



BOARD OF LIBRARY TRUSTEES MEETING
October 10, 2019 – 7:00 p.m.
Greenbelt Branch

Minutes

Board Members Present

Samuel Epps, IV, President
Brett Crawford, Vice President
Toni A. Smith
Dr. Arthuree Wright
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
Dereje Salehudres, Director of Finance
Shelley O'Brien, Director of Development & Donor Engagement
Jessica Freeman, Executive Assistant
Vilma Sandoval-Sall, English Language Learner Program
Coordinator

Absent: Dr. Hiram Larew

- Welcome and Call to Order: 7:10 PM
- Mr. Crawford moved to accept the meeting agenda as written, and Ms. Bolivar seconded the motion. The agenda was approved with a unanimous vote.
- Mr. Crawford moved to accept the September 5, 2019 meeting minutes with corrections and Ms. Bolivar seconded his motion. The Board unanimously voted to approve the September 5, 2019 Board of Trustees meeting minutes.
- **Committee Reports**

Personnel & Governance – Samuel Epps, Chair

Mr. Epps reported that the County Executive's Office has received the nominations to fill the final vacancy on the Board of Library Trustees but has not yet acted on it. There has been no word on a timeline when the nominations will be acted on but the Liaison to the Board of Trustees, Ms. Freeman, will follow-up.

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

Mr. Salehudres reported that the FY 2019 audit is still ongoing but the Library is awaiting the final numbers for the Other Post Employment (OPEB) Liability, which the County has not yet finalized. According to a report from the County, this year's surplus will be lower by \$14,000 as the risk management numbers were higher than anticipated.

The Library is roughly 17% through the fiscal year and year-to-date operating revenues were \$5.4M, which is 16.23% of the budgeted amount of the budget for the fiscal year, which compares to last year where spending was at \$5.2M or 16.8% of the budget. Year-to-date operating expenditures were roughly \$5.4M, which is 16.4% of the budgeted amount, compared to \$5.2M or 16.7% a year ago. This fiscal year-to-date net effect was a deficit of \$44K, which is for the most part due to a timing difference in expenditures. The Library has incurred \$403K in CIP expenditures and have recognized the same in revenue. Grant related revenue and expenditures were \$66K and \$67K respectively.

Mr. Salehudres took questions from the Board. Mr. Crawford inquired if the \$400K from the fund balance has been pro-rated over all twelve months? Mr. Salehudres indicated that the Finance Department is pro-rating for each month. Mr. Crawford indicated that the Budget & Planning Committee would like to meet with management to go through the priorities for the FY 2021 budget.

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

Mount Rainier Branch Update

Mr. Gannon, Chief Operating Officer of Support Services and Ms. Michelle Hamiel, Chief Operating Officer for Public Services had a walk through on September 10th. Mr. Gannon reported that the CCTV installation was nearly completed at the time of the walkthrough. Although the City of Mount Rainier was not able to provide a panic button as requested, the Library is providing a burglar and intruder alarm which will have a panic button. The next stage in the road to reopening will be to install the burglar and intruder alarm followed by IT installing data cable. Furniture and IT equipment will be brought back in. Shelving from previous projects will also be used in the branch. The City is looking to reopen in January. Previous reports indicating further asbestos issues were unfounded; there was only asbestos found in the floor tiles and that has been properly remediated.

Agile Management Training

The Executive Team attended the Maryland State Library funded Overbooked: Prioritization in the Age of Agility first course on September 18, 2019 at the Laurel Branch. The training is going to help the team realize its strengths and aligning work flow.

Urban Libraries Council Annual Forum: Preparing to Lead on AI & Digital Citizenship

The Library is sending four staffers to Salt Lake City Utah this year to the Urban Libraries Council Annual Forum: Preparing to Lead on AI & Digital Citizenship. The focus is on how libraries can take a role at the forefront of the AI revolution by providing services and tools to strengthen the community by preparing them personally and professionally.

Staff Recognition

Mrs. Phillips recognized that Ms. Hamiel has been officially nominated to be the Maryland Library Association's Vice President/President Elect. If she wins, it will be a three year commitment.

Ms. Hamiel reported that the Young Adult Library Services Association (YALSA) in partnership with the Chief Officers of State Library Agencies (COSLA) is implementing "Transforming Teen Services: a Train the Trainer Approach." This effort brings together State Library Agency (SLA) youth consultants and front-line library staff for a robust training program. Once the SLA and selected front-line staff are trained, they in turn will provide training to library staff throughout their state on how to teach computational thinking to teenagers. This project is supported by a grant from the Institute of Museum and Library Services (IMLS). Kelsey Hughes, Adult & Teen Services Specialist in Public Services, was selected to be a part of this exciting project.

