

BOARD OF LIBRARY TRUSTEES MEETING

July 11, 2019 – 7:00 p.m.

Beltsville Branch

Minutes

Board Members Present

Samuel Epps, IV, President

Toni A. Smith

Dr. Arthuree Wright

Dr. Hiram Larew

Sylvia Bolivar

Prince George's County Memorial Library Attendees

Roberta Phillips, CEO

Michael Gannon, Chief Operating Officer of Support Services

Robin Jacobsen, Director of Community Engagement

Dereje Salehudres, Director of Finance

Jessica Freeman, Executive Assistant

Absent: Brett Crawford

- Welcome and Call to Order: 7:03 PM
- Dr. Larew moved to accept the meeting agenda as written, and Dr. Wright seconded the motion. The agenda was approved with a unanimous vote.
- Dr. Wright moved to accept the June 6, 2019 Board of Library Trustees meeting minutes with any necessary corrections although none were noted. Dr. Larew seconded the motion. The minutes were unanimously approved.
- **Board Service Award Ceremony**

The Board of Trustees honored the former Board members Judge Josef Brown, Rebecca Gitter, Dr. A.J. Christy Wright, and Michael J. Howard who have, combined, nearly 60 years of service on the Board of Library Trustees. Each honoree received a plaque commemorating their years of service.

- **Committee Reports**

Personnel & Governance – Samuel Epps, Chair

Mr. Epps reported that the Board will be interviewing four candidates on Saturday, July 13, 2019 at the New Carrollton Branch to determine their recommendations to the County Executive. The Board will interview a final candidate who isn't able to attend in person on July 13th on Tuesday, July 16th via conference call. The Board was provided with packets for the interviews that includes applications, resumes, and questions for the candidates.

- **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 May 2019, about 92% through the fiscal year, and year over year comparison.

- Year-to-date operating revenues were \$28.7M, which is 92.3% of the budgeted amount and 4.9% higher, compared to \$27.4M of a year ago.
- The fiscal year-to-date net effect was a surplus of \$439K in part due to higher than budgeted appropriation from the County, due to timing difference. In FY18, we had \$143K surplus by the end of May.
- The Library has incurred \$3.0M in CIP expenditures, and recognized the same amount as revenue.
- Grant related revenue and expenditure were \$391K and 363K respectively.

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

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

Mount Rainier Branch Update

Mrs. Phillips provided an asbestos abatement close out report as evidence of the abatement work completion for the floor. However, the ceiling tiles, which were previously indicated as containing asbestos, have yet to be addressed.

Change in Hours

Thanks to a budget enhancement received from the County Council, starting Friday, July 26, 2019 all branches in the System will be open on Fridays. Accokeek, Fairmount Heights, Upper Marlboro, Hill Crest Heights, and Glenarden branches will join the rest of the System in opening on Fridays.

Beginning on the first Sunday in October the Hyattsville, Beltsville, and Glenarden Branches will offer Sunday hours.

Summer Meals

On June 24th Summer Meals launched and will conclude on August 16th. Unfortunately Summer Meals will not be expanded to the branches that will be newly opened on Fridays as the schedule and planning for the summer meals had taken place long before it was known that the branches will be opening on Fridays.

Return of the Book Club Discussion Groups

Mrs. Phillips will be hosting a kick-off book club discussion of *The Book Woman of Troublesome Creek* at the Greenbelt Branch on August 6th and 20th. Following the initial launch the Library will circulate book club kits or CRAB bags (a canvas tote with ten paperbacks, author biographical info and discussion questions). CRAB stands

for Community Raving About Books and the mascot of the CRAB Book Discussion Group is "Fiddlesticks" the blue crab.

Fine Free Impact

Mrs. Phillips highlighted that in fiscal year 2015 the Library collected \$458,000.86 in fines and fees but as of June 16, 2019 the Library has only collected \$217,541.88 from fines and fees. The auto renewals and LINK accounts have greatly decreased the amount collected from fines.

In the Branches

Summer @ Your Library: The theme of this year's Summer @ Your Library is space. Kick off events and programs have taken place throughout the System.

Laurel Branch: On June 29th the CEO attended the cat adoption day at the Laurel Branch. To promote the event there were cat themed storytimes, face painting, cat ears, and Finnigan the cat was available for customers to pet or read a book to him.

CIP Status Update

Hyattsville: The support columns for the garage have been installed as well as the rough-in for the garage elevator lobby.

Surratts-Clinton: The County is still in the process of creating the bid package for construction. The branch will close to the public on 7/1. During the month of July, staff will be redistributing usable materials to the other branches and cleaning out the branch.

Langley Park: The property has been purchased. A feasibility study is being scheduled for the property.

Bladensburg: The design is still in peer review. It is understood that the project has been moved forward in the CIP budget, but confirmation and details have not been received.

Baden: It has been reported that the project has been moved forward in the CIP budget, but no official confirmation or details have been provided.

Hillcrest Heights: Mr. Gannon reported that the CEO met with Councilmember Streeter who expressed interest in replacing the Hillcrest Heights Branch. So this would be a request in the next fiscal year's budget.

- **Correspondence log**

Mr. Epps requested background on the senior card program ending; referenced in the customer letters. Ms. Phillips indicated that the senior card was eliminated at the beginning of July as there were perceived stigmas against that set of cardholders and there was an equity issue of senior card holders not being able to borrow My Lucky Day collection books as there is a shortened borrowing period. So it was thought to just eliminate any

barriers to services and eliminate the program. Ms. Phillips provided that Ms. Hamiel has been in touch with the customer and that the homebound services should be suggested.

Dr. Larew inquired about the invitation to be a Prince George's Co. Public School's reader in their "Read-A-Loud" summer program. Ms. Jacobsen explained that the Library provided space to the Schools during the summer and had staff read a children's book on camera for the students to watch.

- **New Business: Professional Development Day Closure – Action Requested**

Mrs. Phillips explained that the System traditionally closes for professional development on Columbus Day. This year that day is Monday, October 14, 2019. Mrs. Phillips requested for the Board to approve a System closure the day. After some discussion, Dr. Larew moved to accept the proposal as presented for the System closure on Monday, October 14, 2019, which was seconded by Dr. Wright. The motion was unanimously approved.

- **New Business: FY2020 Reallocated Budget – Action Requested**

Mr. Salehudres explained that due to changes within the operating budget it is requested that the Board approves the internal reallocation of funds from what was originally submitted to the County in November 2018. The reallocation will not change the overall approved budget amount from the County. After discussion, Ms. Bolivar moved to accept the FY2020 reallocated budget. The Board unanimously approved the FY2020 reallocated budget.

- **Unfinished Business: Board Report – Information Only**

Mr. Epps reported the new committees have not been filled by Board members yet. Mr. Epps encouraged his fellow Board members to join committees. Dr. Larew expressed interest in being on the Community Engagement Committee.

- **Requests to Address the Board**

No requests to address the Board.

- **Adjourn: 8:03 PM**