



**BOARD OF LIBRARY TRUSTEES MEETING**  
**September 5, 2019 – 7:00 p.m.**  
**Upper Marlboro Branch**

**Minutes**

**Board Members Present**

Samuel Epps, IV, President  
Brett Crawford, Vice 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  
Michelle Hamiel, Chief Operating Office of Public Services  
Robin Jacobsen, Director of Community Engagement  
Shelley O'Brien, Director of Development & Donor Engagement  
Jessica Freeman, Executive Assistant  
Vilma Sandoval-Sall, English Language Learner Program  
Coordinator

**Absent:** Dereje Salehudres, Director of Finance

- Welcome and Call to Order: 7:07 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. Larew moved to adopt the July 11, 2019 meeting minutes as presented and Dr. Wright seconded his motion. The Board unanimously voted to approve the July 11, 2019 Board of Trustees meeting minutes.
- **Committee Reports**

Personnel & Governance – Samuel Epps, Chair

Mr. Epps reported that chairs for the newly condensed committees are still needed. Mr. Crawford volunteered to chair the Finance & Planning Committee. Dr. Larew volunteered to be on the Community Engagement Committee, though not as the chair. Mr. Epps will be chairing the Personnel & Governance Committee. Both Dr. Wright and Ms. Bolivar volunteered to be on the Personnel & Governance Committee.

Mr. Epps provided that a letter was sent to the County Executive with the recommendation of the Board to fill the final vacancy. Since no word has been received, we will need to follow up with the County Appointment Liaison.

Finance & Planning – Brett Crawford, Chair:

Mr. Epps indicated that this Committee would need to be involved in the upcoming budget process for FY 2021.

- **Financial Status Report as of July 31, 2019 – Dereje Salehudres, Director of Finance**

Mr. Gannon reported on the financials as Mr. Salehudres is out of the country. Mr. Gannon reported that the Finance Department has not yet received the insurance cost for the risk management insurance figures from the County but it is anticipated that the figure won't differ greatly from what is expected. So there is a placeholder. The \$183,000 surplus, as voted on at the June Board of Trustees meeting, will be added to the fund balance in order to be reserved for the retirement leave liability. Mr. Crawford inquired if the surplus is after the estimated risk management insurance figure. Mr. Gannon provided that the surplus does factor in the risk management insurance figure and so without having the final figure from the County, the surplus amount could change. Mr. Epps inquired if the Board has liability insurance and Mrs. Phillips indicated she would follow up with the County Risk Manager in order to verify.

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

Strategic Plan Team Update

A survey was put out via email and on the website and there have been 1,858 responses thus far with 100% completion rate for customers who have received the questionnaire via email. The team completed an assignment to interview customers to get a better understanding of the community's needs. The team is in the "messy middle" of the double diamond design process where in the wide portion of the diamond there are discussions of all ideas that will then be narrowed and more focused in the small end of the diamond.

Career Ladder Update

Last year during the classification and compensation study it was discovered that staff holding the title of Library Associate II and Librarian I are, in practice, doing the same job although they hold different titles and as a result of the classification and compensation study, receive different pay. The Librarian I's are two grades higher than Library Associate II's. A work group has been working to not only create a career ladder and differentiate responsibilities based between the two roles but also to create a succession plan. Ms. Michelle Hamiel indicated that the Board was provided with a sample organization chart for just an area in the event that Branch Managers would be put back into the branches. In order to create a career ladder the amount of Librarian I staff would need to be increased per branch. The Librarian I's would lead teams: Outreach Team, Materials Management, Programming, and Technology & Facilities. The Librarian I's would rotate leading each of these teams in the branches to gain experience with all of the operations. However, this is all determined by funding and if more positions will be able to be hired for.

Summer Meals Wrap Up

This year 2,856 meals were served across Spauldings, Fairmount Heights, Hillcrest Heights, Oxon Hill, Beltsville, and New Carrollton Branches. This year the program seemed to go a little smoother than in past years. It is

hoped that once the Hyattsville Branch is reopened it will be added back to the branches that serve summer meals.

