



Board Minutes

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

Board Members Present

Mark Polk, President

Dr. Alease "Christy" Wright, Vice President

Michael J. Howard

Rebecca Gitter

Absences

Sylvia Bolivar

Samuel Epps

Staff Present

Kathleen Teaze

Larry Broxton

Lamont Corprew

Michael Gannon

Koven Roundtree

Evelyn Tchiyuka

The meeting was called to order at 8:17 pm by Board President, Mark Polk.

Minutes:

Mr. Polk acknowledged receipt of the January 9, 2012 board meeting minutes. Dr. Wright made the motion to approve the minutes as submitted; the motion was seconded by Ms. Gitter. The minutes were approved by a unanimous vote.

Financial Statement

Mr. Polk acknowledged receipt of the financial information. Mr. Howard acknowledged Lamont Corprew, CFO, for producing an outstanding financial report.

Correspondence

Director Teaze noted the following correspondence:

- Letter from Irene M. Padilla, Assistant State Superintendent for Libraries MSDE stating the Division of Library Development and Services is pleased to provide PGCMLS \$489,000 for the Beltsville Branch Renovation – 2013 through Maryland's County Public Library Capital Program for FY 2013.
 - Dr. Wright asked if there are matching funds for this grant. Ms. Teaze explained that the matching funds come from the Capital Improvement funds from the County. And that the State Legislature allocated \$5 million to be distributed to the County Libraries for Capital Improvement projects. PGCMLS has been successful in obtaining these funds.

Director's Report

Kathleen Teaze reported:

- Maryland Library Day in Annapolis
 - Staff spoke with legislators about the shift of cost for Teachers' Pension costs to counties. The issue for libraries is that the number of library employees in the Teachers' Pension system is small and the portion of cost relative to the schools' portion is very small, but the impact on library budgets will be very great. It means that the counties will have to pay the cost for both.

Libraries do not have the protection of maintenance of effort and so the effect will likely be two-fold: first, the additional expense will need to be incorporated into PGCMLS operating budget for Fringe Benefits; and second, it is possible that in order to fund the very large amount incurred by the Board of Education for pensions and still maintain financial effort, the County will likely have to reduce funding to other agencies. This was the main topic of meetings with legislators and their staff.

- Prince George's County Budget meetings for Operating and Capital Improvement Plan Budgets
 - On January 31, 2012, our proposed FY13 operating budget, which includes funding for new positions at South Bowie was approved. Additional funds are coming from an increase in per capita State Aid, and remaining funds of about \$200,000 contribution by the County.
- We have also been revising performance measures reported to the County to better reflect our new Strategic Plan. We have reduced the number of measures and refined them so that they align with both PGCMLS and County goals and objectives.
- Planning for a Leadership workshop on March 1 for all Branch Managers and Department Chiefs to be conducted by Joel & Sinclair, to help our managers develop better skills for managing in the current library environment.

Associate Directors' Report

Evelyn Tchiyuka reported:

- The library participated in the County's Point-In-Time Homeless Survey on January 25, 2012. All library branches were made available. Volunteers and staff from the Department of Social Services visited branches and interviewed customers who were identified by staff (or who self-identified) as –possibly homeless. The Laurel Branch had the largest number of homeless persons, thirty (30). The department staff spoke with people gave out hygiene packs, some food items, and gathered useful information for assessing the need for services in the county. Ten of our branches see homeless persons on a very frequent basis, sometimes daily.
- The Early Voting period before the Primary Election will begin in Prince George's County on Saturday, March 24, 2012 and end on Thursday, March 29, 2012, during the hours of 10:00 am to 8:00 pm. (Sunday hours, 12:00 pm to 6:00 pm.).
- Early Voting before the General Election will begin on Saturday, October 27, 2012 and end on Thursday, November 1, 2012, during the hours 10:00 am to 8:00 pm. (Sunday hours, 12:00 pm to 6:00 pm.) The two branches involved are Bowie and Oxon Hill.
- Several members of the Board participated in the library's strategic planning process. To update you, all fifteen branch managers (there is one vacancy) have organized themselves into groups and/or work individually with other staff in the system on tasks outlined in the six (6) goals in the plan. This is quite an undertaking, and they are to be commended for the commitment they are bringing to this process.

