



PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

BOARD OF LIBRARY TRUSTEES MEETING

April 14, 2015 – 7:30 p.m.

Spauldings Branch

Minutes

The meeting of the Board of Library Trustees was held on Tuesday, April 14, 2015 at Spauldings Branch.

Board Members Present

Sylvia Bolivar, President
Mark Polk
Samuel Epps, IV

Prince George's County Memorial Library Attendees

Kathleen Teaze, CEO
Michael Gannon, COO for Support Services
Michelle Hamiel, COO for Public Services
Koven Roundtree, Director of Human Resources
Lamont Corprew, CFO
Robin Jacobsen, Director of Community Engagement
Victoria Johnson, Central Area Manager
Moneik Frazier, Circulation Specialist
Jessica Freeman, Executive Assistant

Absent: Rey Robles, Wanda Arrington, & Christy Wright

- Welcome and Call to Order, Sylvia Bolivar, President, presiding Call to Order at 7:40PM
- Due to the lack of a quorum, the minutes from the February 10, 2015 and March 10, 2015 meetings could not be voted upon.

- **PGCMLS Foundation Update – Mark Polk, Chair**

The monthly PGCMLS Foundation Board met on Wednesday, April 1, 2015 at the PGCMLS Administrative Offices at 7:00 P.M. No decisions were made at the April 1st meeting.

All Foundation Board meetings are scheduled for the first Wednesday of each month at 7:00 P.M. at the PGCMLS Administrative Offices. Mr. Polk extended an open invitation to Mrs. Bolivar to attend the Foundation Board meetings.

- **Nomination Committee – Sam Epps, Nominations Chair**

The Board of Library Trustees accepted applications from March 2, 2015 to March 31, 2015. The Board of Library Trustees received 18 applications from residents of Prince George's County volunteering to join the Board of Library Trustees. The Board received hard copies of these applications this evening. Mr. Epps would like for the Board to begin reviewing the applications. Rating sheets will soon be distributed to the

Board members and the scheduling of interviews will get underway at the end of April into the beginning of May.

- **Chief Executive Officer Report – Kathleen Teaze, CEO**

FY 2016 Budget

The first round of questions from the County Council’s Audits and Investigations (A&I) Committee have been submitted. The budget workshop with A&I staff was held on April 1, 2015 at 9:30AM at the County Administration Building. Michael Gannon, Michelle Hamiel, and CEO Teaze responded to questions based on answers to the First Round Questions and the Budget book.

Our Budget Work Session with the Council will be on April 29, 2015 at 1:30 PM at the County Administration Building. The County Council will need to have our budget approved by the end of May.

At this writing, the BRFA has no amendments to change the Governor’s proposed budget for State Aid to Libraries or Library Capital Grant funds. It would appear that the \$14.27 per capita will be received for fiscal year 2016.

National Library Week

In celebration of National Library Week and National Library Worker’s Day, the County Executive gave PGCMLS a proclamation. The proclamation was presented at the County Administration Building, today, April 14, 2015. CEO Teaze read the awarded plaque to the Board and attendees.

Thanks to the efforts of the Community Engagement Department, we were able to reach out to those County government employees at the event that did not have a Library card and get them a new card. This effort was largely successful.

Library Cafés Grant

The Library Cafes at the Spauldings and Oxon Hill branches have been funded in the amount of \$500 by Defending the Early Years (DEY). DEY seeks to rally educators to take action on policies that affect the education of young children. The principal goals of the project are:

1. To mobilize the early childhood community to speak out with well-reasoned arguments against inappropriate standards, assessments, and classroom practices.
2. To track the effects of new standards, especially those linked to the Common Core State Standards, on early childhood education policy and practice.
3. To promote appropriate practices in early childhood classrooms and support educators in counteracting current reforms which undermine these appropriate practices.

Library Cafés, are held twice a year for families. The Library Café model involves carefully facilitated training for families, along with relationship- and community-building exercises. Library Cafés facilitate discussion using intentional conversation starters. Through the relationships built by the Library Cafes, librarians have established or enhanced their relationship with the community partners and their families.

Signing of the MOU with the Prince George’s County Department of Family Services

CEO Teaze recently signed a Memorandum of Understanding with the Prince George’s County Department of Family Services to collaborate on the issues of domestic violence, sexual assault, and human trafficking within Prince George’s County. The intent of the MOU is to establish a foundation of understanding and trust among both agencies to engage in a collaborative relationship to connect with the community by raising public awareness on domestic violence, sexual assault, and human trafficking as well as alert survivors to the options and resources available to them throughout the County. This will include:

- Public awareness campaigns
- Onsite meetings
- Community education forums

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

Passports

Since launching the U.S. Passport application program at the Largo-Kettering and Accokeek branches, we have taken in 123 U.S. Passport applications. That translates to \$2,893 in profits generated for PGCMLS. Although Largo-Kettering seems to be the more popular of the two locations, based on the number of applications received at that location, both branches continually increase their intake of applications.

Beanstack Presentation – Felix Floyd, Cofounder of Zoobean

Zoobean is a website that aids parents selecting books, recommend apps, and provide learning guides that are customized to the needs and interests of their individual child/children. Their mission is to encourage literacy and help parents give their kids a head start on their education journey.

Zoobean’s Beanstack product is built exclusively for Libraries. PGCMLS is the first library system in the state of Maryland to partner with Beanstack to showcase our favorite children's books as well as to connect with patrons and non-patrons alike. Parents can create a profile for their child/children and Beanstack will use the information the parent has input to make recommendations of materials that fit their child/children’s interests. In making recommendations, Beanstack automatically connects the parent to the PGCMLS catalog. If the parent/child does not have a PGCMLS Library card, they can request a Library card through the Beanstack site.

