

**BOARD OF LIBRARY TRUSTEES MEETING**  
**July 12, 2016 – 7:30 p.m.**  
**Largo-Kettering Branch**

**Minutes**

**Board Members Present**

Dr. Christy Wright, President  
Samuel Epps, IV, Vice President  
Brett Crawford  
Sylvia Bolivar  
Dr. Arthuree Wright

**Prince George's County Memorial Library Attendees**

Kathleen Teaze, CEO  
Michelle Hamiel, COO of Public Services  
Michael Gannon, COO of Support Services  
Dereje Salehudres, Director of Finance  
Robin Jacobsen, Director of Community Engagement  
Jessica Freeman, Executive Assistant  
Elizabeth Larson - Librarian III  
Cheryl Newell – Library Associate II  
Joseph Dickson, Circulation Supervisor II  
Steve Valentich, Central Maintenance

Absent: Toni A. Smith

- Welcome and Call to Order: 7:40PM
- President Wright welcomed the new Board of Trustees members; Brett Crawford, Dr. Arthuree Wright, and Toni A. Smith.
- Mr. Crawford made a motion to approve both the March 8, 2016 and May 10, 2016 Board of Library Trustees meeting minutes. The motion was seconded by Mr. Epps. The minutes were approved with a unanimous vote.
- **Nomination Committee – Samuel Epps, Chair**

Mr. Epps welcomed and introduced the new Board members that were sworn in on Tuesday, July 5, 2016; Brett Crawford, Dr. Arthuree Wright, and Toni A. Smith. Despite the addition of three new members, a final vacancy remains on the Board.

Mr. Epps proposed that the recruitment plan begins following Labor Day on Tuesday, September 6<sup>th</sup> and closes on October 21<sup>st</sup>. The Board would review applications between October 24<sup>th</sup> and November 4<sup>th</sup>. Selected candidates would be interviewed between November 7<sup>th</sup> and November 22<sup>nd</sup>. Following interviews, the Board recommended candidates' names to be provided to the County Executive. Mr. Epps made a motion to approve the proposed recruitment plan. The motion was seconded by Mr. Crawford and approved unanimously.

- **Financial Status Report – Dereje Salehudres, Director of Finance**

President Wright acknowledged receipt of the financial statements.

Mr. Salehudres provided an overview of the Library's financial activities and budget status for fiscal year-to-date March 2016, about 92% through the fiscal year, and year over year comparison. Year-to-date operating

revenues were \$24.6M which is 93% of the budgeted amount, and 0.5% higher compared to 92.2% of actual a year ago due to:

- Branch revenue was lower than budget due to a significant decrease in overdue fines, moderately offset by meeting room revenue, and other branch revenue such as printing and copying charges.
- Other revenue was much higher than budgeted because of higher than expected e-rate rebates for the Wi-Fi upgrade, and passport service revenue.

Year-to-date operating expenditures were \$24.5M which is 92.3% of the budgeted amount, and higher by 0.7% compared to 91.6% of actual a year ago.

- Operating services and supplies were running over budget at 105.1%, and much higher than 85.6% of actual a year ago.
- Buildings & Equipment were running at 116.4%, which was over budget; primarily due to repairs to aging buildings.
- Utilities were at 78.9%, lower than budget and spending level this time last year, which was due to upgrading the lighting to LED in a number of the branches.

The fiscal year-to-date net effect was a surplus of \$116K compared to \$454K surplus a year ago. Over all, if revenues and expenditures run at the current level and as projected, the Library will be on target at year end.

The Library has incurred \$1.4M in CIP & CIG expenditures, and recognized the same amount as revenue. All reimbursements, but May 2016, have been collected as of June 28, 2016.

Following his overview, Mr. Salehudres fielded questions from the Board members.

- **Chief Executive Officer Report – Kathleen Teaze, CEO**

- FY2017 Budget

- The Library's FY17 Proposed Budget was approved by Council at the end of May. The Council added \$700,000, proceeds from the MGM Casino project. The CEO provided the Board with a breakdown of how the additional funds will be utilized.

- Restore Thursday evening hours – Greenbelt Branch
- Add Monday evening hours – South Bowie Branch
- Restore Thursday evening hours – Glenarden Branch
- ESL/Learning Coordinator to develop & coordinate ESL programs and adult learning
- Increase books & materials budget

- LINK/Partnership with PGCPSS

- PGCMLS went live with LINK on June 8, 2016 and all 130,000 Prince George's County Public School students (Pre-K through 12) now have virtual library cards that provide access to unlimited electronic resources and the ability to check out up to three physical materials at a time without the risk of incurring fines or fees. The program has been well received and has helped increase Summer @ Your Library enrollment significantly.

- Director of Human Resources

- Jeffrey Naftal has been hired as the new Director of Human Resources. CEO Teaze provided a brief background of Mr. Naftal.

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

Brightwood College

Brightwood College, formerly known as TESST College, has added PGCMLS to their work study program network. Public Services has a Brightwood College student working as a clerical aide for the summer.

