

**BOARD OF LIBRARY TRUSTEES MEETING**  
**October 2, 2017 – 7:30 p.m.**  
**Largo-Kettering Branch**

**Minutes**

**Board Members Present**

Dr. Christy Wright, President  
Samuel Epps, IV, Vice 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  
Jessica Freeman, Executive Assistant

**Absent:** Brett Crawford, & Sylvia Bolivar

- Welcome and Call to Order: 7:58PM
- Prior to beginning to address the agenda for the evening, President Wright requested a moment of silence for those who had been harmed or killed in the recent event today in Las Vegas, NV.
- Dr. Wright made a motion to approve the July 20, 2017 Board of Library Trustees meeting minutes with any necessary changes. Mr. Epps seconded the motion. The minutes were approved with a unanimous vote.
- **New Business: Board Retreat**

The Personnel Committee has determined the date of October 21<sup>st</sup> to conduct a Board development retreat. Dr. Wright made a motion to allocate the necessary funds to hire a consultant to facilitate the retreat and for it to be held on October 21<sup>st</sup> with Ms. Smith seconding the motion. The motion was approved unanimously.

- **New Business: Set a Date of CEO Applications Review Meeting**

Based on the results of a Doodle poll, most Board members will be able to meet October 27, 2017. Dr. Wright made a motion for the Board to meet in on Friday, October 27, 2017 to review the CEO applicants, which was seconded by Ms. Smith. Mr. Epps amended the motion to note that the applicant review meeting would be a closed executive session. The motion was unanimously approved.

- **New Business: Open Meetings Act Board Representative**

Brett Crawford has volunteered to be the Open Meetings Act Board Representative. Mr. Epps moved to make Mr. Crawford the Open Meetings Act Board Representative, which was seconded by Dr. Wright. The motion was unanimously approved.

- **New Business: Holiday Closure Schedule**

Co-Interim CEO Michelle Hamiel reported that according to the Collective Bargaining Unit Agreement, PGCMLS is to close for Veteran's Day. Since this year the holiday falls on a Saturday, PGCMLS would need to issue a Floating Holiday to those staff who are not scheduled to work on Saturday, November 11<sup>th</sup>. In order to avoid the additional

work involved for the Human Resources department and potential scheduling conflicts that arise with the use of the Floating Holiday leave, it is requested to close on Friday, November 10<sup>th</sup> in recognition of Veteran's Day in addition to November 11<sup>th</sup>.

Director of Human Resources, Jeffrey Naftal explained that the Library is obligated to close for Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. This year both Christmas Eve and New Year's Eve fall on Sundays. Much like Veteran's Day, in order to avoid the additional work involved and potential scheduling conflicts that arise with the use of the Floating Holiday leave, it is requested to close on the day following Christmas Day and New Year's Day.

Mr. Epps moved to accept the recommendation of the Co-Interim CEO's and HR to close the System on Friday, November 10, 2017, Tuesday, December 26, 2017, and Tuesday, January 2, 2018. Ms. Smith seconded Mr. Epps' motion and the motion was unanimously approved when put to a vote.

- **New Business: Approve Michelle Hamiel, Interim Co-CEO to Legally Bind PGCMLS**

Interim Co-CEO Michael Gannon explained that previously the Board had only given authority to the CEO and COO of Support Services positions to sign contracts and legally bind the System. It is requested that this authority be extended to Michelle Hamiel as Interim Co-CEO.

Dr. Wright moved to extend Michelle Hamiel, Interim Co-CEO the authority to sign contracts and legally bind PGCMLS in doing so, which was seconded by Mr. Epps. When put to a vote, it was unanimously approved.

- **New Business: Increase Michelle Hamiel, Interim CEO's Purchase Card Spending Limit**

Interim Co-CEO Michael Gannon explained that both the CEO and COO of Support Services spending limits on their purchase cards is \$20,000 so that in emergency events, both have the ability to make purchases at higher levels. It is being requested that the Michelle Hamiel, Interim Co-CEO's, purchase card spending limit be increased to \$20,000 as well.

Dr. Wright made a motion to increase the spending limit on Michelle Hamiel, Co-Interim CEO's purchase card to \$20,000. Her motion was seconded by Ms. Smith. The motion was approved unanimously.

- **New Business: Give Authority to Michelle Hamiel & Michael Gannon, Interim Co-CEOs to issue Purchase Cards**

Interim Co-CEO Michael Gannon explained that Board reserves the right to issue purchase cards but had given the previous CEO the authority to raise or lower limits on purchase cards that have been issued. The Interim Co-CEO's are asking for the same authority. Additionally, it is requested that the Interim Co-CEO's be given the authority to issue purchase cards to those titles that have been previously approved by the Board when an employee leaves and is replaced.

Dr. Wright made a motion to give the authority to issue to those staff in positions that have previously been approved to hold a purchase card, raise, or lower limits on purchase cards. Mr. Epps seconded this motion and the Board voted unanimously to approve the motion.

President Wright requested a list of names and positions who currently have company purchase cards.

- **New Business: Authorize David Rodriguez, Maintenance Mechanic to Receive a Purchase Card**

This item was removed on the agenda as it was addressed by the Board giving authority to the Interim Co-CEOs to give purchase cards to staff who are in positions that have been previously approved by the Board to receive purchase cards.

- **Unfinished Business: Foundation Update – Sylvia Bolivar**

This item was tabled until the next Board of Library Trustees meeting in November.

- Chair of the Personnel Committee, Dr. Wright, expressed her thanks for all of those who participated in the online survey, which has since been closed.

- **Requests to Address the Board**

Ted Fagan

Mr. Fagan reported that unbeknownst to a group, the last CEO Public Forum that was to be held on Saturday, September 30<sup>th</sup> at the Largo-Kettering Branch had been canceled. Despite the cancelation, the group met and determined a list of priorities in a new CEO. Mr. Fagan reported their findings to the Board.

Mr. Epps requested that the list of suggestions be emailed to the Board. Ms. Joelle Taylor volunteered to email the suggestions.

Nancy Saxon

Ms. Saxon addressed the Board with concerns about the hiring of a new CEO as well as questions about the Board members. She expressed interest in the Board having a student or other youth member and that the Friends be a part of the hiring of the CEO process. Ms. Saxon requested a copy of the Board's By-laws.