

**BOARD OF LIBRARY TRUSTEES MEETING**  
**September 13, 2016 – 7:30 p.m.**  
**South Bowie Branch**

**Minutes**

**Board Members Present**

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

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

Kathleen Teaze, CEO  
Jeff Naftal, Director of Human Resources  
Dereje Salehudres, Director of Finance  
Robin Jacobsen, Director of Community Engagement  
Luis Labra, East Area Manager  
Jessica Freeman, Executive Assistant

Absent: Sylvia Bolivar, Michelle Hamiel, COO of Public Services, Michael Gannon, COO of Support Services

- Welcome and Call to Order: 7:35PM
- Dr. Wright made a motion to approve the July 12, 2016 Board of Library Trustees meeting minutes. The motion was seconded by Mr. Crawford. The minutes were approved with a unanimous vote.
- **Nomination Committee – Samuel Epps, Chair**  
The vacancy announcement for the final vacancy on the Board of Trustees has been advertised as of last week. Applications will be solicited until October 21, 2016. The Board will then review the applicants and select candidates to be interviewed between November 7, 2016 and November 22, 2016, based on the availability of the Board.

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

FY2016 Audit Process

Mr. Salehudres addressed the preliminary results of the FY2016 activities and annual audit. Auditors from Murphy & Murphy have completed their field work, however the audit process is still ongoing. All of the audit work is complete except for two outstanding items - the first is the Library's risk management insurance cost for FY2016 and the second is a relatively new requirement, started last year, from the State of Maryland for entities like the Library wherein the accounting standards now require the inclusion of future retirement obligations on the books of the Library. The County is required to submit the audited financial statements on September 30, 2016. However, the audit will not be complete until the County supplies the actual insurance liability. The final audited statement should be able to be presented by Murphy & Murphy for the November Board meeting.

Preliminary Results of FY2016

There is a roughly \$98,000 surplus and revenues were about \$28.8 million, including receipt of the state aid on behalf of retirees. Total revenue was within \$253,000 favorable compared to budget including \$190,000 unbudgeted grant proceeds. Expenses were about \$28.8 million. After offsetting state aid on behalf of retirees and grants, expenditures were at 99.8% of budget and above last year's expenditures by about \$414,000. The County supports large capital improvements which are paid for by the Library System with reimbursement by the County; this amount was \$1,530,955

for the fiscal year. In addition the Library received a grant from the State to cover for the Bowie branch capital improvement project; the reimbursable expenditure was \$93,768.

Mr. Salehudres provided answers to questions from Mr. Crawford and President Wright.

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

Staff Introductions

CEO Teaze introduced Jeff Naftal, Director of Human Resources and the East Area Manager, Luis Labra. Additionally, she also introduced the current PGCMLS Library Associates who are enrolled in the Library Associate Training Institute (LATI) Dwyn Griffin, Gwendolyn Roebuck-Sledd, Giovanna Sandoval, Stefanie Freeman, and Gidae Campbell. The Library Associates Training Institute is sponsored by the Maryland State Department of Education, Division of Library Development and Services (DLDS). Library associates are required to complete 90 hours of approved in-service training within the first two years of their appointment to a library associate position. They are also required to do so in order to participate in the Maryland State Retirement System.

Statewide Pilot of PGCMLS Data Initiative

Division of Library Development & Services (DLDS) is piloting the use of the data visualization software Tableau with five Maryland libraries based on PGCMLS's successes with it. The Library has been awarded an Library Services and Technology Act (LSTA) grant for \$188,000 that will reimburse the Library's costs to date as well as provide Tableau licenses for selected Maryland public libraries and forty hours of consulting time with the consultant, icimo, for each of the other systems.

Summer @ Your Library

Registration for our Summer @ Your Library program reached a total of 33,332, a 57% increase over last year. Of the participants, all but 1,356 were children from preschool to teens. This is an all-time high for PGCMLS and represents the hard work and enthusiasm of the Youth Services department as well as branch staff in promoting the program. This is also the first year that Beanstack (pgcmls.beanstack.org) was used for registration and follow-up. This was the first year that the Library utilized an online platform, which is believed to have helped increase the appeal. The goal of the summer reading program is to provide a fun way for students to keep engaged in the Library over the summer as well as combat the summer slide to help students do better at the beginning of school.

Information Technology

Due to the increased demand the IT department within the Library, PGCMLS has passed the point where the current staff is adequate but the cost of adding staff with the needed expertise is prohibitive. As an alternative, the Library has undertaken a bidding process for Information Technology Managed Services. The RFP specified that the contractor will provide remote device management, service desk, and on-site technical services, including remote updating and patching for a combination of desktops, servers, and network devices, in addition to providing general technical consulting and advisory services. Implementation is scheduled to take place the end of September.

