

Board Minutes

The meeting of the Board of Library Trustees was held on Thursday, December 13, 2012 at the Administrative Offices.

Board Members Present

Mark Polk, President

Sylvia Bolivar

Samuel Epps

Rebecca Gitter

Michael Howard

Rey Robles

Absences

Alease "Christy" Wright

Staff Present

Kathleen Teaze

Michael Gannon

Evelyn Tchiyuka

The Board entered into an executive session at 7:00 pm.

The Board meeting was called to order at 8:45 pm by Board President, Mark Polk. He apologized for the late start of the meeting explaining it was due to an executive session in which some important matters were discussed.

Minutes

Mr. Polk acknowledged receipt of the November 8, 2012 Board meeting minutes. Ms. Bolivar made the motion to approve the minutes as submitted; the motion was seconded by Mr. Epps. The minutes were approved by a unanimous vote.

Financial Statement

Mr. Polk acknowledged receipt of the financial information.

Correspondence

Letter from Council Member Ingrid M. Turner, Esq., to Ms. Teaze expressing her appreciation for her contribution, time, effort and participation in the grand opening of the new South Bowie Branch Library.

Director's Report

Kathleen Teaze reported:

- ***FY14 Budget Proposal***

Our FY14 Budget Proposal was submitted to the County, as required, November 19. We are now making changes based on the feedback on that submittal. Because the County now requires a program budget and also one that is essentially zero-based, we must assign costs to our goals and objectives. Since we had only one month notice, we are now identifying cost centers and calculating costs. Our first meeting with County officials on our budget will be January 31, 2013.

- **Public Relations**

Larry Broxton resigned as Chief of Public Relations and Marketing, effective November 16, for another opportunity. While he was here, Larry was successful in raising the profile of PGCMLS in a positive way. However, his resignation presents an opportunity to assess the effectiveness of the Public Relations Department and weigh it against other system needs.

Of primary importance to the system is the need to increase our capacity to promote early literacy and support children's learning. It is now clear that we need staff specifically responsible for this aspect of Library service, which will include coordinating with County schools, both public and private.

Since the County has approved a fixed number of positions in our funding, we don't have the option of creating a new one. Therefore, for the immediate future, I am re-allocating the Chief of PR & Marketing position to that of Youth Services Coordinator, reporting to Public Services.

- **Current**

After the next (Winter 2013) issue, the *Current*, our quarterly newsletter/magazine, will be going green and will only be published in an electronic version. We will also be using Constant Contact, an online marketing company offering email marketing, social media marketing, and event marketing.

- **Area Managers**

Six internal candidates have been interviewed for the 5 Area Manager positions, with 2 more to go. We also have a small pool of external candidates who will be scheduled for interviews. We are hoping to complete the process by March, 2013.

- **Administrative Services**

The FY14 Capital Budget proposal was submitted on 11/6/12. Additional funding was requested for Library Branch Renovations for maintenance and repair, as well as the for Hyattsville and Laurel Replacement projects. The domain server crashed on 11/29/12 which caused intermittent public PC issues. IT resolved the problem within a few hours.

The contractor for the Hillcrest Heights Branch renovation has been taken to collection by a subcontractor. The agency contacted PGCMLS about possibly placing a lien on the building, but was told by Michael Gannon that it is owned by the County, precluding a lien.

South Bowie Branch is still in "shakedown" mode for building issues. There have been just a few problems, mainly with elevators and telephones.

Risk Management activities have been transferred to PGCMLS Finance department.

- **Public Services**

Implementation is underway of story times and a "deposit" collection for the Langley Park area. Attached is a list of PGCMLS activities that contribute to the County Executive's Transforming Neighborhoods Initiative.

- **Human Resources**

For the month of November there were two (2) new hires, three (3) resignations, two (2) retirements and three (3) transfers.

Open Enrollment went very smoothly. Peg Yacisin, Benefits Specialist (formerly Administrative Services Assistant) has done a great job with digging in and owning the position.

Associate Directors' Report

Evelyn Tchiyuka reported:

- The opening of the Journey Stories exhibit the Oxon Hill branch was a grand success! She made particular note of the work of artist, Curtis Woody.
- A film production on home schooling is being made at Oxon Hill branch. A young boy, a regular customer there and a "child prodigy" is the focus of the film

Michael Gannon reported:

- On a meeting with the Director of the County Office of Management & Budget (OMB) to discuss the Library's CIP proposal. The main points for discussion were the following:
 - Additional funds for the Laurel branch renovation to reconfigure the building to include the capability of using it as an emergency shelter for the community in the case of snow storms, hurricanes, etc. The building would have a larger capacity generator.
 - The Hyattsville branch construction will be a replacement as opposed to a renovation. It too will serve as an emergency shelter for the community. The building will be a single story design.
 - Funds were requested for upgrading more of the Library's older buildings.

Requests to Address the Board

None

Committee Reports

- Ms. Gitter reported that the Nominating Committee met with several applicants to fill the vacancies on the Board and forwarded the names of three candidates to the County Executive for consideration for appointment. It is Ms. Gitter's understanding that one of the candidates from the previous group of candidates will be chosen to fill one of the two vacancies.

Unfinished Business

- Mr. Howard made a motion to award Library staff a \$1,250 bonus (per person), pro-rated for part-time employees, in recognition of sacrificing for furlough days and for the absence of pay raises over the past 5 years. He emphasized that the Board was awarding this bonus as a "Thank you" to staff. The motion was seconded by Mr. Epps and passed with a majority vote.

New Business

- Mr. Russell Chew, Supplies & Delivery Services Supervisor, acknowledged Mr. Leslie Busby, driver, for his 35 years of impeccable, dependable and dedicated service to the Library. Ms. Teaze presented Mr. Busby with a certificate and an engraved award in recognition of his service.
- Mr. Polk presented Mr. Howard and Ms. Gitter with engraved book clocks in recognition of their respective 15 and 16 years of service on the Board. He thanked them for their leadership and invaluable work on the board and wished them well in their future endeavors.

Mr. Polk adjourned the meeting at 9:15 pm.

Prepared by the Executive Assistant

Respectfully Submitted By,



**Kathleen Teaze
Director**