

Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, April 8, 2014 at the Spauldings Branch Library.

Board Members Present

Sylvia Bolivar, President
A. J. Christy Wright, Vice-President
Wanda Arrington
Sam Epps
Mark Polk

Absences

Cormekki Brown Whitley
Rey Robles

Staff Present

Kathleen Teaze
Michelle Hamiel
Michael Gannon
Lamont Corprew
Koven Roundtree
Robin Jacobsen

The Board meeting was called to order at 7:30 pm by Ms. Bolivar, Board President.

Minutes

Ms. Arrington made the motion to approve the March 11, 2014 Board meeting minutes. The motion was seconded by Dr. Wright. The minutes were approved by a unanimous vote.

Financial Statement

Ms. Bolivar acknowledged receipt of the financial information for February 2014.

Development Report

Veronica Jeon, consultant, reported on the status of the Development committee's efforts to re-establish the Library Foundation. She said that they have begun identifying potential Foundation board members and donors. Ms. Jeon presented the requirements for a seat on the eleven-member Foundation Board. The initial focus of this Board will be to identify and pursue corporate donors.

Chief Financial Officer Report

YTD Revenues thru the month of February were \$19.2M which was \$660K favorable compared to budget due to:

- County Support was flat compared to budget
- I Net Support was negative by (\$333K) compared to budget due to timing
- CIP Reimbursement was positive by \$1.355M because it was unbudgeted
- Grant Proceeds were positive by \$90K as it was not budgeted
- Branch Revenue had a negative variance of (\$454K) as overdue fines and other branch revenues were lower than anticipated slightly offset by meeting rooms
- Other Revenue was positive by \$1.6K compared to budget due to higher loss recovery revenue which was not budgeted, offset by lower E-Rate Rebate.

YTD Expenses thru the month of February were \$17.4M which was \$691K favorable due to:

- Salary & Fringe had a favorable variance of \$1.235M because of various open positions
- Library Materials were positive by \$319K due to less purchases than anticipated with change of Chief of Materials
- Operating Services & Supplies were favorable by \$1.2K due to lower insurance, collection services, and supplies significantly offset by higher consulting fees, security service, and bank charges
- Computer software was negative by (\$19K) due to higher cost of software licensing & support and ILS Support moderately offset by computer repair and computer equipment.
- Public Relations were positive by \$31K due to reduction in newsletter expenses
- Travel, Training & Membership was positive by \$6K due to lower training cost which was slightly offset by higher dues & subscription expenses and local travel
- Building & Equipment was positive by \$67K due to lower building repair & maintenance and carpet & drapery cleaning slightly offset by janitorial, yard maintenance and equipment rental costs.
- Utilities were positive by \$169K due to lower use of electricity and natural gas offset slightly by telephone, refuse removal and non- budgeted Tenant Fees
- Vehicles were positive compared to budget by \$17K due to lower vehicle lease (purchased new vehicle) fuel & oil cost, parts and maintenance
- Capital Outlay was unfavorable by (\$1.136M) because CIP projects were not budgeted also vehicles were higher, slightly offset by I-Net

YTD Net Surplus thru the month of February was \$1.818M which is \$1.351M favorable primarily due to cost management initiatives; various open positions and higher revenue.

Correspondence

- Ms. Teaze referred to the correspondence log and noted a letter from William A. Snoddy, Deputy County Attorney for Prince George's County regarding the naming of the Laurel Library. Mr. Snoddy wrote that, "Based upon the express terms of the deed, once the library was completed in 1967 and named the "Stanley Memorial Library", the trustees and their successors' revisionary interest was extinguished. The deed does not require that the name remain in perpetuity."
- Ms. Arrington asked if the Budget Work session scheduled for Wednesday, April 30, 2014, 2:30 pm indicated in the letter from Councilmember Obie Patterson was the last of the county budget meetings before approval of the budget. Ms. Teaze explained the process and stated that this should be the last meeting. Dr. Wright asked if support was needed at this meeting. Ms. Teaze responded in the affirmative.
- Ms. Arrington also asked about the letter from the County regarding the Summer Youth Employment program; specifically what is required of the Library. Ms. Teaze explained that the Library has participated in this program for several years. The County assigns a complement of teens for employment in the branches for two six-week sessions. They are paid by the County and the Library is responsible for training and supervision. Mr. Roundtree emphasized the success of the program.