Since the soft launch on March 19, 2015, there have been 349 users on Beanstack and of those 349 users, 263 have signed up for a PGCMLS library card. Beanstack is focused on “Local Families,” which they define as those families that are local to the Prince George’s County area but that are either not frequent users of the Library or do not yet have a Library card. This service provides an easily accessible way for parents to find materials that match their child’s interests and connect both the parent and their children to their local branch of PGCMLS.

Early Results

New Users	159
New Profiles	363
Users with Library Cards	87
Users without Library Cards	72
Sessions	1,160
Page-views	6,116

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

Ready 2 Read Centers

The Beanstack partnership is very much a part of our focus on early childhood literacy. Also tying into early childhood literacy are our newly implemented Ready 2 Read centers. Five Ready 2 Read centers have been installed at the Accokeek, Bowie, Hillcrest Heights, Largo-Kettering, and South Bowie branches already. Five other Ready 2 Read centers will be installed in the upcoming fiscal year.

Earth Day

PGCMLS received another award this week, a Certificate of Environmental Stewardship, for our receiving 10% of our electricity from wind power. We will be sending out a press release for Earth Day, Wednesday, April 22, 2015 to promote the environmental sustainability of many of our Library branches.

- Retrofitted many branches to LED lighting
- Green cleaning products are used in the branches
- The new Laurel branch will have charging stations for electric cars

State Capital Grant

PGCMLS had competed for a State Capital Grant in order to renovate the Bowie Branch. We received the amount of \$1.25M for the renovation project. Renovations will be underway in the new fiscal year.

Move to the New Administrative Offices at Largo-Kettering

We are on track to make the move to the newly renovated offices at the Largo-Kettering branch mid-late May.

Laurel Branch

Demolition of the building can begin on the building as all permits have been obtained.

Signage noting the temporary location of the Laurel branch is at the location. COO Gannon also ordered a banner with the temporary location's address. The banner will hang next to the construction sign once demolition begins.

Community Engagement – Robin Jacobsen, Director of Community Engagement

The PR department has been committed to taking more photos and videos of events in the branches. We currently have video of Congressman Clyburn's book signing at the Oxon Hill branch available on our website.

Robin provided the Board members with the window-cling decals that will be used to promote the Summer Reading program.

The *Current* will be moved to a one month cycle rather than the two month cycle it had previously been on. This will make current events and programs easier to catch for the public.

- Unfinished Business – Disposal of Library Vehicles
Due to the lack of a quorum, the disposal of Library vehicles could not be voted upon.
- President Bolivar acknowledged receipt of the financial report.
- Chief Financial Officer Report
 - The Library’s Total Revenue FYTD was \$21.6M up approximately 12.5% mostly due to higher CIP Revenue, County and State Appropriations
 - The Library’s Total Expenses FYTD were \$21.1M up approximately 21.4% mostly due to CIP Expenses, Salary & Fringe, Library Materials and Capital Outlay
 - The Library’s net revenue over expenses FYTD was \$506K down approximately 72.2% due to higher Salary & Fringe, Library Materials and Capital Outlay
 - Operating Capital FY 2015 February was approximately \$6.0M up 11.2% mainly because of higher Government Fund Receivable

- **Requests to Address the Board**

Corporal Lewis, Prince George’s County Police Department

Corporal Lewis has taken an interest in Teen Time, which is held at the Spaulding Branch at 6:00 on Tuesdays. Teen Time is a weekly opportunity for teens to make friends, have fun, as well as learn life and leadership skills. He has used this time to bridge the gap between the police department and the younger community members. This has been a wonderful opportunity for both Corporal Lewis personally as well as for the youth of District Heights and the Prince George’s County Police Department.

Reverend Jumanne B. Bradford, VP of Mentoring for the 100 Black Men of Prince George’s County

Rev. Bradford expressed that he is appreciative to be able to partner with PGCMLS in the Boys Read program. There has been an increased awareness and understanding by educators and librarians of the difficulties boys have with reading. Boys are falling far behind girls in their reading abilities and comprehension. The main causes are related to the differences in brain development of boys versus that of girls. In order to decrease the gap, it is critical that schools and libraries create programs to address the difference in boys’ learning styles.

The goal of the Boy’s Read program is to provide a dynamic program for boys who are reluctant readers and who may not view reading as enjoyable and rewarding. After hearing about the Teen Time program, Rev. Bradford also expressed interest in branching out and becoming involved with it as well as extending the Boys Read program into the summer to better serve the young men in the program.

Belinda Queen-Howard

Ms. Queen-Howard’s daughter shared with her mother that there are many programs that she found

exciting at the Prince George’s County Memorial Library System. Ms. Queen-Howard was previously not aware that many of these programs were happening at the Library. She expressed concern that word of Library programming is not reaching the community at large.

Ms. Queen-Howard also expressed her concerns that the history room at the Fairmount Heights branch has been removed. She felt strongly that it is important to maintain local history and keep displays of local history at the Library branches.

Victoria Williams, Early Childhood Resource Teacher with Prince George’s County Public Schools

Ms. Williams shared information with the Board regarding two early literacy programs; The Family Reading Snuggle Time Project and the Raising a Reader program. The Raising a Reader program helps families develop, practice, and sustain good home literacy routines. Both programs promote an effort to increase school readiness. Ms. Williams is enthusiastic about the cooperation between the PGCPs and PGCMLS to promote early childhood literacy.

- Adjournment 8:38PM

Prepared by the Executive Assistant

Respectfully Submitted By

[Redacted Signature Box]

Kathleen Teaze
Chief Executive Officer