



BOARD OF LIBRARY TRUSTEES MEETING
November 15, 2018 – 7:30 p.m.
New Carrollton Branch

Minutes

Board Members Present

Samuel Epps, IV, President
Brett Crawford, Vice President
Dr. Arthuree Wright
Toni A. Smith
Dr. Hiram Larew

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

Absent: Sylvia Bolivar

- Welcome and Call to Order: 7:40 PM
- Mr. Crawford moved to accept the September 27, 2018 Board of Library Trustees meeting minutes with the addition of the supplemental executive session meeting minutes. Dr. Wright seconded Mr. Crawford's motion. The minutes were approved with a unanimous vote.
- **Committee Reports**

Nomination Committee – Toni Smith, Member

Ms. Smith announced that the slated candidates for President and Vice President for 2019 are Mr. Samuel Epps and Mr. Brett Crawford, respectively. The Board will vote on the candidates at the January 2019 Board of Trustees Meeting.

Budget/Audit/CIP Committee – Toni Smith, Chair

The Committee, Michael Gannon, Michelle Hamiel, and Dereje Salehudres met telephonically last week. The Committee Members requested more information at the conclusion last week's meeting. This will be reported on during this meeting but at this time the Chair of the Committee did not have a recommendation for the Board.

Personnel Committee – Dr. Arthuree Wright, Chair

Dr. Wright reported that the consulting firm Bradbury Miller & Associates was able to find 25 applicants to fill the vacant CEO position. The Board was pleased with the qualifications of the candidate pool. The Board underwent a process to evaluate and narrow down the applicants to a semi-finalist round of seven candidates. That pool was interviewed by the Board through Zoom video conference calling. After the interviews, the semi-finalists were narrowed down to four finalists. The finalists were brought in for a staff forum, meetings with

leadership, and for a public forum. Roughly 80 staff and other stakeholders provided feedback on the candidates, which was used to help the Board make their final decision on the new CEO. It was with delight that Dr. Wright moved that Robert Phillips be named the next CEO and Dr. Larew seconded the motion. Mr. Crawford and Dr. Larew provided comments on their support of the CEO selection and the process by which a decision was made. President Epps thanked the Interim Co-CEO's for their leadership during the past year. He also thanked the staff for their continued work to make this System great. The Board unanimously voted for Roberta Phillips to be the CEO of the Prince George's County Memorial Library System. Ms. Phillips is scheduled to begin mid-January 2019.

- **FY2018 Audit Report – Dereje Salehudres, Director of Finance**

Mr. Epps acknowledged that he was previously made aware that Prince George's County has not finalized the actuarial report, which will be used to determine the long-term OPEB liability that should be recorded on the financial statements. With the audit report being incomplete, the Board could take no action.

- **Financial Status Report as of September 31, 2018 – Dereje Salehudres, Director of Finance**

Operating Budget Status

Mr. Epps acknowledged receipt of the Financials. Mr. Salehudres reported that year-to-date operating revenues were \$7.8M which is 25.1% of the budgeted amount, compared to \$7.01M, or 23.4% in the fiscal year 2018.

Highlights are as follows:

- Public Support revenue was \$7.5M and on target at 25.0% of the budget. Revenue in FY18 was \$6.8M or 23.5% of the budget.
- Branch revenue was \$174K, running at 23.5%, or \$11K lower than what was expected at this time of the year. Revenue from meeting room fees was higher than budgeted, slightly offset by lower revenues from overdue fines and other branch revenue line items.
- Other revenues were higher than budgeted at 41.4%, or \$93K, for the most part, due to higher than expected E-rate rebate revenue, due to a timing difference. Passport service revenue, one of the line items under this group, was \$30K, and higher compared to, \$20K, this time last year. This was possible due to the implementation of passport services at three new locations; Laurel, Oxon Hill and Greenbelt branches.
- Use of fund balance: The County has required the Library to use \$200K out of the fund balance as part of the approved revenue budget. Twenty-five percent of that has been allocated as operating revenue for July through September 2018.

