

Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, January 14, 2014 at the Greenbelt Branch.

Board Members Present

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

Staff Present

Kathleen Teaze
Michael Gannon
Lamont Corprew

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

Minutes

Ms. Bolivar acknowledged receipt of the October 8, 2013 Board meeting minutes. Mr. Polk made the motion to approve the minutes. The motion was seconded by Ms. Brown-Whitley. The minutes were approved by a unanimous vote.

Financial Statement

Ms. Bolivar acknowledged receipt of the financial information.

Chief Financial Officer Report

YTD Revenues thru the month of November were \$11.9MM which was \$615K favorable compared to budget due to:

- County Support was positive compared to budget by \$117K due to timing
- I Net Support was negative by (\$208K) compared to budget due to timing
- CIP Reimbursement was positive by \$962K because it was unbudgeted
- Grant Proceeds were zero YTD
- Branch Revenue had a negative variance of (\$263K) as overdue fines and other branch revenue were lower than anticipated slightly offset by meeting rooms
- Other Revenue was positive by \$7K compared to budget due to higher e-rate and loss recovery revenue.

YTD Expenses thru the month of November were \$10.9MM which was \$359K favorable due to:

- Salary & Fringe had a favorable variance of \$778K because of various open positions
- Library Materials were positive by \$218K due to less purchases than anticipated
- Operating Services & Supplies were favorable by \$10K due to timing of various expenses
- Computer software was negative by (\$4K) due to higher cost of software licensing & support moderately offset by lower computer equipment costs.
- Public Relations were positive by \$21K due reduction newsletter expenses
- Travel & Training was positive by \$5K due to less travel which was slightly offset by higher dues & subscription expenses

- Building & Equipment was positive by \$2K due to lower building repair & maintenance slightly offset by janitorial and equipment rental costs
- Utilities were positive by \$115K due to lower use of electricity and natural gas offset slightly by telephone and refuse removal
- Vehicles were positive compared to budget by \$9K due to lower fuel & oil cost, parts and maintenance
- Capital Outlay was unfavorable by (\$794K) because CIP projects are not budgeted also vehicles and equipment were higher, slightly offset by I-Net

YTD Net Surplus thru the month of November was \$974K favorable primarily due to cost management initiatives; various open positions and higher revenue.

Correspondence

The Board reviewed the correspondence log submitted by Ms. Teaze. Dr. Wright asked for additional details about the Tort Claims Act notice filed by Angelo Johnson against Prince George's County Public Library regarding an incident that occurred at the Spaulding Library in District Heights.

Ms. Teaze explained that the customer claims a counter in the restroom fell on her foot. It's not clear how that happened given that the restroom is newly renovated. Mr. Gannon added that he was advised by the County that the Library is not liable. The County Risk Management office denied the claim because it was determined to be unwarranted.

Dr. Wright asked for status updates on this matter as they become available.

Director's Report

Ms. Teaze referred the Board to her written report and noted the following:

Task Force to Study Placing Businesses in Prince George's County Memorial Library System

The first meeting of the Task Force was held at South Bowie Branch Library on January 2, 2014. Four members attended in-person, two joined by conference call. The group consensus was that a chair would be selected when more members could be present.

The report/recommendation of the taskforce is due on 12/1/14. The Group decided to meet once every other month: March, May, July, September, and to have recommendations ready by the end of October.

Some suggestions of topics to pursue were:

- have meetings at different library branches around the County;
- having meetings in other counties that have existing cafes.
- pilot a program in one library branch.
- Not necessarily a café, but other types of businesses such as a virtual business space (with internet access, using the branch address to receive mail, office space, etc.).
- gather information from library systems in Maryland that had cafes that didn't succeed.

The question: What is the primary objective of the Task Force was raised. Is it to:

- to bring more traffic in to the library ?
- more revenue?

Delegate Braveboy responded that the bill was aimed at stopping the decline in resources going to libraries.

Del. Braveboy will take the responsibility of investigating non-profit and small business use of virtual office space. She will research the market for the costs people are paying for this service and report back at the next meeting.

Family Literacy Specialist

Pamela Hamlin has been hired as Family Literacy Specialist in Public Services. Supervised by the Youth Services Coordinator, this position will assume responsibilities for the effective execution of programs and services in support of family and literacy within the library's program of services.

Ms. Teaze presented highlights from the Capital Improvement Plan (CIP)/Renovations & Replacements Timeline, Early results of reducing locations for cash payment of fines and fees, Key Performance Indicators Comparison FY 2014 & FY 2013 (Quarters 1 & 2), and the Performance Dashboard reports, included in her written report.

Associate Directors' Report

Michael Gannon reported:

- PEPCO is offering generous incentives to commercial businesses that use LED lighting. Consequently, the new Fairmount Heights building will have LED lighting and the lighting in all of the branches serviced by PEPCO will be converted to LED. The switch will be a large energy-saving initiative and money-saving for the Library.
- The final date for submission of the bids for the Laurel Library replacement project is this Friday, January 17.
- The permit was issued to the contractor on Monday for the Beltsville branch. They have 6 months to complete the project, so it should be done by July 2014.
- The Fairmount Heights renovation is almost completed and the branch should reopen next month.
- He met with GWWO, the architects selected for the New Carrollton renovation project. A meeting for community input will be held on Tuesday, January 28, 7-8:30 pm in the New Carrollton meeting room.
- The plaque for the Philippine Nursing Association was approved, ordered and delivered. The Association has requested that an installation ceremony be held.
- Mr. Gannon submitted the architectural rendering that illustrates how the old Stanley Memorial Library will be commemorated in the new Laurel Branch Library.

