

BOARD OF LIBRARY TRUSTEES MEETING
September 21, 2017 – 7:30 p.m.
South Bowie Branch

Minutes

Board Members Present

Dr. Christy Wright, President
Dr. Arthuree Wright
Toni A. Smith

Prince George's County Memorial Library Attendees

Michael Gannon, Interim Co-CEO
Michelle Hamiel, Interim Co-CEO
Jeff Naftal, Director of Human Resources
Dereje Salehudres, Director of Finance
Jessica Freeman, Executive Assistant
Robin Jacobsen, Director of Community Engagement
Luis Labra, East Area Manager
Heather Jackson, West Area Manager
Andrea Thomas, Assistant Branch Manager, New Carrollton
Branch
Megan Jones, Librarian III, Largo-Kettering Branch

Absent: Samuel Epps, Brett Crawford, & Sylvia Bolivar

- Welcome and Call to Order: 7:35PM
- **Financial Status Report – Dereje Salehudres, Director of Finance**

FY2017 Preliminary Operating Activities Results & Audit Status

All of the audit work is complete except for one outstanding item; the final numbers for the Library's risk management insurance cost for FY2017. PGCMLS participates in the County insurance programs and is charged by the County based on its actual experience. The final allocation of cost from the County has not been determined yet, but the Library expects to receive the cost in the next two weeks. There is about \$332K recorded and paid in the preliminary financial statement for this expense, which will be adjusted based on the actual amount.

Operating Budget

The actual preliminary result is about \$584,133 surplus, which compares with a deficit of \$150,349 from the operating budget activities one year ago.

Revenues were about \$30.3 million, including receipt of the state aid on behalf of retirees. Total revenue was within \$356,332 favorable compared to budget including \$376,169 unbudgeted grant proceeds, but excluding State aid on behalf of retirees. Branch revenues were lower than budgeted and lower than a year ago because overdue fines did

not meet expected levels. Other revenues were significantly higher than budget due to higher E-Rate rebates, passport processing revenue, and non-budgeted loss recovery and procurement card rebate.

Expenses were about \$29.7 million. After offsetting state aid on behalf of retirees and grant, expenditures were at 97.8% of budget and above last year's expenditures by about \$585,000. Contributing factors to the increased spending are compensation costs, consulting fees, payroll outsource fees, costs for temporary staff for the IT department, building repair & maintenance, and telephone & telecommunication fees.

Capital Improvement Revenue and Expenditure

The County supports large capital improvements, which are paid for initially by the Library System with reimbursement by the County; this amount was \$5,347,078 for the fiscal year. In addition, the Library received grant from the State to cover for the Bowie branch capital improvement project; the reimbursable expenditure was \$1,287,231.

FY2018 Operating Budget Status as of July 31, 2017

As of July 31, 2017 or about 8.3% through the fiscal year.

Excluding grants the Library has received revenues of 7.8% of the budgeted amount, compared to about 10.2% a year ago. The decrease was attributed mainly to timing of County appropriation. Likewise, expenses were running at 7.7%, lower than budgeted, and slightly higher than the prior year.

- **Chief Executive Officer Report – Michael Gannon & Michelle Hamiel, Interim Co-CEOs**

Greenbelt City Council Meeting

Both Interim Co-CEOs as well as Blane Halliday, North Area Manager attended the Greenbelt City Council meeting on the evening of September 13, 2017 to further discuss the Tugwell Collection and to sign an MOU assuring that the City of Greenbelt be given the Tugwell Collection in the event that PGCMLS could no longer house it.

Oxon Hill Anniversary Celebration

The Oxon Hill Branch celebrated its 50th year anniversary in August. Interim Co-CEO Gannon provided promotional items from the celebration to the Board.

Thermal Camera Program

Starting in October PGCMLS will be loaning thermal cameras to cardholders to allow customers to inspect their homes with infrared technology using their smartphone. Users are able to find insulation, heating and water problems around their homes using the phone attachment with the FLIR ONE app; which are available for both Apple and Android devices.

Hardhat Librarian

Interim Co-CEO Gannon presented the most recent episode of Hardhat Librarian to the Board of Trustees, which showed the renovation progress of the New Carrolton Branch.

Career Online High School

Interim Co-CEO Hamiel explained that there are 18 students who have a scholarship for COHS and currently working on their diplomas. One student is in the 30 day Part two phase and 17 students are working on Part 1. PGCMLS also has 25 more seats, totaling 31 possible scholarships left to give.

Andrea Thomas, Assistant Branch Manager of New Carrollton Branch, described the process by which students are accepted to the program. Once a student completes the first class in phase one they are contacted personally by Ms. Thomas. She receives three to five applications per day. Only students that have aged out of the Prince George's Co. Public School System are eligible, to not compete with the school system. Advertising for the COHS program is on the PGCMLS website, bookmarks, and posters in the branches. For the most part, students are completing the program at home on their own computers. If they should want to complete their work at the Library using Library computers or study rooms, they accommodations are provided by PGCMLS to do so.

Refugee Outreach

PGCMLS staff from the New Carrollton Branch have developed pop-up locations and activities to keep the community engaged although the branch is closed for renovations. Part of this effort has developed the tremendous outreach at the Parkview Gardens Apartments that serve as a refugee safe complex. Heather Jackson, West Area Manager, and Andrea Thomas, Assistant Branch Manager of New Carrollton Branch, presented a slideshow to the Board of the programs being conducted at the Parkview Gardens Apartments, which has become very successful and well attended in the community.

- **Correspondence Log**

Ms. Smith inquired about the second item on the Correspondence Log. Interim Co-CEO Gannon relayed that the correspondence refers to an upcoming exhibit that features the poetry of six County-based poets that will be exhibited at the both the Bowie and Oxon Hill Branches.

- **New Business: Compensation Study Recommendations & Report – Jeffrey Naftal, Director of HR**

A committee of both bargaining and non-bargaining unit PGCMLS staff members was established to work on the class and compensation study with the guidance of a consultant. The committee meetings resulted in a list of comparators to send compensation surveys. Unfortunately, the consultant has received very little response and has had to submit requests under the Freedom of Information Act. This has slowed the process but HR is anticipating responses by the end of the month and that a draft of the findings report will be forthcoming.

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

Two public forums for the Board to gather community input on their requirements of the next CEO of PGCMLS have been completed. The community survey is scheduled to close on September 30th. Applications for the CEO position will be accepted through October 6th. Thus far HR has received applications from interested parties nationwide with responses coming from multiple sources; Indeed, "I Need a Library Job," and ALA.

Dr. Wright relayed that there have been 308 respondents to the public survey, one-third of which were staff members of PGCMLS.

President Wright noted the final CEO public forum, which is scheduled for Saturday, September 30th at Largo-Kettering Branch.

- **Unfinished Business**

No unfinished business was discussed.

- **Requests to Address the Board**

Ted Fagan, Director of the Eagle Chess Club & Volunteer

Requested information on the annual volunteers' recognition luncheon as he has not heard of any arrangements as of yet.

- **Adjournment:** 8:34 PM