Operating Expenditure Status

Year-to-date operating expenditures were \$7.7M which is 24.8% of the budgeted amount, compared to \$7.0M, or 23.3% a year ago:

- Compensation was \$5.6M/25.3%, or \$56K higher than the budgeted amount of \$5.5M at this period for the fiscal year. Compensation was higher, and expected to be over budget by the year-end, due to the implementation of salary increases due to the class & comp study and negotiations with the Union.

- Library materials were under budget at \$709K, 20.0%, or \$179K lower than budgeted. The line item is expected to be close to the budgeted amount level at year-end. FY18 YTD expenditure was \$749K, or 21.7% of the budget.
- Operating services and supplies were running slightly under budget at 24.42% or \$329K of actual, and lower than 30.8%/\$440K of a year ago.
- Computer software & support category was running at 29.1%, \$341K, due to higher than expected computer repair & maintenance, and software licensing & support line items, slightly offset by computer equipment line item. Last year it was running lower than budget at 9.9%, or \$165K actual.
- Building & equipment line item was running at 27.4%, which was \$227K or over budget by \$24K. In the fiscal year 2018, expenditure was \$201K, or 23.2% of the YTD budget. Costs incurred to service aging building infrastructure is expected to negatively affect this line item as it was the case in prior years.
 - o Cleaning supplies were \$18K, or 33.5% of the YTD budget
- Utilities were slightly higher than budgeted at 26.2%, \$358K. The telephone expenditure line item was running at 35.00%, or \$63K YTD actual. Alarm service line item was at 47.0% or \$12K actual. All other line items in this category were running at targeted level or below.

The fiscal year-to-date net effect was a surplus of \$82K compared to \$31K surplus a year ago.

Capital Improvement Revenue and Expenditure

- The Library has incurred \$1.5M in CIP expenditures and recognized the same amount as revenue.
- Grant related revenue and expenditure were \$144K and 146K respectively.

Mr. Salehudres took questions from the Board members regarding the incorporation of the classification and compensation study and where funding for this was being realized.

- **Chief Executive Officer Report – Michelle Hamiel, Interim Co-CEO**

Hyattsville Groundbreaking

Councilmember Deni Tavares’s office has scheduled the Ground Breaking on the Hyattsville Branch for November 19, 2018 at 11:30 and Ms. Hamiel invited the Board to attend.

Mount Rainier Branch Update

The City of Mount Rainier performed testing on the location and found that while there were no indications of lead in the building, there was evidence of asbestos. The Branch will remain closed until remediation can take place. There will be a vote on November 26th at a City Council Meeting on whether funding will be dedicated to the asbestos remediation. The City of Mt. Rainier will remove the materials at the Mt. Rainier Branch and move the computers at the Branch to the Largo-Kettering Branch. The other book materials at the branch will not be circulated as there is a possibility of asbestos contamination.

- **Chief Operating Officer of Support Services Report –Michelle Hamiel, COO of Public Services**

Spauldings Branch Collaboration with the Bridge Center

With this partnership the Spauldings Branch staff will teach computer classes at the Center.

Grants

Due to Ms. Hamiel's work with both the Exelon Corporation and the Sergey Brin Family Foundation the Library has received both \$7500 for STEM programming from the Exelon Corporation and \$37,000 from the Sergey Brin Family Foundation. Future funding may also be available from the Sergey Brin Family Foundation for a mobile lab.

County Corrections Center Librarian

The Librarian at the County Corrections Center has resigned and the position has been advertised. While the Library System is moving to fill the position, the selected candidate will need to go through another background check and final approval by the County. Dr. Larew expressed concerns that the position needs to be filled expeditiously but carefully.

- **Chief Operating Officer of Public Services Report – Michael Gannon, COO of Support Services**

Capital Improvement Projects

In order to preserve the County's AAA bond rating, the County is not selling bonds as quickly. Due to that fact, some projects have been pushed back. Only the active projects that are shovel ready will be considered for the budget. The only change to the CIP Budget that Mr. Gannon is going to request will be to include the Bladensburg replacement in the FY2020 budget.

Hyattsville Branch Replacement: The contract for Hyattsville has been signed and a work initiation meeting was held last week.

Surratts-Clinton Branch Renovation: As soon as a building permit is provided, the County can accept bids for the project.

- **Correspondence Log**

No questions were raised regarding the Correspondence Log.