When asked the question, Mr. Gannon reported that the temporary site for the Laurel branch will be in the Professional building behind the Laurel Municipal Center. They are building out the first floor (5,000 sq. ft.). Staff have been told about the temporary site. Posters, bookmarks and a press release are being prepared to inform the public. It will take approximately 6-7 weeks to build out the site. If all goes as planned, the last day in the current branch will be Saturday, February 15, 2014. The temporary site will open on Monday, March 10, 2014. The hours will be the same as the existing branch, there will be story times, WiFi will be available for the public, and an outside book drop will be provided. Except for the meeting rooms and the size of the collection, the services will not be different. The size of the staff will be smaller. Therefore, part of the staff will be assigned to other branches.

Requests to Address the Board

- Barbara Simon, President of the County-wide Friends of the Library reported on their January 11, 2014 meeting held at the South Bowie Branch. Among the notes she presented were the following:
 - The main goal of the meeting was to share the experiences in working with the area managers and with the implementation of the cashless policy. The consensus is that most of the Friends are adjusting to the new policies.
 - There was discussion about the future of the bookstores in the renovated and new branches.
 - The Friends would like a new liaison to be appointed for them.
- Rebecca Gitter addressed the Board on behalf of the Hyattsville Friends group. The group is concerned about what they see as under-representation of the community opinion in the planning of the Hyattsville branch construction project. They are requesting that more outreach be done in Hyattsville and the surrounding communities; and that additional community meetings be held. Ms. Gitter emphasized the point that “the stakeholders want to be heard”.

Ms. Teaze stated that she appreciated the request for additional meetings and that it was the intention to do so. She apologized for the insufficient publicizing of the meeting that was held. She explained that there has been no forward movement on the project, because the protest of one particular group has resulted in the County discontinuing their efforts to proceed with the selected architect and have reopened the selection process.

Ms. Teaze added that Councilmember Campos’ office has a list of names for a workgroup it is forming. However, they would like to have an architect in place to head the effort.

Ms. Teaze stated, for the record, that right now there is no plan for the construction of the new Hyattsville Library. But, there is a “program” plan that defines the collection and services to be provided.

Ms. Teaze offered her availability to meet with or speak with the Hyattsville Friends or anyone wishing to meet with her on this matter.

Mr. Epps asked Mr. Gannon for clarification on the selection process for architects. He explained that the County Procurement Office maintains a list of eligible architects. The list is reviewed by the Library and an architect is selected for a given project. However, for the Hyattsville Library project, the County Procurement Office has asked the Library to accept proposals from all of the architects on the list whether they have experience with designing libraries or not. Discussion ensued about how unwieldy & lengthy this process has become and possible actions that could be taken.

Standing Committee Reports

NONE

Unfinished Business

- Report on November 2 work session:
 - Mr. Polk reported that the Development Committee held a brainstorming meeting and discussed organizing the group and adding members. He will be contacting Veronica Jeon, development consultant, to connect and move the work of the committee forward.

- Report on January 2 work session
 - The Board conducted a thorough review of the proposed FY'15 Budget and discussed the changes from the FY'14 budget. Ms. Teaze presented some of the pertinent elements of the FY'15 budget. The total budget is \$26,521,118 which includes a 2% increase in the County contribution, a 3% increase in the State Aid to Libraries, \$80,000 from the County Correctional Center for the Library there. A decrease of 16% in the amount of funds & fees anticipated to be collected and a fairly sizable income decrease from various sales, fees from meeting/conference room rentals and incidental items.

Ms. Teaze added that the strategic focus for the year is to provide information resources with a customer focused collection of printed or electronic materials and to increase early childhood literacy (birth to 5 yrs. old) participation. To achieve the latter, the plan is to open four more branches on Sundays in the areas targeted by the County Executive's Transforming Neighborhood Initiative. They are Fairmount Heights, Hillcrest Heights, New Carrollton and Spauldings branches.

- The Board voted to appoint Mr. Sam Epps as its representative and Sylvia Bolivar as alternate on the Task Force to Study Locating Businesses in Libraries in Prince George's County.

New Business

- The Board approved the FY'15 Library budget as submitted
- The Board approved the disposal of vehicle #51 - 1995 Chevy G20 van

AGENDA FOR THE NEXT BOARD MEETING – February 11, 2014

- Letter to Laurel Mayor Craig Moe
- Development Committee Report
- Telework Proposal
- Director's Report – Strategic Plan Update
- Letter to Prince George's County Central Services department.

Ms. Bolivar adjourned the meeting at 9:14 pm

Prepared by the Executive Assistant

Respectfully Submitted By,



**Kathleen Teaze
Director**