



PRINCE GEORGE'S COUNTY
MEMORIAL LIBRARY SYSTEM

BOARD OF LIBRARY TRUSTEES MEETING

July 14, 2015 – 7:30 p.m.

Largo-Kettering Branch

Minutes

The meeting of the Board of Library Trustees was held on Tuesday, July 14, 2015 at the Largo-Kettering Branch.

Board Members Present

Sylvia Bolivar, President
Dr. Christy Wright, Vice President
Mark Polk
Rey Robles
Samuel Epps

Prince George's County Memorial Library Attendees

Kathleen Teaze, CEO
Michelle Hamiel, COO of Public Services
Jim McGill, Interim CFO
Koven Roundtree, Director of Human Resources
Dereje Salehudres, Controller
Robin Jacobsen, Director of Community Engagement
Jessica Freeman, Executive Assistant
Steve Valentich, Central Maintenance
Joe Dickson, Circulation Supervisor I

- Welcome and Call to Order: 7:35 PM
- Dr. Wright made a motion to approve the May 12, 2015 and June 9, 2015 Board of Library Trustees meeting minutes pending requested changes. The motion was seconded by Mr. Epps. The minutes were approved with a unanimous vote.
- **Nominations Committee – Sam Epps, Nominations Chair**
The County Council is going into recess for the summer. Any recommendations made by the Board of Library Trustees will not be considered by the Council until September. Interviews with applicants for the vacant Board positions can be scheduled for late July and early August. There are six applicants that the Board has selected and are interested in meeting with. Mr. Epps requested that Jessica Freeman send a Doodle to the Board of Library Trustee members to begin narrowing down interview time frames.
- **PGCMLS Foundation Update – Mark Polk, Chair**
The Prince George's County Memorial Library System Foundation did not meet for the month of July.
- **Chief Executive Officer Report – Kathleen Teaze, CEO**
FY 2016 Budget
The PGCMLS budget for 2016 will go forward now that County Executive Baker has announced he will not pursue legal action against the Council's budget. The budget is essentially flat over FY 2015, but does allow for two 1.25% COLA increases, one in November, 2015 and one in March, 2016.

The Prince George's County Council voted to reserve a portion of taxes from gaming revenue to public schools, libraries and community colleges. The President of the Library Board of Trustees asked what the budget implications are for the library? The President of the Library Board of Trustees requested that the CEO think about how this additional revenue will impact the strategic plan. There may be an increase in revenue that could potentially be used for programmatic purposes.

The CEO indicated that the Prince George's County Council voted unanimously Tuesday to reserve half of all taxes from gaming revenue generated by the billion-dollar MGM casino for public schools, libraries and community colleges. The bill passed Tuesday would redirect 50 percent of the \$42 million in revenue the casino is expected to generate once it opens in 2016 from the county's general fund to its schools, library and community college budgets. The legislation caps the amount of supplemental funding at \$25 million. It is separate from the state's Education Trust Fund, which provides money to school systems across Maryland by using revenue generated by slot machines at all casinos in the state.

Continuing Education

Michael Gannon, Michelle Hamiel, and CEO Teaze attended 2 annual conferences from June 25-29 in California. The Urban Libraries Council held its annual forum in San Jose, CA on June 25th and June 26th. The theme was *High Tech, High Touch, High Trust*. For the *High Tech* portion there was a keynote by Dr. Moira Gunn of NPR's *Tech Nation*.

From there they travelled to San Francisco for the American Library Association Conference from June 27th – 29th, returning on Monday, 6/29. They attended the Savannah Users Group meeting on June 27th to talk about new features of the Orange Boy product, Savannah and share how we are successfully using Orange Boy.

Strategic Planning

Towards the end of July and into early August the stakeholder survey, including staff and community leaders, will be disseminated. Once the data from the survey is received, Orange Boy would like to meet with the Board of Library Trustees for a Board engagement session. The session is being requested for September. Ms. Bolivar would like for the Board members to have the opportunity to review all of the data points and input from internal and external stakeholders. Ms. Bolivar asked the board members if they would like to have the strategic plan session after Orangeboy has received the data from the survey. The board agreed that discussion should take place once the data from the survey is received. Ms. Bolivar indicated that it is important that there is transparency throughout the process and that internal and external stakeholders have an opportunity to provide input on the strategic plan. An updated/adjusted timeline was requested by Ms. Bolivar.