- **New Business: FY 2020 Budget Proposal**

Ms. Hamiel reported that the projected increase over last year's budget is 7.7% due to increased salary spending due to the implementation of the classification and compensation study. The proposed budget also includes increases for both IT and Fleet spending, which was permissible by the County. Mr. Gannon added that IT spending will be needed for disaster recovery planning and public printer replacement.

The Interim Co-CEO's took questions from the Board. Mr. Crawford requested a more accurate accounting of staffing numbers. Mr. Gannon provided that the County has been made aware of the previous lack of position control in the Human Resources Information System and that the current system does have this functionality. Dr. Larew also questioned whether or not a 10.7% increase over the previous fiscal year is typical. Mr. Salehudres responded that it is not typical but the primary reason that it is higher is due to the salary increases.

Mr. Crawford made a motion to accept the budget proposal as submitted, which was seconded by Dr. Wright. The Board unanimously approved the FY 2020 budget proposal.

- **New Business: Board Recognition Policy**

This item was tabled until the January meeting.

- **New Business: 2019 Board Meeting Schedule**

After discussion, it was proposed by Mr. Epps that the January 17, 2019 be held at the South Bowie Branch and be an abbreviated meeting to be followed by a Meet & Greet for the new CEO. The meeting will begin at 7:00. The remainder of the year's Board meeting schedule will be discussed and established at the January meeting. The Board voted unanimously on the January 17, 2019 meeting date and location.

- **New Business: Alternative Work Schedule**

Ms. Hamiel reported that previously, some staff were afforded the opportunity to work remotely but this couldn't be offered to all staff and so the ability to work from home was ended. A flexible schedule plan has been put forth to provide more flexibility for more staff members. Mr. Naftal reported that from the limited staff that have seen the proposed alternative work schedule, there has been positive feedback. The Board requested for staff feedback to be sought out. This item has been tabled for a future meeting.

- **New Business: Bag Policy**

Ms. Hamiel informed the Board that this system as well as neighboring systems serve a customer base that is experiencing homelessness. In many cases this customer base brings, out of necessity, a multitude of bags with them to the Library. This creates a problem in that the bags take up space and sometimes seating for other customers. In more serious cases, other library systems in the state have experiences bed bug infestations to the point where the branch had to be closed and fumigated. The Bag Policy is proposed as a preventative measure against bug and pest infestations.

Mr. Crawford raised concerns about the policy having the potential to exclude those experiencing homelessness if their belongings cannot enter with them and suggested that a secure area at each branch could be designated to hold customer belongings. Discussion took place regarding alternatives that would allow more flexibility and accommodation. Dr. Wright requested a report with more research on community outreach and other solutions for storage of bags.

- **New Business: Proposal to Increase both Black & White and Color Printing Rates**

Mr. Gannon provided the Board with a report detailing current costs, current statistics on printing costs, and income received from printing services. Both Dr. Larew and Mr. Crawford expressed concerns with using printing fees as a source of income rather than being offered as more of a public service. Mr. Gannon proposed only increasing the cost of color printing as that toner is more costly and this measure would help bridge the cost gap. Ms. Smith made a motion to continue offering black and white printing services at \$.15 per page and increase color printing services to \$.60 per page. Dr. Wright seconded Ms. Smith's motion. The Board approved increasing the color printing service fee to \$.60 per page. The Board would like to revisit the black and white

printing cost issue in the next fiscal year after the reporting module has been implemented and more information can be attained.

- **Requests to Address the Board**

Tamika Gaskins

Ms. Gaskins congratulated Roberta Phillips and requested more information on the role that the Board played in the hiring process as well as a list of the candidates that were considered. Dr. Wright will confer with the search firm to confirm what information is permitted to be shared since it is of a sensitive nature. If there are no confidentiality issues, Dr. Wright is comfortable sharing that information. During the first time around public and staff input was sought out in the form of a survey and focus groups were also conducted to help inform the Board's decision. Ms. Smith noted that although the Board only received a summary report of the feedback received regarding the candidates, it seemed very clear from the feedback that Roberta Phillips was the most popular choice. Ms. Gaskins thanked the Board for allowing staff to have input. Mr. Epps thanked both the staff and Board for their efforts.

- Adjourn: 9:22 PM

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