

Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, February 11, 2014 at the Administrative Offices, Hyattsville.

Board Members Present

Sylvia Bolivar, President
A. J. Christy Wright, Vice-President
Wanda Arrington
Cormekki Brown Whitley
Sam Epps
Rey Robles

Staff Present

Kathleen Teaze
Michael Gannon
Lamont Corprew
Koven Roundtree
Robin Jacobsen

Absences

Mark Polk

The Board meeting was called to order at 8:00 pm by the Board President, Ms. Bolivar.

Minutes

Ms. Bolivar acknowledged receipt of the January 14, 2014 Board meeting minutes. Mr. Epps made the motion to approve the minutes. The motion was seconded by Ms. Brown-Whitley. The minutes were approved by a unanimous vote.

Agenda

Under Unfinished Business:

Letter to Laurel Mayor Craig Moe was removed since the letter had already been sent.

Presentation of Slate of Board Officers was changed to Election of Board Officers because the slate was presented at the January 14, 2014 meeting.

Financial Statement

Ms. Bolivar acknowledged receipt of the financial information for December, 2013.

Chief Financial Officer Report

YTD Revenues thru the month of December were \$14.2M which was \$624K favorable compared to budget due to:

- County Support was flat compared to budget
- I Net Support was negative by (\$250K) compared to budget due to timing
- CIP Reimbursement was positive by \$1.2M because it was unbudgeted
- Grant Proceeds were positive by \$3K as it was not budgeted
- Branch Revenue had a negative variance of (\$342K) as overdue fines and other branch revenues were lower than anticipated slightly offset by meeting rooms
- Other Revenue was positive by \$4K compared to budget due to higher e-rate and loss recovery revenue.

YTD Expenses thru the month of November were \$13.3MM which was \$191K favorable due to:

- Salary & Fringe had a favorable variance of \$792K because of various open positions
- Library Materials were positive by \$242K due to less purchases than anticipated with new Chief of Materials
- Operating Services & Supplies were unfavorable by (\$47K) due to higher consulting fees, security service, and bank charges slightly offset by collection services, insurance and supplies
- Computer software was positive by \$3K due to moderately lower than expected computer equipment and maintenance & repair costs, which was offset by higher cost of software licensing & support
- Public Relations were positive by \$24K due reduction newsletter expenses
- Travel, Training & Membership was negative by (\$2K) which was slightly offset by higher dues & subscription expenses due to less travel
- Building & Equipment was positive by \$15K due to lower building repair & maintenance slightly offset by janitorial and equipment rental costs
- Utilities were positive by \$140K due to lower use of electricity and natural gas offset slightly by telephone and refuse removal
- Vehicles were positive compared to budget by \$13K due to lower fuel & oil cost, parts and maintenance
- Capital Outlay was unfavorable by (\$995K) because CIP projects were not budgeted also vehicles and equipment were higher, slightly offset by I-Net

Correspondence

- Dr. Wright asked for details on the correspondence from John P. McDonough, Secretary of State, State of Maryland. Ms. Teaze said that it acknowledged the Charitable Registration of Prince George's County Memorial Library System

Director's Report

- Robin Jacobsen, Outreach Services Manager, presented Marna Carey, who provided senior and homebound services, an award for 35 years of service and acknowledged her retirement in January 2014.
- Ms. Teaze referred the Board to her written report and requested that her report on Strategic/Long Range Plan progress be deferred until the March meeting so that the Board could hear a report from Veronica Jeon, JIVI Inc. on the Board's role in the Development Program and a short synopsis of a Telework Proposal requested by the Labor/Management Relations Committee.
- Dr. Wright asked for clarification about the use of Sheriff's deputies in a couple of branches. Ms. Teaze responded that there were a couple of branches, specifically Bowie and Spauldings, that have seen an increase in bad behavior by some customers and that PGCMLS has begun the process of hiring off-duty Sheriff's deputies as a deterrent.
- Ms. Jeon joined the meeting by telephone and made the following presentation:

Jivi/V Agency Role

Fundraising

Media Opportunities

Raise Awareness of PGCMLS activities

Tailored Marketing Strategies

PGCMLS Board Role

Develop Vision and Mission
Dontate \$500(minimum) to PGCMLS
Open Communication with Jivi Agency
Approve Development Committee's Fund Usage Recommendations

Development Committee Role

Establish Fundraising Goals
Lead Fundraising Efforts
Evaluate Fundraising Results
Re-establish PGCMLS Foundation
Recommend use of Development funds

Ms. Bolivar stated that the Board would take the presentation under advisement and contact Ms. Jeon in the following week.

Koven Roundtree, Senior Administrator for Human Resources, distributed copies of the Telework Proposal and gave a short synopsis. Mr. Epps asked whether the proposal applied to only selected classifications of employees and Mr. Roundtree responded "yes".

Associate Directors' Report**Michael Gannon reported:**

- CIP (Capital Improvement Plan) FY15 budget meetings so far have been favorable.
- Hyattsville replacement planning is held up due to the County having instituted a new procedure for selecting an architect for the project. There is no news from the County about this.
- Laurel replacement-Mr. Gannon presented finishes boards for this branch and explained that the children's room will have a Dinosaur theme in keeping with the fact that dinosaur bones have been discovered in Laurel.
- A second public input meeting for the New Carrollton branch renovation was held on January 28 at 7:00 pm. GWWO, the architectural firm selected for the project, conducted the meeting.

Requests to Address the Board

Joseph Dickson, PGCMLS employee and Vice-President of MCGEO Local 1994, expressed appreciation for the contract negotiation process.

Standing Committee Reports

NONE

Unfinished Business

- Election of Board Officers
Mr. Epps made the motion that the slate of officers consisting of Ms. Sylvia Bolivar, President and Dr. Christy Wright, Vice-President be approved. The motion was seconded by Ms. Arrington. The motion carried unanimously.

New Business

- Letter to Prince George's County Central Services department-Tabled.
- RFP for the Audit
 - Wanda Arrington, Audit Committee, reported that 4 proposals were received in response

to the RFP. Interviews of the firms will be scheduled.

- Request to close the Library System for Staff Training Day, April 3, 2014 was changed from Information Only to Action Requested.
 - Dr. Wright moved that the request be approved. Mr. Epps seconded. The motion carried unanimously.
- Schedule Board Meeting dates for May and June 2014.
 - The Board affirmed that meeting dates for May and June, 2014 would remain the second Tuesday of those months. The time for the regular meeting was set at 7:30 pm.

AGENDA FOR THE NEXT BOARD MEETING – March 11, 2014

Telework Proposal
Audit Firm Selection

Ms. Bolivar adjourned the meeting at 9:05 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**