Discussion of Customer Survey Results

Our Customer Survey has been online since December 1, 2014 through June 30, 2015. Customers are asked to rate the library system, on a scale of 1-10, in response to 6 questions:

	Survey Question	Avg. Rating (7 mos.)
1	Overall, how important is the library to you?	9.3
2	Overall, how satisfied are you with the services of this library?	8.6
3	How well do these services compare to your expectations?	8.3
4	Overall, how do you rate the quality of these services?	8.6
5	Would you recommend the services of this library to others?	8.9
6	How likely are you to reuse the services of this library?	9.2

It is clear that respondents value PGCMLS services with the overall rating in responses to questions 1 and 6. The rate for recommending PGCMLS to others is also high at 8.9. Some work will be done to bring the ratings in questions 2, 3 and 4 to bring it up to an average of 9 or better.

Hyattsville Branch Community Planning Meeting

There were roughly 50 – 60 attendees from the community of Hyattsville at the June 15th Community Planning meeting that was held at the Hyattsville Branch. PGCMLS received good feedback from participants. Participants at the meeting seemed to feel comfortable presenting their ideas and comments. There was some discussion of moving the branch to the metro center plaza previously but this has since been decided against since not enough square footage could be acquired to meet the spacing needs of the Library. Overall the community people were pleased that the saucer will be kept at the new Hyattsville branch and seemed happy that the community was considered in the planning of the new site. Dr. Wright suggested that her fellow Board members ~~to~~ view the video of the new Hyattsville site on the PGCMLS website.

Correspondence Log

Item # 3 on the Correspondence Log was discussed during the meeting. A former staff member wrote to the Board of Library of Trustees to inform them that the elevator at the Hyattsville branch is currently out of service and had been for roughly a month. CEO Teaze responded to the communication and explained the plan to fix the elevator. The elevator has been inoperable because Otis elevators cannot find operable parts due to the age of the elevator. COO of Support Services, Michael Gannon has approved the elevator mechanics cannibalizing the parts from the elevator in the old Administrative Offices to repair the elevator at the Hyattsville Branch. Currently, there is access to both the 1st level and 2nd levels of the building from the exterior for handicapped customers.

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

- Summer Meals

- Meals are being served in six branches; Beltsville, Oxon Hill, Fairmount Heights, Spauldings, Hyattsville, and Surratts-Clinton branches five days a week. In an effort to provide summer meals five days per week, the library has increased service hours at the FH branch. To date, 1,387 meals have already been served.

- On Friday, July 10th the vendor was unable to deliver meals to the Fairmount Heights branch. In order to prevent the children who were waiting in line at the Fairmount Heights branch from being turned away without a meal, the staff of Fairmount Heights gave their own money to purchase pizza and juice for the children.

- The Digital Media Club at Fairmount Heights

- The Digital Media Club began June 29th for elementary school students. Twelve children are participating in the first session. Filmmaker, writer and producer, Anthony Green, is teaching and will assist with the final project, a film on heroes. The films created this summer will be shown during RIFE, Reel Independent Film Extravaganza, October 9th - 15th. The next session will begin July 27th.

- Summer Reading Program

- There are 16,527 children registered. That is almost an 80% increase over the previous year.

- **Financial Status Report – Jim McGill, Interim CFO**

- The net result through May 31 is about \$454,000 favorable, about \$50,000 better than at April 30.

- Revenues were \$24.4 million. Before and after adjusting for the expected June receipt of the state aid on behalf of retirees, revenues are running at the same percentage as a year ago.

- Expenses were \$23.9million. Both before and after adjusting for state aid on behalf of retirees, expenditures are running at the same rate as at this time a year ago.

- As of July 1, 2015 Prince George’s County Memorial Library System changed its banking relationship from Bank of America to Sun Trust Bank.

- **New Business**

- Approval of the FY 2016 Budget

- Mr. Epps moved to approve the FY 2016 budget and Mr. Robles seconded the motion. The Board unanimously approved the FY 2016 budget.

- **Requests to Address the Board**

- There were no requests to address the Board of Library Trustees this evening.

- The Board adjourned the regular meeting at 8:20 PM and entered executive session to discuss personnel matters-disciplinary actions, terminations, and performance improvement plans. No actions were taken at the executive session.

Prepared by the Executive Assistant

Respectfully Submitted By

Kathleen Teaze, Chief Executive Officer