

BOARD OF LIBRARY TRUSTEES MEETING
November 7, 2019 – 7:00 p.m.
Laurel Branch

Minutes

Board Members Present

Brett Crawford, Vice President
Dr. Hiram Larew
Dr. Arthuree Wright

Prince George's County Memorial Library Attendees

Roberta Phillips, Chief Executive Officer
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
Luis Labra, North Area Manager
Jessica Freeman, Executive Assistant

Absent: Samuel Epps, IV, Sylvia Bolivar, Toni A. Smith

- Welcome and Call to Order: 7:27 PM
- **Committee Reports**

Budget & Planning Committee – Brett Crawford, Chair

Mr. Crawford reported that the Committee met telephonically with the Library's management team this week to go over the FY2021 budget proposal.

- **Financial Status Report as of September 30, 2019 – Dereje Salehudres, Director of Finance**

Mr. Salehudres reported that The County has not finalized the actuarial report that is used to determine the long-term OPEB liability that should be recorded on the financial statements.

Year-to-date operating revenues were \$8.3M, which is 24.96% of the budgeted amount, compared to \$7.8M, or 25.1% in the fiscal year 2019. Public Support revenue was is on target at 25% of the budget. Revenue in FY19 was 25% of the budgeted amount. Interest revenue has surpassed the budgeted amount and is expected to keep the pace due to the result of the negotiation the Finance Department had with SunTrust bank to increase the interest rate and lower the average minimum required balance to earn interest.

Year-to-date operating expenditures were \$8.1M, which is 24.5% of the budgeted amount, compared to \$7.7M, or 24.8% a year ago. Operating services and supplies were running at about the budgeted level at 25.1% or \$336K of actual and higher than 24.4%/\$329K of a year ago. Computer software & support category, utilities, and other expenditures were running lower than budgeted at for the month end September. The building and equipment line item was running higher than budgeted due to contractors completing exterior repairs while the weather was good.

The fiscal year-to-date net effect was a surplus of \$163K compared to \$82K a year ago.

The Library has incurred \$505K in CIP expenditures and recognized the same amount as revenue. The Library received about \$86K in grant related revenue and spent roughly the same in grant funds.

Mr. Crawford inquired about the uptick in materials spending. Mrs. Phillips reported that there have been increases in the cost of electronic materials. There have also been enhancements to the core classic collection, My Lucky Day, and C.R.A.B Book Discussion Kits so this could have also caused an increase in Materials Management's spending.

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

Professional Development

For half of the day the staff of PGCMLS got together as a whole at the Bowie Branch. Staff enjoyed a hot breakfast, comradery, training, and updates. The new Director of Talent & Culture, Aishar Pinnock, joined in for this portion of the day and was introduced to the staff. The Strategic Plan Team presented the focus areas followed by a MCGEO presentation and the day concluded with Sexual Harassment training. Afterwards, Department Heads and Area Managers planned team building, planning & organization, program planning, or other training opportunities for their staff.

Child Friendly County Initiative

The County is moving forward with the Child Friendly County Initiative and Mrs. Phillips will be serving as a cabinet member. The hope is that kick off will take place this fiscal year.

In the Branches

Due to a partnership with Walgreens Pharmacy, flu shots are being offered at Laurel, Largo-Kettering, New Carrollton, and Spauldings Branches in the month of November.

Partnership Map

Mr. Crawford inquired about the Partners Map that was provided. Mrs. Phillips provided clarity on how the infographic is laid out. Ms. Jacobsen indicated that the map primarily indicates current partnerships rather than intermittent partnerships. Mr. Crawford expressed interest in seeing the historical relationship and those that are intermittent partners.

Correspondence log

No questions were raised regarding the Correspondence Log.

- **New Business: Elimination of Fines – Action Requested**

Mrs. Phillips reported that the proposal is for the elimination of fines only and that lost or damaged items would still be charged. The elimination of fines would only account for a small portion of the budget. The goal is to

provide more equitable access to Library resources for all and to alleviate some of the conflict between staff and customers to collect fines. Library systems that have eliminated fines are showing higher door counts, an increase in circulation, and that they are still finding that customers are returning the materials. This item was tabled until the emergency board meeting since a quorum was not met and the Board could not take action.

- **New Business: Proposal to Dispose of Vehicle – Action Requested**

This item was tabled until the December Board of Trustees meeting since a quorum was not met and the Board could not take action.

- **New Business: FY 2021 Budget Proposal – Action Requested**

Mr. Crawford recounted that the Budget & Planning Committee met with members of the management team earlier in the week to go over the budget request for FY 2021 and the enhancement request. The management team has three enhancement requests that have been ranked in terms of System needs. Mrs. Phillips told the Board of the Library's plan to align the Library's initiatives with those of the County and inform the County about the necessity of the Library in the County's initiatives. Compared to similarly sized Library Systems, Baltimore County and Montgomery County, on average, they are open 10 hours more than PGCMLS. This item was tabled until the emergency board meeting since a quorum was not met and the Board could not take action.

- **Requests to Address the Board**

None

- **Closing Statements:** The Director of Community Engagement, Robin Jacobsen, was recognized for her work throughout the years for the Library system and thanked. Well wishes were shared on her retirement. Dr. Larew read a letter nominating Ms. Jacobsen for an award with the Maryland Library Association.

- **Adjourn:** 8:37 PM