

BOARD OF LIBRARY TRUSTEES MEETING
July 20, 2017 – 7:30 p.m.
Greenbelt Branch

Minutes

Board Members Present

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

Prince George's County Memorial Library Attendees

Kathleen Teaze, CEO
Michelle Hamiel, COO of Public Services
Michael Gannon, COO of Support Services
Jeff Naftal, Director of Human Resources
Dereje Salehudres, Director of Finance
Blane Halliday, North Area Manager
Jessica Freeman, Executive Assistant

- Welcome and Call to Order: 7:35PM
- Mr. Crawford made a motion to approve the March 28, 2017 Board of Library Trustees meeting minutes and Board of Library Trustees Executive Session minutes. The motion was seconded by Mr. Epps. The minutes were approved with a unanimous vote. Mr. Crawford moved to approve the May 9, 2017 Board of Library Trustees meeting minutes and Board of Library Trustees Executive Session minute pending a correction and Ms. Smith seconded the motion. The minutes were approved with a unanimous vote.
- **Committee Reports:**

Nomination Committee – Samuel Epps, Chair

Mr. Epps reported that the Committee has not yet heard from the County Executive regarding the appointment of the final Board of Library Trustees member.

Planning & Evaluation Committee – Brett Crawford, Chair

The Committee has made progress in the identifying materials for the Board retreat although a date has not yet been decided.

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

An overview of the Library's financial activities and budget status for fiscal year-to-date May 2017, 92% through the fiscal year, and year over year comparison.

Year-to-date operating revenues were \$25.01M which is 89.70% of the budgeted amount:

- Revenues from Public Support were at 89.6%, and 4.0% higher compared to 85.6% of actual a year ago. Appropriation from the County was slightly under due to timing.

- Branch revenue was at 70.9%, compared to 90.7% of year-end actual a year ago.
- Other revenue was much higher than budgeted at 348.3%, for the most part due to higher than expected passport service revenue.

Year-to-date operating expenditures were \$25.00M, which is 89.51% of the budgeted amount:

- Compensation was running at 88.1% and lower compared to budget, and 5.9% higher compared to 82.2% of year-end actual the same period a year ago. Compensation is projected to be lower than budget at year end.
- Library materials were under budget at 85.0%, and lower than a year ago which was at 92.0% of year-end actual.
- Operating services and supplies were running over budget at 100.7%, and 6.2% higher than 94.5% of year-end actual a year ago. Some highlights under this line item were:
 - higher expenditures in IT temporary staff to cover for vacant positions
 - higher legal fees due to extended negotiations with the Union
 - printer cartridge expenditure was higher than budgeted
 - lower than expected security service expenditure mainly due to Bowie branch closure
 - higher office supplies expenditure due to higher than expected usage
 - higher than expected payroll outsourcing fee, in part due to additional services which were not budgeted
- Computer software & support were at 76.0%, and lower compared to 94.6% of year-end actual of a year ago
- Building & equipment were running at 109.6%, which was 17.6% over budget, and 17.1% higher compared to expenditure a year ago which was at 92.5% of year-end actual. Costs incurred to service aging building infrastructure is expected to negatively affect this line items as was the case in prior years.
- Utilities were 105.6% higher than budget and spending level this time last year. The year-to-date expenditures for telephone, alarm services, refuse removal and water & sewer line items have exceeded the spending level that they should be at this point. Other utility expenditures either are almost at the budgeted level or lower than projections. Expenditures for telephone and telecommunication services were higher in part due to non-budget broadband charges related to Kajeet mi-fi hotspots as Kajeet was not an anticipated expenditure at the beginning of the fiscal year.
- Other expenditures were 90.3%, slightly lower than budgeted and compared to last year's 92.7% of year-end actual a year ago.
 - PR display advertising was higher than budget and running at 137.0% , due to display advertising that is purchased a few times during the year and proved to be effective way communicating the Library's services
 - Public services programs were below the budget at 84.1%, due to timing in summer reading expenditures
 - The Vehicle Lease & Rental line item was higher than budgeted, at 202.5%, because some system trucks were under repair this year, which made it necessary to lease vehicles to replace those being repaired. However, the dollar value of this line item is insignificant when compare to the overall budget.

The fiscal year-to-date net effect was a surplus of \$56K compared to \$115K surplus a year ago.

YTD Grant Revenue & Expenditures

- The Library has incurred \$328K grant related expenditures and recorded \$330K in revenue to cover the costs.

YTD Capital Improvement Revenue & Expenditures

- The Library has incurred \$6M in CIP and CIG expenditures, and recognized the same amount as revenue.

The Library will have a surplus from two main sources; \$620K for savings in compensation and \$225K in library materials savings.

Mr. Salehudres reported that the auditors will be reporting to the Administrative Offices for field work on Thursday, July 27th.