### Addition of Friday Hours

Ms. Hamiel was excited to report that in many cases Friday door counts exceed those for Mondays. Staffing remains a concern to stay open on Fridays but currently, the displaced staff from the Surratts-Clinton Branch is being utilized to fill any gaps.

### Moving Away from Lynda.com

Lynda.com is a leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals. However, LinkedIn, the owner of Lynda.com since October 2015 has recently decided to force integration between Lynda.com and the LinkedIn Learning Platform. Customers currently access Lynda.com simply by entering their Library card number. However, moving forward, they would need to have a LinkedIn account to access Lynda.com. PGCMLS's stance is that would violate the privacy that our patrons expect and so have decided to discontinue offering the Lynda.com service. PGCMLS is not alone in this decision and many other Libraries across the country are taking the same steps. However, our Electronic Resources Librarian has been working diligently to find an alternative product and it is believed that a product through Gale will serve as a suitable substitute for Lynda.com. It is hoped that the new product will be made available to customers near the end of the year. Mr. Gannon also included that the LinkedIn integration is discriminatory since the use of LinkedIn precludes those individuals under the age of 16. Mr. Crawford expressed his support for the removal of Lynda.com from PGCMLS's electronic offerings due to the privacy concerns.

### In the Branches

*100 Latina Women Leader:* Ms. Hamiel warmly introduced Vilma Sandoval-Sall, the English Language Learner Program Coordinator who has recently been named a 100 Latina Women Leader. A ceremony will take place on September 11th to give Ms. Sandoval-Sall with her award. Mr. Epps relayed congratulations on behalf of the Library Board of Trustees.

*Summer @ Your Library Wrap Up:* Summer @ Your Library has wrapped up but this year the Library hosted 1,700 events and saw 37,400 new participants. The Fairmount Heights Branch hosted a week-long D.R.E.A.M Lab Production Camp. The 13 teens created a song, album cover, music video, marketing plan, etc. from start to finish, using production equipment in the D.R.E.A.M Lab. Additionally, PGCMLS recently purchased Oculus Quest VR equipment. With it, The Laurel Branch hosted a program for teens and adults called VR: Walk a Mile. Customers got to dive into the world of virtual reality and build empathy by understanding the difficulties and hardships that people experience across cultures by experiencing VR from the perspective of a Civil Rights Movement participant, a colorblind person, a displaced child in the Syrian War, an immigrant or refugee, and a person with dementia.

*Spike in Questions from Customers Regarding Weeding the Collection & a Perceived Lack of Books:* Mrs. Phillips reported that in response to a recent uptick in customers raising inquiries regarding their concerns about the physical collection shrinking, the Materials Management Department has devised an FAQ for staff and customers to address the concerns. The goal of the Library is to balance the physical collection with other desires and needs of the community, including a need for study rooms, meeting rooms, computers, and workspace. The weeding policy takes into account the circulation statistics of materials to determine if the item(s) should remain on the shelf. The System as a whole is trying to clear the bottom shelves as it can pose a problem for access. My Lucky Day books are also being launched at all branches starting in October to keep up with the demand for new titles. A team is also working on a classic collection that will not float throughout the system and instead will remain at each branch. PGCMLS participates in MARINA, a free, statewide interlibrary loan system for requesting materials that PGCMLS does not own from other public library systems in Maryland. The Central Branch in the Enoch Pratt Free Library in Baltimore City receives additional funding from the state to be the State Library Resource Center and houses many more materials than any other system in the state. The Special Collections are also being reviewed and further developed. Dr. Larew also expressed concern with the lacking physical collection. While Ms. Phillips provided the Library has relaunched book discussion clubs, Mr. Epps also indicated that he has heard from customers that want an increase in audiobooks and electronic audiobooks. Mr. Epps acknowledged that it truly a balancing act to provide services and materials to customers.