Capital Improvements – District 2

On July 27<sup>th</sup> Michael Gannon and CEO Teaze met with Council Member Deni Tavares and her chief of staff to update her on the progress of the Hyattsville Branch replacement. Her chief concerns are that there be a bridge to University Town Center and that the children's room is made to be large enough.

Although the New Carrollton branch was closed in December 2016 due to a failed HVAC system, construction was scheduled to begin in March. Unfortunately, there has been no movement on the New Carrollton renovation as the

winner of the bid with the County had fallen through and the County decided to hire the second lowest bidder instead. There are updates on the PGCMLS website regarding the New Carrollton renovation, which will be updated when more information is available.

On September 6<sup>th</sup> Michelle Hamiel and CEO Teaze met with the Mt. Rainier City Manager, Miranda Braatz regarding the future of the Mt. Rainer Branch of PGCMLS. It was reported that the city can no longer afford to keep this branch open. Mt. Rainer is considering allowing the County to procure the property so that the branch can remain open.

#### Contract Negotiations-MCGEO

Negotiations with MCGEO on the 2016-2019 contract continue. So far, there have been four meetings of the negotiating teams. Two more meetings are scheduled. There has been progress made on smaller issues but some sticking points remain.

#### Career Online High School

The Library launched Gale-Cengage's Career Online High School on August 15<sup>th</sup>. The next step is for the PGCMLS program manager to screen enrollees to determine their ability to complete the program within the 18 months allotted. Once accepted, the enrollee completes the prerequisite coursework and is assigned their online advisor. Once the prerequisite work is completed, the advisor will determine whether the enrollee will be able to complete the program and PGCMLS will decide whether to award one of 25 scholarships (valued at \$2,500). Currently, there are about 30 individuals enrolled in the prerequisite program and PGCMLS awarded its first scholarship yesterday. The Library hopes offer a graduation for the first class that graduates in about 15 – 16 months.

#### PGCMLS Foundation

At the recommendation of the consultant, the PGCMLS Foundation was created in February 2015; however, activities of the PGCMLS Foundation are suspended due to lack of a chair and PGCMLS severed the contract with the fundraising/public relations consultant for lack of performance. Although the consultant had estimated their work would result in \$2 million in fundraising, only \$3,000 was contributed. The 990 form was filed with the IRS in order to keep the foundation up to date.

#### Laurel Branch

Mr. Epps requested to know when the Laurel Branch would be opened to the public. CEO Teaze indicated that the branch should be opening the within the first couple of weeks of November and will be coordinating with Councilmember Lehman for the Grand Opening. Substantial completion is expected next week. As soon as PGCMLS is able to occupy the new building, staff will begin moving materials into the space. Once the Laurel temporary site is closed, the Bowie Branch will close to begin renovations.

- **New Business: Board Meeting Schedule**

<b>Library Board of Trustees Meeting Schedule</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
Tuesday, November 15, 2016	7:30 PM	Largo-Kettering Branch
Tuesday, January 10, 2017	7:30 PM	Laurel Branch

March 14, 2017	7:30 PM	Largo-Kettering Branch
May 9, 2017	7:30 PM	Oxon Hill Branch

Due to November 8<sup>th</sup> being Election Day, the Board meeting for November 2016 will be held a week later, on November 15<sup>th</sup>. The upcoming Board meeting schedule was unanimously approved.

- **Unfinished Business: Strategic Plan**

CEO Teaze presented the process that PGCMLS went through with the assistance of Orange Boy, Inc. to develop the 2017 – 2021 strategic plan followed by discussion and questions from the Board members. Ms. Smith requested that the vision and mission statements be switched, which CEO Teaze agreed to. A supplemental presentation and update was requested by the Board to include supplemental support from other departments in the Library system; Human Resources and IT for example.

Following the presentation, discussion, and questions the Mr. Crawford moved to approve the 2017 – 2021 Strategic Plan, which was seconded by Mr. Epps. The Strategic Plan was approved by a unanimous vote.

- **Requests to Address the Board**

There were no requests to address the Board.

- **President’s Closing Remarks**

In the recent past there has only been the Nomination Committee that reported each Board meeting. This was in part because the Board was not complete. Many of the committees were inactive. The Board is currently in the process of populating the other committees.

Mr. Crawford requested that all documents to be discussed at a Board of Trustees meeting be sent to the Board two weeks in advance of the meeting. President Wright also requested that Board members submit questions pertaining to the meeting documents at least one week prior to the meeting so those concerns can be addressed.

Ms. Smith requested that the Orange Boy Dashboard be provided to the Board members prior to meetings. CEO Teaze agreed to either provide an updated dashboard or obtain log-in information for each Board members.

- **Adjournment:** 9:06PM