Ms. Bolivar inquired about the amount of profit seen in the passport collecting services and what branches are providing services. Mr. Salehudres provided that \$151,200 were collected from passport services in FY2017. Ms. Hamiel provided that Largo-Kettering and Accokeek branches are currently accepting passport applications but that Hyattsville branch had temporarily ceased services until the new branch is in place.

Mr. Epps asked if there is a plan in place to refresh the PGCMLS fleet or if the vehicles would simply continue to be repaired. Mr. Gannon responded that roughly three years ago the County recognized the need to replace aging vehicles in the Library's fleet and funds were granted to do so. Similar funds were provided in the FY 2018 budget for the replacement of fleet vehicles.

President Wright asked if it was expected for the utility line item to continue to be over budget. Mr. Salehudres replied that mainly, utilities were higher than anticipated due to Kajeet expenses but this item will be budgeted in the FY 2018 fiscal year.

Mr. Epps asked CEO Teaze if the Library has served as a cooling center this week. CEO Teaze provided that although the Library is listed as an official cooling center, the Library's services have not been needed, to her knowledge.

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

The CEO referred the Board to her written report and welcomed back Executive Assistant Jessica Freeman after she had returned from maternity leave.

PGCMLS Foundation Discussion

Mr. Crawford relayed that according to state law, either the foundation dissolves or the remaining directors must appoint their successor. The last director of the Board of the Foundation had a legal duty to appoint a successor. Legally, the PGCMLS Board cannot appoint board members to the Foundation's Board. Mr. Crawford inquired about what support was provided to the Foundation from the Library System, what form that support took, what were the terms of the contract, if the support was contracted.

CEO Teaze indicated that an extensive report was provided to the Board regarding the PGCMLS Foundation and would provide that information again. She contacted the Office of the Secretary of State to report the lack of Director and Board. When CEO Teaze did this, there were no concerns from the Office of the Secretary of State concerning the lack of Director and Board that were relayed at the time. At several Board meetings the Board was

asked to weigh in on and approve the contract with V Agency. The principle agent of V Agency attended Board meetings and at some point recommended the recreation of the Foundation. Mr. Crawford communicated that he was not able to find this information in the Board minutes that he reviewed and that it remained unclear to him who the contract was with as it appeared the contract was terminated by the Foundation but that the work was being paid for by PGCMLS. CEO Teaze explained that the contract with V Agency was paid for by PGCMLS as the Foundation did not have funding. Ms. Teaze further explained that the contract with V Agency was terminated by herself as V Agency was not producing what was laid out in their contract.

President Wright requested that further questions be taken offline.

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

Greenbelt Branch received a new roof, elevators, painted exterior, windows, doors, and restrooms.

- Bowie Branch Grand Re-Opening

The Grand Re-Opening of the branch took place on June 29th, ahead of schedule and was well attended. A tour of the branch is on the County cable network, City of Bowie cable network, and the Library's YouTube channel and the Board is invited to view it. The children's area contains a nearly life-sized firetruck and Mr. Gannon provided the promotional firetruck figurine that were gifted to the children at the event.

Mr. Gannon took questions from the Board:

President Wright requested a narrative report of the COOs and Directors rather than the table format currently in use.

Ms. Bolivar gave credit to Mr. Gannon for the items that were able to be procured from the National Children's Museum. Mr. Gannon relayed that much of the credit belongs to Ms. Hamiel for she was able to secure the donation.

Mr. Epps relayed that he was in attendance at the re-opening and that the event was well attended. He also congratulated Michael on the re-opening event and mentioned the gaming center.

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

- Laurel Innovations and History of Brewing Program

The program proved to be a success and engaged many millennials. Requests for other similar programming have been received.

- Books from Birth

This program officially kicked off on July 1st and already 720 children have been registered. Many were registered early as there had been anticipated arrival since some county residents attempted to register in D.C. and were referred to the PGCMLS Library's program.

- Summer @ Your Library

As part of the Summer @ Your Library program, Ms. Wilkins at the Accokeek Branch has a program for children ages 10 – 15 to be pen pals with children in Uganda. Pictures and letters from the children in Uganda were recently received. COO Hamiel shared these with the Board.

Ms. Hamiel took questions from the Board:

Ms. Bolivar inquired as to whether or not the Library has looked into expanding passport services. COO Hamiel relayed that this would not be considered until the next contract negotiations with the Union. Although with the closure of Hyattsville, Largo-Kettering has seen a dramatic increase in applications being received.

- **Correspondence Log**

President Wright relayed that Mayor Emmett V. Jordan had indicated that he would like to attend the meeting and planned to address the Board this evening.