Greenbelt Theatre Story & a Movie

Each week staff from the Greenbelt branch hold a storytime and movie in conjunction with the Greenbelt Theatre. There have been between 75-80 people in attendance each week.

Boys, Barbershops, & Books

PGCMLS has been publicized recently for the Boys, Barbershops, & Books programs.

- **Chief Operating Officer Report – Michael Gannon, COO of Support Services**

Future Projects

Mr. Gannon provided the Board with a map that has the potential locations for new branches marked and provided updates to the Board on the projects that are in the CIP budget for the future.

Shepherd's Cove Women's Shelter Project

With money donated to the County by a car dealership in Bowie, PGCMLS has used the funds to create a Library in Shepherd's Cove Women's Shelter. Both the Materials Management and Community Engagement departments of PGCMLS have made large efforts to support the new Shepherd's Cove Library. Community Engagement capitalized on a relationship with Ikea, who decided to donate furniture to the project. Materials Management has maximized the donated funds to procure books and materials, including Launch Pads by LeapFrog. Further outreach efforts are in the works.

CIP Budget & Projects

The Board requested that the CIP Budget be provided. Mr. Gannon indicated that the approved CIP budget has not yet been posted but will be provided once it is.

Mr. Gannon reported that an opening date has not yet been determined for the Laurel Branch but that PGCMLS is scheduled to take possession of the building in September. Likely the branch will open to the public in early November. A bronze plaque to honor Dr. Dorothy Height will be placed in her namesake conference room.

According to Mr. Gannon, it will take a year to design the interior of the renovated Surratts-Clinton Branch. Once construction documents are completed, the County can advertise for bids on the contract. It will take roughly 14 months for the renovation.

Currently, the County has only provided monies for the purchase of the land in Brandywine. The beginning of construction is still years out.

As for the Bladensburg Branch renovation, Mr. Gannon relayed that an architect has been selected for the project. It will still take about a year for design and then 18 months for construction. A temporary site will be opened during construction.

The Glendale Branch is in the out-years of the CIP. The County remains interested in co-locating this branch with the Boys & Girls Club.

- **Correspondence Log**

There were no questions or concerns regarding received correspondence.

- **New Business – FY 2017 Budget**

The FY 2017 Budget represents the proposed budget that was submitted to the County in November 2015 and has been approved by the County. Although Mr. Crawford did not object to the Board's approving the budget, he had a few questions regarding the allocation of funding to IT infrastructure upgrade costs and a discussion ensued. Dr. Wright made a motion to approve the FY 2017 Budget, which was seconded by Mr. Crawford, and approved unanimously.

- **New Business – Disposal of Vehicles**

Mr. Gannon requested that the Board approves the disposal of a cherry picker-type machine that is no longer serviceable. Ms. Bolivar made a motion to dispose of said cherry-picker vehicle, which Mr. Epps seconded. The Board voted unanimously to dispose of the vehicle.

- **Board Orientation**

After brief discussion by the Board, it was decided that the orientation would take place in August in lieu of a Board meeting that month. It was also agreed upon that the Union would be invited to make a presentation during the Orientation. Specific date to be decided.

- **Unfinished Business – Revision of By-Laws**

After discussion amongst the Board, Mr. Crawford moved to make the amendments to the first section of the Board of Trustees By-Laws. The motion was seconded by Dr. Wright. The amendment was approved by the Board unanimously.

President Wright requested that the Board members review the by-laws and propose any additional changes during the September 2016 meeting.

- **Unfinished Business – Strategic Planning**

The previous plan expired at the end of 2015. In the development stages of the 2017 – 2020 strategic plan, PGCMLS, along with the assistance of Orange Boy Inc. used surveys to collect data on how the Library is used by whom, and what goals are important to the County and its residents. It became clear that early literacy, access to technology, and workforce development/lifelong education are among the highest priorities in this County. The new strategic plan, Opportunity Imagined, seeks to address these priorities. Success will be measured in terms of market penetration, retention, and net promoter scores. CEO Teaze presented a draft of the strategic plan *Executive Summary* to the Board for their review.

- **Requests to Address the Board of Library Trustees**

Joe Hourcle – Friends of the Upper Marlboro Branch

Mr. Hourcle attended the Board meeting to discuss staffing at the Upper Marlboro Branch and storage space at the Upper Marlboro Branch for the use of the Friends. Mr. Gannon addressed the storage issue and will continue to work with the Friends to resolve the issue.

Gabriel Acevero - MCGEO

Mr. Acevero attended the Board meeting to introduce himself to the Board as a representative of the Union.

- **Closing Remarks**

President Wright relayed that because the new Laurel Branch will not be open until November, the next Board of Library Trustees meeting will take place on September 13, 2016 at 7:30 at the South Bowie branch. The September meeting will primarily deal with amendments to the by-laws and the strategic plan.

Ms. Bolivar requested that the strategic plan be provided to the Board in advance of the Board meeting for the Board members to review.

- Adjournment 9:03 PM

Prepared by the Executive Assistant

Respectfully Submitted By

Kathleen Teaze

Chief Executive Officer