#### Mount Rainier Branch Update

Mrs. Phillips reported that new electrical systems have been put in place, a new HVAC has been installed, new carpeting has been laid, and the interior has been painted. Through Joe's Movement Emporium there is also funding for a mural to be painted at the branch. The City will still need to install security cameras. Mrs. Phillips acknowledged how diligently the City has been working on the branch in order to reopen.

- **Correspondence log**

No questions were raised regarding the Correspondence Log.

- **New Business: Authorize Issuance of a Purchase Card to the Director of Development & Donor Engagement– Action Requested**

Mrs. Phillips introduced the new Director of Development and Donor Engagement, Shelley O'Brien to the Board and provided a brief update on Ms. O'Brien's 90 day plan. Mrs. Phillips requested that the Board issue a purchase card to the Director of Development and Donor Engagement with a limit of \$1,000. Dr. Wright moved to issue a purchase card to the Director of Development and Donor Engagement and Mr. Crawford seconded the motion. The Board unanimously approved the motion.

Mrs. Phillips reported that the Library has maintained the 501(3)C status of the Foundation and so a new foundation would not need to be established. Mrs. Phillips requested recommendations from the Board of Library Trustees for Foundation board members.

- **New Business: Materials Selection Policy Update - Action Requested**

Mr. Gannon reported that the last time the materials selection policy was brought for review was 2016 and that because it is a living document, it should be revised. Linda Thomkins Baldwin, Coordinator Digital Maryland, Enoch Pratt Free Library & Maryland State Library Resource Center gave feedback and direction for the Tugwell Collection and helped to integrate the special collections under the purview of the materials selection policy. By including the special collections into the materials selection policy, it will help ensure that materials selected for those collections will be more defined and related to the collection. After some discussion Mr. Crawford moved to accept the proposed policy changes with Ms. Bolivar seconded the motion. The motion was unanimously approved.

- **New Business: October Board Meeting Date – Action Requested**

Ms. Freeman requested that due to many of the executive staff attending the Maryland Association of Public Library Administrators statewide meeting in Ocean City the first week of October that the normally scheduled meeting on October 3, 2019 be rescheduled. Dr. Larew moved to reschedule the October Board of Library Trustees meeting to Thursday, October 10, 2019 to be held at the Greenbelt Branch. Mr. Crawford seconded Dr. Larew's motion and it was approved unanimously.

- **Requests to Address the Board**

*Joe Hourcle - President of the Upper Marlboro Friends*

Mr. Hourcle expressed concerns about the weeding, loss of books, and bookshelves. While he recognized that there is usable meeting space at the Upper Marlboro branch, he discouraged use of it since there isn't enough parking at that particular branch.

*Joy "Sistah Joy" Matthews Alford - Inaugural Poet Laureate for Prince George's Co.*

Sistah Joy read a letter of appreciation (enclosed) to the Board of Trustees for the Library's partnership with the Office of the Poet Laureate to provide poetry related programming. Sistah Joy offered the Office of the Poet Laureate should the Board or Library ever need their assistance.

The Inaugural Poet Laureate for Prince George's County also made note of a teen poetry workshop which will be held at the Prince George's County Community College Library on December 14, 2019 from 1:00 - 3:00. She also requested that there be an increase in poetry programs and books.

*Oscar Mardis - President of the Friends of the Oxon Hill Branch*

Based on a survey he received, Mr. Mardis believes that materials of the Sojourner Truth Room will begin to be able to be borrowed rather than keeping the collection in the branch. Mr. Mardis urged the Library ensure those collections remain unable to be checked out.

*Caroline Green - Oxon Hill Volunteer*

Ms. Green expressed concerns with the weeding process and advocates for process to be revised. Ms. Green also indicated that she has a special interest in the Sojourner Truth Room and is hopeful that the name of the room remains.

- **Closing Statements:** Mr. Epps thanked the MB staff and community for hosting this meeting. Additionally, he also thanks those that addressed the Board for their comments.
- **Adjourn:** 8:13 PM

DRAFT