- **New Business: CEO Retirement**

President Wright announced that CEO Teaze will officially be retiring on Monday, July 31st and said her thanks and goodbyes to the CEO. The rest of the Board members also provided their thanks and well wishes. Ms. Teaze thanked the Board but credited the staff and Executive Team in being able to get the Library where it is today and believes that PGCMLS is in a good position to face the challenges of the 21st century.

- **New Business: Interim CEOs**

President Wright announced that Michael Gannon, COO of Support Services and Michelle Hamiel, COO of Public Services have been appointed Interim Co-CEOs as they know the system very well and can carry on with the work of the CEO until a new CEO has been found.

- **New Business: CEO Search Status – Jeff Naftal, Director of Human Resources**

A job announcement that was worked on by the Board's Personnel Committee and Mr. Naftal had previously been sent to the Board. With the Board's approval Mr. Naftal requested that the position be posted on Friday, July 21, 2017. The Personnel Committee will work with Mr. Naftal once all applications have been received. The proposed closing date to accept applications is September 8, 2017. Mr. Naftal provided a list of avenues that the job announcement will be advertised:

- American Library Association
- Maryland Library Association
- Indeed
- Urban Libraries Council
- Strategic Government of Resources
- International City/County Management Association
- LinkedIn
- List serves such as "I Need a Library Job"

Mr. Naftal indicated that the announcement could be announced on other venues if a Board member wishes.

Mr. Naftal took questions from the Board:

Mr. Crawford was pleased to see refinements made to the draft of the announcement. He indicated that he believed September 8th too short a timeframe for the deadline for applications citing that many interested applicants may be on vacation during the application period. Mr. Naftal indicated that this was discussed with the members of the Personnel Committee and that it was decided that vacations shouldn't be a factor in applications being submitted and

that the September 8th deadline was deemed viable by the Committee. Mr. Naftal also cited that due to other similar vacancies in the state, PGCMLS is in competition for applicants.

President Wright asked what the recommended timeframe was by the Personnel Committee. Mr. Naftal responded that it is usually about 30 days and September 8, 2017 was decided as a reasonable date.

Mr. Epps commented that he too would like to see a longer applicant window or that the timeframe be extended to "until the position is filled." Mr. Naftal responded that if the position were to be announced on July 21st, applicants would have a seven week window to apply.

Dr. Wright arrived during this discussion and President Wright filled her in on the current topic of conversation. Dr. Wright indicated that the survey is ready for deployment and that she was under the impression that it would be posted shortly. Mr. Epps provided the schedule to the Board of the upcoming town hall community input meetings. Mr. Epps and Ms. Bolivar expressed concerns that the results of the survey and town hall meetings would impact the job announcement. Mr. Naftal relayed his understanding that the results would impact selection of candidates but not the announcement. The announcement can be advertised parallel to the survey and town halls. Mr. Crawford indicated that he believes there to be a timing issue caused by the closing date of September 8th as the Board will be sitting on applications for three weeks until the town halls have been concluded. He suggested a closing date of September 30th instead. Mr. Naftal recommended October 6, 2017.

Mr. Epps moved to extend the closing date of the job announcement to be extended to October 6, 2017. Mr. Crawford seconded the motion. With a 3-1 vote and one abstention the motion passed.

Dr. Wright moved to release both the survey and job announcement on Friday, July 21, 2017 and the motion was seconded by Mr. Crawford. The motion was unanimously approved. The end date for the date of the survey will be August 30th.

- **Unfinished Business**

No unfinished business was discussed.

- **Requests to Address the Board**

Mayor Emmett Jordan, Mayor of the City of Greenbelt

Mayor Jordan welcomed the Board to the City of Greenbelt, thanked CEO Teaze for her service, and the Library System for their service and renovations to the Greenbelt Branch. Mr. Jordan relayed that Sunday hours have been valued by the community and hopes that they are kept after the re-opening of New Carrollton Branch.

Mayor Jordan relayed that there have been rumors that the Library will either be moving or digitizing the Tugwell Room Collection and that the contents may even be moved to the New Carrollton. Mayor Jordan would like to request that an agreement be established between the City of Greenbelt and the Library that establishes that if the Library can no longer be responsible for the Tugwell Room's contents, that the City of Greenbelt would be considered first to be given the collection.

Mr. Crawford requested more information on the Tugwell Room. Mayor Jordan responded that the room is a repository/archive of the historical origins of Greenbelt.

Gabriel Acevero, MCGEO UFCW Local 1994

Mr. Acevero relayed that Gino Renne recently sent a letter to the Board of Library Trustees to convey the wishes of MCGEO UFCW Local 1994 that stakeholders, such as staff and non-profits, and other community members will have input in the CEO search process.

- **Closing Comments from the President:**

President Wright took the opportunity to thank CEO Teaze for her leadership and ability to work with all of the stakeholders to provide Prince George's County with the best Library system in Maryland.

- **Adjournment:** 8:49 PM