



**BOARD OF LIBRARY TRUSTEES MEETING  
December 5, 2019 – 7:00 p.m.  
Fairmount Heights Branch**

**Minutes**

**Board Members Present**

Samuel Epps, IV  
Brett Crawford, Vice President  
Dr. Hiram Larew  
Sylvia Bolivar  
Toni A. Smith

**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  
Aishar Pinnock, Director of Talent & Culture  
Dereje Salehudres, Director of Finance  
Shelley O'Brien, Director of Development & Donor Engagement  
Lunden Gillespie, Central Area Manager  
Jessica Freeman, Executive Assistant

**Absent:** Dr. Arthuree Wright

- Welcome and Call to Order: 7:06 PM
- After reviewing the agenda, the Board of Trustees made the FY2020 Audit Report line item on the agenda information only and will vote on the final audit report at the January 2020 Board of Library Trustees meeting.
- Mr. Crawford moved to accept the October 10<sup>th</sup> meeting minutes without changes and the November 7<sup>th</sup> meeting minutes with corrections. Dr. Larew seconded the motion and the Board unanimously voted to approve both the October and November 2019 Board of Library Trustees meeting minutes.
- **FY2020 Audit Report – Tim Murphy, Murphy & Murphy LLC**

Mr. Murphy provided that the audit was conducted according to Generally Accepted Accounting Principles (GAAP) and general auditing standards. The firm did not encounter any difficulties in dealing with management in performing and completing the audit process. There were no instances of non-compliance with laws, regulations, or internal controls. No transactions were recorded without proper authorization. Mr. Murphy noted no material weaknesses and was pleased that the Library had reinstated their Foundation. There was a delay in issuing the final report due to a delay in receiving the final actuarial report from the County concerning the other postemployment benefits (OPEB). The Library's net position of governmental-type activities overall was \$24.3M deficit, as a result of operations for the year end June 30, 2019.

Mr. Crawford questioned the reasoning for the \$2.5 net position change and Mr. Murphy explained that the position change is due to the OPEB Liability that although it is the liability of the County, it is reflected on the books of the Library.

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

Mr. Salehudres reported year-to-date operating revenues were \$11.1M, which is 33.28% of the budgeted amount, compared to \$10.4M, or 33.40% in the fiscal year 2019.

Year-to-date operating expenditures were \$11.3M, which is 34% of the budgeted amount, compared to \$10.3M, or 33.2% a year ago. Computer software & support category was running higher than budgeted at 48.9%, primarily due to a timing difference for computer equipment line item.

The fiscal year-to-date net effect was a deficit of \$252K due, for the most part, to higher expenditures in computer equipment purchasing.

The Library has incurred \$531K in CIP expenditures and recognized the same amount as revenue. The Library received about \$103K in grant related revenue and spent roughly \$102K in grant funds.

Mr. Epps inquired about a timeline to receive the actuarial report from the County. Mr. Salehudres reported that there the report is expected sometime next week.

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

PGCMLS Builds Website

The CEO shared pictures of the PGCMLS Builds website with the Board. She then shared that the webpage is being designed to provide updates to customers about ongoing renovations and new projects to encourage transparency. Although the page is in prototype form currently, the hope is to launch in January.

Statewide Initiative for Maryland Libraries to Eliminate Fines

Mrs. Phillips noted that there was interest from Maryland Senators for all Maryland libraries to eliminate fines. PGCMLS is still moving forward with eliminating fines starting in July.

In the Branches

Mrs. Phillips relayed that all of the Executive Team went out to the branches today to deliver cookies to all staff to thank them for their work this year.

Healthy Living: Due to a partnership with Walgreens Laurel, Largo-Kettering, New Carrollton, and Spaldings branches were able to offer free flu shots to customers and staff. Spaldings and Largo-Kettering branches will be visited by the Colgate Van (Bright Smiles, Bright Futures) to provide free dental screenings for children.