Every member of the staff has a chance to give feedback which is discussed at monthly managers' meetings, coordinated in Public Services, fed to a shared document and discussed every other week at the Director's strategic plan coordination meetings.

- Two staff graduated from the State's Library Associate Training Institute (LATI) last semester and we are fortunate to have registered three staff in this current term.
- The Oxon Hill Branch held one in a series of programs on *Fortune's Bones*. Public Relations staff has mentioned this wonderful program before, but my purpose for noting it is to remind you of how true we remain to the library's dream of the Lecture Hall programming at Oxon Hill—bringing people together for quality programming and civic engagement.
- Lois Rodman, a Page who had worked at the Hyattsville Branch since 1989, (22 years!) was celebrated for her record of achievement, dependability, cheerfulness and dedicated work ethic. It bears mentioning because Lois is 91 years old.
- Introduced Marsha Quarles, Program Specialist, who presented an overview of the *Radical Readers* program, a reading incentive program for middle school students sponsored by the Maryland State Education Association (MSEA). Students who register for the program are required to read 30 minutes a day for 30 days in the month of March. Those who achieve the goal are rewarded with a gift. This year, they'll get E-readers.

Prince George's County was chosen to participate in the program again this year because of the outstanding success of the program last year. The kick-off this year will be held at the Spauldings branch. The program will feature several guest artists. Among them is Trey Chaney, from the acclaimed HBO series, *The Wire*. Mr. Chaney has written a rap specifically for Radical Readers. All of the students will receive a CD of the rap and a copy of a video which will be shot at the participating schools and in which they will appear. Capping off the program is an appearance by Governor O'Malley at the closing event on March 30, 2012 where he will give each participant a citation.

Public Relations & Marketing Office Report

Larry Broxton reported:

- On February 25, the University of Maryland is hosting their signature event on *Fortune's Bones – The Manumission Requiem*. The University has made every effort to ensure this is a very successful community-wide event. The program will have performances that include a full orchestra, various community choirs, a bell-ringers group and dance troupes. The event is a continuation of several *Fortune's Bones* events, one of which was held at the Oxon Hill branch with standing room only. The organizers mentioned that the PGCMLS event was more enriching and engaging for the audience than some of the others; in part because of the subject matter –bioethics and medical consent. The Library will host Marilyn Nelson, the author of the book, *Fortune's Bones – The Manumission Requiem* at the Greenbelt branch on February 25, 2:00 pm.
- He and Kathleen have begun taking some "first-steps" with donor development. He has discussed with Michael and Kathleen the naming opportunities in the branches, in particular, the South Bowies branch (under construction). There are a number of rooms that can be identified for corporate sponsorship or family memorials. He presented a sample tile as he talked about the possibility of establishing a donor wall. He also mentioned other donor revenue streams such as corporate and planned giving.

Requests to Address the Board

NONE

Committee Reports

Mr. Polk announced that John Peter Thompson has resigned from the Board and thanked him for his dedication and devotion to the Library System. He added that the Board will be announcing the vacancy and will begin the process of candidate interviews by April.

Unfinished Business

- Ms. Gitter made a motion to accept the proposed FY'13 Operating Budget. It was seconded by Mr. Howard and passed unanimously.
- Ms. Gitter asked that a thank you letter to all who supported the Library during the County budget hearings be published on the Library website or in the Current.

New Business

- Selection of auditing firm - Information only

Mr. Polk conveyed appreciation on behalf of Mr. Henry Armwood, Prince George's County Board of Education, for the work of the Library and Delegate Aisha Braveboy for the Library's participation in her mentoring program. He also thanked staff who went to Annapolis for Library Legislative Day to advocate for support and funding of the Library.

Mr. Polk adjourned the meeting at 8:53 pm.

**Prepared by the Executive Assistant
Respectfully Submitted By**



**Kathleen Teaze
Director**