Director's Report

Ms. Teaze reported:

- Several PGCMLS staff attended the bi-annual Public Library Association Conference in Indianapolis, Indiana from March 11-15. Michael Gannon presented a program called *Facilities 101: Everything You Always Wanted to Know about the Secret Life of Your Buildings*. Not only was the presentation packed with information, but the room was packed and the program was very well received.

- I-Net Equipment Plan (\$500K one time from County): 200 PCs have been ordered. The County IT office has gone out to bid for an additional 177.
- Ms. Teaze referred to her report on the Performance Indicators for Quarters 1-3 in FY'13 vs. FY'14. She noted the 14% increase in the number of borrowers in the system, the 11.8% increase in the meeting rooms booked, the 44% increase in self check outs, and the 62% increase in downloads. Dr. Wright asked about the drop in the number of new cardholders. Ms. Teaze explained that during this period last year the computer access cards were introduced which created a spike in new cardholders.
- The responses to the first round of FY'15 budget questions from the County Council's Audits & Investigations department have been submitted. The Budget review with A&I staff took place on for April 2, 2014 and it went quite well. The Budget hearing by the Council's HEHS Committee is scheduled for April 30, 2014.
- Mr. Roundtree presented an overview of the telework pilot program which consisted of the following:
 - The staff positions that will be able to participate in the program
 - An Employee Telework Proposal required from staff and their supervisor
 - An explanation of the Telework Policy
 - An outline of the Telework Program
- Ms. Teaze presented a comprehensive update of the tasks achieved from 2011-2014 as defined in the Strategic Plan goals and a summary of those that are to be completed in 2015.

Associate Directors' Report

Ms. Hamiel reported:

- The Sheriffs Deputies began working at the Bowie Branch Library on 4/8/2014.
- Rachel Zukowski, Kelley Perkins and several other staff members met with Prince George's County Parks and Recreation to discuss collaborating with the community centers to provide programming for Spring and Summer.
- The Spaldings Branch hosted The MSEA sponsored program *All About the Kids Event* held on March 25, 2014. It was attended by 184 kindergarten students from District Heights Elementary, Francis Scott Key Elementary and Samuel P. Massey Academy. Lieutenant Governor Anthony Brown attended this program and encouraged the students to read and learn.
- Glenarden is doing outreach to the Kentland Community Center by providing programs after school.
- Originally the Library was contacted by the Department of Social Services and learned that we would have to purchase refrigerators to manage the program. The library was then contacted by Nancy Pope from MD Partnership to End Childhood Hunger. This organization is willing to purchase the coolers. We are willing to participate. There are a number of considerations. We may need to alter our opening hours in some of the branches so that we can receive the food in the morning. Many of the branches in the TNI neighborhoods do not open until 1:00 pm.

Mr. Gannon reported:

- The Laurel temporary site opened on March 31. The old Laurel site was turned over to the County today. Once the Hazmat work is completed, the building will be demolished. The groundbreaking for the new branch library will possibly be in May. Then construction can start. Staff did a good job in packing up the old site and setting up the new one. The materials that were not transferred are in storage.

- The architect proposals for Hyattsville were due yesterday, April 7 at 2 pm. Once the architect is selected by the County it takes about 45 days for a purchase order to be released and a contract signed. It is hoped that an architect will be on board by the beginning of summer and the community meetings can start.
- Robin Jacobsen reached out to CASA for assistance in getting the Hispanic community to participate in the community meetings.
- New electronic resources are being added. Mr. Gannon made note of *Freegal*, which is free downloads of music. The number of downloads for customers has increased from 3 to 5 per week. Customers can now stream music for 3 hours per day and the number of tokens for *Freading* (an ebook reading service). In addition, the library is taking a look at Indieplex, a movie streaming service and *FastPencil*, a free book writing software.

Committee Reports

- Personnel: Dr. Wright thanked Mr. Roundtree for his telework report and stated the committee will have more discussion and will decide when telework will be on the agenda for a vote.
- Budget & Audit: Ms. Arrington reported that Murphy & Murphy, Inc. (auditors) has signed a contract to provide auditing services for the next three years. Mr. Corprew added that some of the preliminary work has begun with them.
- Development Committee: Mr. Polk reported that the committee met on March 20 and named the members, who are Rebecca Gitter, Rey Robles, John Peter Thompson and himself. Mr. Polk asked for one more board member to join the committee or that they recommend someone to serve. They are working on the Foundation documents with the intention of getting them to the Board by early next week. Another meeting is scheduled for April 17. They are planning an event for October 11, 2014 to introduce the Foundation Board. The Committee is recommending that the monetary contribution from the Board members be an amount they are comfortable with instead of a set amount to ensure full participation. Lastly, the adoption of the Library Foundation will be placed on the next Board agenda.