Community Library Festival: In conjunction with Council Member Danielle Glaros' office, The Prince George's County Memorial Library System had its first Community Library Festival in history on Saturday, November 9, 2019 New Carrollton Branch. The focus of the festival was to create an opportunity for the Library to connect specifically with English Language Learners and the Latinx populations. It was a well attended; we had over 200 guests, who learned about libraries programs and community resources. In addition to learning for the adults,

children and teens had their faces painted, participated in storytime or a Library tour. Families enjoyed a live performance of a Michael Jackson impersonator with delicious food.

Oxon Hill, meet Gordon C. James, award-winning illustrator of CROWN: AN ODE TO THE FRESH CUT – December 2, 2019: In this fun workshop, kids were able to walk through Gordon's illustration process, and then draw along with him to bring stories to life! Gordon has received many awards for his work including Caldecott and Coretta Scott King Honors and a Society of Illustrators Gold Medal.

Branch STEM Kits & Mini Maker Fair: ULC funding is being utilized to purchase several innovative STEM kits for staff to run programming. Quemar Rhoden, Librarian III at the Fairmount Heights Branch, traveled to Chicago to visit the Chicago Public Library's maker space and Studio 300 to come up with a plan for the D.R.E.A.M Lab.

LGBTQ+ & Pride Programming: A committee has been formed to plan LGBTQ+ and Pride programming, find community collaborators, establish ways to provide training and resources to staff.

How to Be an Antiracist: On April 3<sup>rd</sup> the Library is partnering with the Community College, Joe's Movement Emporium, and Human Rights Coalition to sponsor book discussions in the Library and then the Community College is hosting the author of How to Be an Antiracist, Ibram X. Kendi on April 3, 2020.

CIP Status: Mr. Gannon provided the Board with a picture of the steel structure of the new Hyattsville Branch going up. Mrs. Phillips also reported that the Mount Rainier Branch reopening event will soon take place in January and is being planned in conjunction with the Office of the Mayor and Pepco.

- Bladensburg: There are no storefronts available within Bladensburg so land where learning cottages can be housed is being sought out. The replacement project will take roughly 18 months to complete.

New Director of Talent & Culture: The CEO introduced the new Director of Talent & Culture, Aishar Pinnock who comes to the Library from the Library Human Resources at University of Maryland, College Park, Maryland.

### **Correspondence log**

No questions were raised regarding the Correspondence Log.

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

Mr. Gannon reported that there are four vehicles to replace due to high mileage and high maintenance costs. Two vehicles have been replaced and a third replacement is forthcoming. The remaining vehicle will be replaced in the next fiscal year. Mr. Epps requested a listing of all PGCMLS vehicles. Mr. Crawford moved to dispose of the four requested vehicles with Ms. Bolivar seconding the motion. The Board voted to approved the motion unanimously.

- **New Business: Partners & Friends Map – Information Only**

Mrs. Phillips explained that the map evolves based on new relationships and the color-coding of the County Partners and Friends Map.

- **New Business: Board Committee Assignments – Action Requested**

Community Engagement: Hiram Larew, Toni Smith

Finance & Planning: Brett Crawford, Sylvia Bolivar, Sam Epps

Personnel & Governance: Sam Epps, Arthuree Wright, & Toni Smith

- **Committee Reports**

Personnel & Planning Committee – Sam Epps, Chair

Mr. Epps reported that the slate for the upcoming election in January is Mr. Crawford for President and Mr. Epps for the Vice President.

- **New Business: 2020 Board Meeting Schedule – Action Requested**

After discussion, Mr. Crawford moved to hold bi-monthly Board meetings on the third Thursday of the month with the first meeting of the year to be held at the Largo-Kettering Branch. Dr. Larew seconded the motion and the motion was unanimously approved. The locations for the remainder of 2020 will be decided at the January meeting although Mr. Crawford suggested hosting four of the Board meetings at the Largo-Kettering Branch and then two at other branches.

- **Requests to Address the Board**

None

- **Closing Statements:** Mr. Epps thanked the Fairmount Heights staff for hosting this meeting.
- Mr. Crawford moved to close the public meeting and open a closed executive session. **Adjourn:** 8:02 PM