni A. Smith, Sylvia Bolivar

- Welcome and Call to Order: 7:08 PM
- Dr. Wright moved to accept the meeting agenda as written with the updated committees, and Mr. Crawford seconded the motion. The agenda was approved with a unanimous vote.
- Mr. Crawford moved to accept the May 9, 2019 Board of Library Trustees meeting minutes with corrections. Dr. Larew seconded the motion. The minutes were unanimously approved.
- **Committee Reports**

Personnel & Governance – Samuel Epps, Chair

Mr. Epps reported that the Board received five applicants by the deadline of May 25th. Mr. Epps would like to bring in all five candidates for an interview. The Executive Assistant will send a Doodle poll to determine availability of the Board.

- **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 April 2019, about 83% through the fiscal year, and year over year comparison.

Year-to-date operating revenues were \$26.0M, which is 83.6% of the budgeted amount and 4.4% higher, compared to \$24.9M of a year ago.

The fiscal year-to-date net effect was a surplus of \$278K compared to \$405K surplus a year ago.

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.

The Library has incurred \$2.8M in CIP expenditures, and recognized the same amount as revenue.

Grant related revenue and expenditure were \$370K and 342K respectively.

Mr. Salehudres invited questions regarding the written report from the Board members and answered the questions.

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

New Values

The Strategic Plan Team met on Thursday, May 16th and shaped the Vision statement.

Vision: Open doors, open minds

With our focus on the community,

We are **open**; We are **unique**; We are **connected**; We are **dynamic**; We are **kind**

Between July and November work will be done to create the new strategic plan and then roll the plan out in January. The Board will be involved at the beginning of the process and will meet on July 10th. In October the Board will meet again, preliminarily on October 28th.

Closing of Surratts-Clinton Branch

The branch will be closed beginning on July 1, 2019. There will not be a temporary site but a pop-up is the planning stages.

UNICEF Child Friendly City Initiative Impact

After attending the UNICEF Child Friendly City Conference, Dr. Askew is leading the efforts in Prince George's Co. in advancing the voices and well-being of children in the County. The Library has been brought to the table about putting together a cabinet and having a children's budget to target issues relating to children ages 0-8 years of age.

Transforming Teen Services: A Train the Trainer Approach

Kelsey Hughes, Adult & Teen Services Specialist in Public Services, was selected to be a part of The Young Adult Library Services Association (YALSA) in partnership with the Chief Officers of State Library Agencies (COSLA) roll out of "Transforming Teen Services: a Train the Trainer Approach."

Urban Libraries Council Annual (ULC) Conference: October 16 -18

The 2019 ULC Forum: Preparing to Lead on AI + Digital Citizenship will convene in Salt Lake City, UT to engage in expert-led discussions and activities to elevate our shared understanding of the economic and social implications of emerging technologies. In addition to Mrs. Phillips, both the Chief Operating Officers and the

Digital Services Manager will be attending the conference. Mrs. Phillips extended an invitation for a Board member to attend the ULC conference this year as well.

Fine Free

Mrs. Phillips indicated that ultimately her goal is for this System to eliminate fines as a way to eliminate barriers for library services in this community. When Enoch Pratt Free Library in Baltimore went fine free a year ago, they saw an increase in circulation as well as new customers signing up for Library cards.

Mr. Crawford requested further analysis to be done on the impact for PGCMLS; who is getting fined, materials that are fined the most?

CIP Update

Hyattsville: The Hyattsville Branch is still underway.

Surratts-Clinton: Mrs. Phillips met with Mr. Gannon, the architect on the project, and County representatives to go over the plans for the renovation on June 5, 2019.

The County has moved up the Bladensburg, Baden, and Langley Park projects up a year.

Mt. Rainier Branch Update

Work has been done at the branch to remove ceiling tiles but there are concerns with how the abatement is being handled. While this is a primary issue, there are other safety and security concerns that will need to be addressed prior to reopening the branch. Mr. Gannon reported that he spoke with the Public Works Administrator in Mount Rainier and he sent a third party air quality control report for the floor tile removal, which has asbestos.

- **Correspondence log**

Dr. Larew inquired if the patron who contacted the Board and Mrs. Phillips had been followed-up with. Mrs. Phillips reported that she spoke with the customer.

- **New Business: Funding for Retirement – Action Requested**

Rather than dedicate a portion of the existing fund balance, the proposal indicates to restrict any surplus resulting from the FY2019 and FY2020 budgets be assigned to fund the accrued leave payment liability when employees separate from the Library through retirement or voluntary/involuntary termination. This would effectively restrict the surplus for the accrued leave payment liability but does not impact the remainder of the unrestricted fund balance should it be necessary to utilize for an emergency. The Library's goal is to be proactive in planning for the accrued leave payment liability. After clarifying discussion, Mr. Crawford moved to restrict any surplus for FY2019 and FY2020 to be assigned to fund potential accrued leave payment liability in the fund balance. Dr. Wright seconded the motion and when put to a vote, was unanimously passed.

- **New Business: Service Animals Facts – Information Only**

Mrs. Phillips reported that there have been a number of questions about services animals and the rights of the handlers. Mr. Gannon created a fact sheet, which was provided to staff to clear up questions and provide guidance.

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

The team that created the code of conduct worked diligently to create a friendly and helpful code that includes the bag policy. Staff vetted the code and their contributions were taken into account. The Code will be displayed in print in all branches as well as digitally on the website. Dr. Larew expressed concern about staff receiving training on enforcement. Mrs. Phillips indicated that branch security and the police can certainly help. In the event that staff feel a situation is out of control, they are encouraged to call 911. Mr. Crawford moved to accept the Code of Conduct and Dr. Wright seconded the motion. The Board voted unanimously to approve the Code of Conduct.

- **Unfinished Business: Diversity Statement – Action Requested**

In response to the Library signing the Urban Library Council's pledge of diversity, the Library has created a diversity statement to ensure equitability. Dr. Wright expressed concern that nation of origin isn't included outside of ethnicities and heritages, which are already included. The Board discussed including employment in the list of barriers in library programs, services, and policies. Dr. Wright moved to adopt the Diversity Statement as amended. Mr. Crawford seconded the motion and the motion was passed unanimously.

- **Requests to Address the Board**

No requests to address the Board.

- **Closing Statements**

Mr. Epps indicated that Mr. Ken Bryson provided a draft of the MOU to the Board. Mr. Epps also recognized and thanked the Accokeek Friends for their kind offer of dinner this evening but the Board would prefer that the funds be used to support the Library.

- **Adjourn: 8:25 PM**