Unfinished Business

- Update on the Strategic Plan – included in Director's report
- Update on Summer Meals Program – included in Associate Director Hamiel's report

New Business

- The Board approved a procurement credit card for Michelle Hamiel in the amount of \$2,500.
- The Board approved the disposal of the following Library vehicles:
 1. Vehicle# 46-1994 Chevy P-300 Stepvan-195,015 miles (Engine, transmission and electrical issues).
 2. Vehicle# 52-1997 Ford Crew Cab-151,083 miles (4WD not working, engine issues, turbo boost inoperable).

Agenda for the Next Board Meeting – April 8, 2014

- Approval of the creation of the Library Foundation and the event for October 11
- Approval of the telework proposal
- Invite the MD Partnership to End Childhood Hunger to the next board meeting. Ms. Bolivar emphasized the importance of an alliance with this organization.

Requests to Address the Board

- Earl Mitchell, member of Kappa Alpha Psi, Inc. fraternity, spoke on behalf of the Upper Marlboro chapter thanked the Spauldings staff for partnering with them to produce a successful “workforce weekend”. He presented an overview of the event. The fraternity also held a “Whiz Kid” computer class at the Spauldings branch and sponsored 14 young people for participation. They will be hosting a Health Fair on April 26 and intend to help fund the Summer Reading Program at Spauldings.
- Christopher Betts, a resident of District Heights, expressed his gratitude for the resources & staff of the Spauldings branch library during his search for employment which began in June 2013. He used the computers daily searching for jobs and sending his resume. He commended the staff for their welcoming attitude, encouragement and for providing assistance to customers.
- Dr. Marcal Graham of the University of Maryland Educational Opportunity Center, accompanied by a colleague, Mr. Q. T. Jackson, presented an overview of a program held at the Spauldings branch library for college-bound students in need of financial assistance. Twenty-seven students attended the event and 26 of them completed the application for financial assistance, FAFSA. Dr. Graham thanked Victoria Johnson, PGCMLS Area Manager for her support and commitment to the community.
- Ms. Florencia Spiers voiced her appreciation for the Library. She said her daughter was “raised” in the Spauldings branch and she is now preparing to graduate from college in May. Ms. Spiers is an Albert Einstein Fellow working in the National Science Foundation (on Sabbatical). She works at the Howard University Middle School of Math & Science and is one of five NASA master teachers. Ms. Spiers has brought her NASA project to the Spauldings branch for the children. The project is called The GPN Project in which the participants were introduced to the stages of a satellite launch and review the information gathered and analyzed from the satellite. She noted that this particular satellite is used for meteorology and the hands-on projects the students did in relation to this. Her efforts with the group are tied into STEM. Ms. Spiers meets with the group twice a month.
- Jerome Johnson and Shamara Mazambo spoke about the impact of the teen and young adult programs at the Spauldings branch on their lives. Both are high school graduates, 2012 and 2013 respectively, who have been library users from an early age. They credited their library experiences with staff for motivating them academically, socially and in searching for jobs. They emphasized that the “positive energy” that prevails in the branch keeps customers coming in regularly.
- Carlos Bennett, volunteer at the Spauldings branch, told about his work facilitating the “Teen Time” sessions on Tuesday nights. He remarked that the branch is unique in the effort to engage youth and thanked the staff for this.
- Lamar Weaver, community activist, spoke about the Branch Avenue In Bloom (BAIB), a community-driven organization dedicated to the economic revitalization of the Branch Avenue community that includes the Hillcrest Heights (HH) branch library. He commented on HH staff’s ready assistance to customers with job searches and their participation in a weekly Farmer’s Market. He added that he anticipates the Library will be involved in future projects.

Ms. Bolivar thanked all who addressed the Board for their statements and acknowledged Victoria Johnson for her outstanding leadership. Mr. Epps also thanked the addressees for their testimonials and encouraged them to communicate their appreciation of the Library to the County Executive and Councilmember Obie Patterson (Chair of the Budget Committee) which will impress upon them the need for more money in the County budget for Library services.

Ms. Bolivar adjourned the meeting at 9:31 pm

Prepared by the Executive Assistant

Respectfully Submitted By,

A handwritten signature in black ink, appearing to read "Kathleen Teaze", is written over a light gray rectangular background.

**Kathleen Teaze
Director**