In the Branches

Hispanic Heritage Month was celebrated throughout the branches and the award winning performing duo 1,2,3 Andres presented bi-lingual children's music at Accokeek, Hyattsville, New Carrollton, Beltsville, and South Bowie branches.

The Program Services Manager, Rachel Zukowski and Family Literacy Specialist Pamela Hamlin trained all 130 Media Specialists of the Prince George's County Schools. LINK, online and in-branch library resources were promoted to invite collaboration. Mr. Crawford applauded the efforts to strengthen the relationship with the school libraries.

The Library has recently signed an MOU with developed a partnership MOU with Prince Georges County Senior Provider Network. The Prince George's Senior Provider Network (PGSPN) is a non-profit organization whose mission is to improve and enrich the quality of life for Prince George's County seniors and their caregivers. Members of PGSPN include businesses, non-profits and government representatives dedicated to serving Prince George's County seniors through collaboration, education, and service to the community. The Library's Library Associate II for Homebound Services was recently elected as a member of their board.

Ms. Bolivar inquired about the square footage of the new Langley Park Branch. Mr. Gannon indicated that it is planned to be 40,000 sq. feet and that likely a waiver will be needed for the parking.

- **Correspondence log**

No questions were raised regarding the Correspondence Log.

- **New Business: FY 2021 Budget Briefing– Information Only**

Mrs. Phillips reported that the Executive Team met for roughly four hours on Wednesday, October 9, 2019 to go over the structure and staffing in order to prepare for the FY 2021 budget process. The goals that came out of the meeting are:

- Substitute staffing to provide adequate back up when staff are on leave
- Key positions: expanding the outreach department, adequate staffing for branches like Hyattsville and Surratts-Clinton

- Positioning the Library as a partner with the County and working diligently to provide other funding sources outside of County provided support
 - Increasing the number of full-time staff from 327 to 422 to allow for additional programming and to provide consistent hours throughout the System. Montgomery County and Baltimore County, similarly sized library systems, have over 40 full-time staff members. Montgomery County has a budget of \$43.06M.
 - Expand Sunday hours to branches that do not offer them currently
- **New Business: Strategic Plan Briefing – Information Only**

Mrs. Phillips provided that the strategic plan team met again in September for two days and the Library's leadership team completed a Change Champions workshop to better understand their roles in the changes coming through the new strategic plan. Mrs. Phillips showed the Board the presentation that will be provided by the strategic plan team to the entire staff at the upcoming Professional Development Day on October 14th and introduced the values, goals, and strategic areas of focus.

Vision: Prince George's Proud

Mission: (Currently) Prince George's County Memorial Library System helps customers discover and define opportunities that shape their lives.

Values:

We are open

We are unique

We are connected

We are dynamic

We are kind

Goals:

- Community Actualization
- Community Collaboration
- Community Experience

Strategic Areas of Focus:

1. Health and Wellness
2. Creative Class
3. Career and Business Development
4. Life Long Learning for All
5. Culture, Inclusion and Social Justice

The Board and Leadership team will be meeting on October 28, 2019 in order to go over the work of the strategic plan team and begin developing projects. The goal is to have an overall premise and draft of the strategic plan by the end of November for Board review and to launch the new strategic plan in the new year.

- **Requests to Address the Board**

Virginia Jones – Customer of the Greenbelt Branch

Ms. Jones expressed interest in the Library opening a temporary site for the Greenbelt Branch, much like in years past for renovations to the branch, at the Community Center neighboring the Library since the branch will be closed for two months for updates. Ms. Jones relayed that she sees the closure a hardship for community members who patronize the Greenbelt Branch due to lack of transportation to other branches.

Mr. Gannon indicated that the branch will be painted, furniture replacement, shelving, and items will be able to be dropped off for return. Since the branch will only be closed for a short period, there is no funding for a temporary site.

Mr. Crawford requested a cost analysis for a limited temporary space at the Community Center.

- **Mr. Crawford made a motion to close the meeting and move into a brief executive session** to discuss personnel matters, which was seconded by Ms. Bolivar and the meeting adjourned.
- **Adjourn:** 8:20 PM