

BOARD OF LIBRARY TRUSTEES MEETING
July 19, 2018 – 7:30 p.m.
Largo-Kettering Branch

Minutes

Board Members Present

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

Dr. Hiram Larew (telephonically, non-voting)

Prince George's County Memorial Library Attendees

Michelle Hamiel, Interim Co-CEO
Michael Gannon, Interim Co-CEO
Jeff Naftal, Director of Human Resources
Jessica Freeman, Executive Assistant

Absent:

- Welcome and Call to Order: 7:42 PM
- Dr. Wright moved to accept the agenda and Mr. Crawford seconded the motion. The agenda was approved with a unanimous vote.
- Mr. Crawford made a motion to approve the June 6, 2018 Board of Library Trustees meeting minutes with the amendment of the minutes of the Executive Session. Dr. Wright seconded the motion. The minutes were approved with a unanimous vote.
- **Committee Reports**

Nomination Committee – Samuel Epps, IV, Chair

Mr. Epps will collaborate with the Board's Liason to prepare a letter informing the County Executive of the vacancy left by Dr. Christy Wright. However, it is unlikely that the vacancy will be filled prior to a new County Executive taking office.

Personnel Committee – Dr. Arthuree Wright, Chair

Bradbury Miller Associates, the Library consultant conducting the CEO search, met with union shop stewards, the executive staff, the Friends, and the Board today. The CEO job announcement should be posted the later part of this month and will close in mid-September. In the meantime, staff will be surveyed by Bradbury Miller Associates next week. By mid-October, the Board will hold interviews via video conference call with the semifinalists. Finalists will be interviewed on site in early November. Members of the staff, community, and other stakeholder groups will be invited to come to interact with the finalists at that time.

- **Financial Status Report as of May 31, 2018 – Michael Gannon, Interim Co-CEO**

Mr. Epps acknowledged receipt of the Financials. Mr. Gannon reported that fiscal year 2018 is in the process of being closed but isn't as of yet. Once the books have been closed for FY2018 and the dashboard has been updated, the dashboard will be sent to the Board.

- **Chief Executive Officer Report – Michael Gannon, Interim Co-CEO**

Class & Compensation Study Implementation

Staff have been notified of their new paygrades and salaries. The new salary information has been loaded into Paycom, the human resources information system, and staff have received new PANs. Staff will see how their pay is impacted in the July 27th pay check.

Books from Birth

The Library's goal was to register 6,000 children in the Books from Birth program and 6,269 children are currently registered. There is County funding in the budget for FY2019 to continue the program. There is an interview with a mother of a child who is receiving the books is posted on the website and will be sent to the Board.

Mt. Rainier Branch

Mr. Larew inquired about the Mt. Rainier Branch. Mr. Gannon provided that funding is not available in the PGCMLS budget as it is for the other branches to maintain the Mt. Rainier facility as the building is owned by the City of Mt. Rainier. The other buildings that the Library System's branches are housed in are owned by the Prince George's Co. Government. The City Manager of Mt. Rainier expressed interest in the County taking over the facility but the County declined to do so. Mr. Epps requested a report and recommendations from the Interim Co-CEOs regarding the Mt. Rainier branch.

Staff Demographics

Mr. Crawford requested to receive reports on the flow of turnover that includes forecasting and trends. Mr. Gannon reported that the Business Intelligence Analyst is looking to import Human Resources data into Tableau, thereby making forecasting and reporting easier.

Summer Meals

Ms. Bolivar asked if the Library System is conducting a Summer Meals program this summer. Ms. Hamiel provided that summer meals are being served at Beltsville, Fairmount Heights, Hillcrest Heights, Oxon Hill, Spauldings, and Surratts-Clinton from June 25 – August 17, 2018.

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

Construction Projects

New Carrollton: The contractor has fallen far behind schedule. Mr. Gannon has filed a formal complaint regarding the contractor with the Director of the County's Office of Central Services. Due to the delays, the grand opening is going to be held in September.

Hyattsville: This project is also delayed.

Bladensburg: In order to ease the selling of bonds, the County has pushed back the Bladensburg Branch replacement project into FY2021's budget.

Langley Park: The County is negotiating the purchase of the property. There is a lease on the site currently.

Digital Streaming Service

The Library has recently started offering Acorn (British movies and television series) and Pongo (Spanish language movies and television series). PGCMLS is the first Library system in Maryland to offer these products.

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

Urban Libraries Council's (ULC) Summit on STEM Initiatives

The Co-Interim CEO Ms. Hamiel along with members of the Library's Program Services Department and Digital Services Department attended the ULC's Summit on STEM Initiatives. It was a collaborative summit that included staff from Prince George's County Public Schools, County Government and surrounding Jurisdictions, Montgomery County and District of Columbia. The goal is to work collaboratively to develop STEM programs to meet the needs of residents.

Philanthropic Funding

A consultant has been in touch with Ms. Hamiel and has indicated that their client would like to provide PGCMLS with funding.

- **Correspondence Log**

Mr. Crawford asked about Item 1 in the correspondence log. Ms. Freeman provided that the item was a request from the State Social Security Administrator to complete a standard form to verify information.

- **New Business: Changes to Board Committee Structure & Procedures**

Item tabled until a future Board meeting.

- **New Business: Issuance of Purchase Card to the Logistics Supervisor**

The Logistics Supervisor oversees the fleet and needs to pay for emissions testing on the vehicles. In the past petty cash has been used to pay for these charges but it would be more efficient for the Supervisor to have a purchase card. A purchase card is requested in the amount of \$1,000. Dr. Wright moved to issue the purchase card to the Logistics Supervisor and Ms. Bolivar seconded the motion. The motion was approved by a unanimous vote.

- **New Business: Change of Meeting Location for September Board of Library Trustees Meeting**

Due to the availability of the search firm and the construction delays at the New Carrollton Branch the September Board of Trustees Meeting date and location will need to be changed. Mr. Crawford made a motion to reschedule the Board's September meeting from September 20th to September 27th to be held at the Largo-Kettering location to

accommodate the CEO search schedule. Ms. Bolivar seconded the motion. The motion passed with a unanimous vote.

- **New Business: Proposal to Increase Meeting Room Reservation Rates**

Mr. Gannon explained that due to the implementation of the new classification and compensation study, the Library must make up a portion of the funding required. To do this, it is important to increase what monies are generated by the Library. This will be in part accomplished by increasing the branches that offer U.S. Passport services and hopefully by increasing the rates charged for the larger meeting rooms. The Director of Community Engagement, Robin Jacobsen, presented a proposal to the Board requesting an increase in the fees charged to rent PGCMLS meeting rooms. Only those auditoriums and large meeting rooms would see an increase. The smaller meeting rooms and conference rooms would receive no change in fee structure.

Discussion amongst the Board took place and Ms. Jacobsen took questions from the Board. The Board raised concerns about how increasing the fee to rent rooms at PGCMLs would affect access to them.

- **New Business: Proposal to Increase Both Black & White and Color Printing Rates**

Mr. Gannon reported that the proposed increase in fees associated with printing is not in an effort to raise profits but an effort to cover the increased toner costs. The hope is to expand color printing as there has been a demand for this service but there has been increased costs in toner. Mr. Gannon took questions from the Board. The Board encourages covering costs but not using fees collected on printing as a means to generate money.

- **Adjourn: 8:40 PM**