



## Board Minutes

The meeting of the Board of Library Trustees was held on Thursday, July 12, 2012 at the Administrative Offices.

### Board Members Present

Mark Polk, President

Dr. Alease "Christy" Wright, Vice President

Sylvia Bolivar

Samuel Epps

Rebecca Gitter

Michael Howard

### Staff Present

Kathleen Teaze

Larry Broxton

Lamont Corprew

Michael Gannon

Evelyn Tchiyuka

The meeting was called to order at 8:30 pm by Board President, Mark Polk.

### **Minutes:**

Mr. Polk acknowledged receipt of the June 11, 2012 board meeting minutes. Mr. Epps made the motion to approve the minutes as submitted; the motion was seconded by Dr. Wright. The minutes were approved by a unanimous vote.

### **Financial Statement**

Mr. Polk acknowledged receipt of the financial information.

### **Chief Financial Officer Report**

#### **Lamont Corprew reported:**

- Finance is in of the process of closing the June '12 financial statements with year-end adjustments that include OPEB, fixed assets and leave balance accruals (currently through December '11). The net asset balance is low as a result of an outstanding payment made of \$645,000 to the County and \$100,000 balance accrual for contingent liabilities.
- The preliminary audit will begin on June 18, 2012.

### **Correspondence**

Director Teaze noted the following correspondence:

- Susan Benton, President & CEO Urban Libraries Council, the ULC's newest publication, *Stepping Up to the Civic Engagement Challenge*.
- Preston D. Alderman, Jr., CPA, MBA, Director of Audit MSDE letter stating MSDE's Audit Office has completed a Quality Control Review of the audit working papers supporting the audit report issued for PGCMLS for the fiscal year 2011. In our opinion, the auditors' system of quality control met the objectives of quality control standards.

- Fern Piret, Planning Director, Maryland-National Capital Park & Planning Commission, a copy of the Planning Department's *2012 Directory of Planning Projects and Special Studies*.
- James H. Fish, Director Baltimore County Public Library provided a copy of The BCPL Strategic Plan IX for the next three years.
- Andrea Phillips Hughes, Supervisor PGCPSS Title I Office, a letter thanking the Library for participating in the Spring Parent Conference.
- Stephen A. Brooks, Deputy State Superintendent Office of Finance MSDE, sent the Final Calculations for the Public Library Formula Program for FY'13 – included the current State Library Formula of \$14.00 for each State resident.
- Susan Benton, President & CEO Urban Libraries Council enclosed the ULC's article entitled *Library Leaders Owning Leadership*.
- Betty Hager Francis, DCAO Office of the Prince George's County Executive, letter congratulating County agencies on a job well done during the emergency for our County's most vulnerable residents.
- Bridget Warren, Chief of Staff for Council Member Mary Lehman, District 1, Prince George's County Council, note announcing the next Laurel Library Committee meeting will not be in July. Please hold Tuesday, August 21 open for a meeting.

## Director's Report

### Kathleen Teaze reported:

- **Bookmobile Service Request Update**  
Evelyn Tchiyuka met with Council Member Patterson, District 8, to discuss his request for cost estimates to provide bookmobile service to the southern part of Prince George's County. Council Member Patterson thanked Evelyn for providing the information and said that, in light of the cost, he would not pursue bookmobile service at this time.

However, recently Ms. Teaze learned that the County has incorporated language in the budget for a collaboration between the Library and Park & Planning to provide services to the southern part of the County. Ms. Teaze noted that the Library already has services for this area via outreach. An outline of these services will be published in a document for presentation to the Council.

- **June 29 Storm**  
On Saturday, I was asked by the County attend an Emergency Operations Center conference call and to keep the branches that had power open until 8 pm so they could function as cooling centers. I spent the day in my office, answering calls, emails and texts from County officials, councilmembers and the press. On Sunday afternoon, Councilmember Lehman asked Betty Francis (Deputy Chief Administrator for HEHS for Prince George's County) to ask me to open the Beltsville Branch meeting room as a cooling center, since there were none in that area. I was able to open it at 3:00 and stayed until 8 pm. Seven people came to cool off and to charge electronic devices. They were grateful. Councilmember Lehman stayed for 3 hours and thanked me for opening the room.

Ms. Teaze commented that it is good the County recognizes libraries as being central to communities and sees that PGCMPLS can be counted on to help in an emergency. Nevertheless, it would be even more helpful to the community if the Library had the funding to be open more hours, to be open on Sundays and be able to have things like generators in all of our buildings. With more funding, the Library would have been able to be much more helpful in the emergency than we were. She added that she made the point today, regarding Sunday hours, to the County Executive during his tour of the Library System.

Dr. Wright suggested that there be documentation started of the services the Library provides which are not included in the budget, for use during the budget hearings.

- **Public Libraries as Essential Services during Emergencies**

Maryland SB 858 and HB 1001 – Designating Public Libraries as Essential Services (in times of Emergencies) unanimously passed in each of their houses. These bills, taking effect in October, 2012, make public libraries among those public services that Maryland's Emergency Management Agency (MEMA) will list as priority in getting services restored and funds allocated to do so by the Federal Emergency Management Agency (FEMA). This also has the potential to earn each public library system a seat at the table with their local Emergency Management Board.

In light of this enhanced recognition of the public library's role, PGCMLS staff will be looking into funding opportunities for emergency equipment, such as generators.

- **Employee Bonus Update**

There has been no official response to the June 6, 2012 Board letter to the County Executive requesting that PGCMLS employees be given the same bonus as County employees. However, during a meeting with Tom Himler, Deputy Chief Administrator, Finance, Budget and Administration and Betty Hager Francis, Deputy Chief Administrator, Health, Human Services and Education, I was told that the County administration's position is that the Board is free to offer its employees bonuses, but that the County will not fund them. PGCMLS should use its fund balance for this purpose. The County maintains that:

- MCGEO did not negotiate any bonus so it was not included in the FY13 proposed budget and therefore has not been appropriated.
- MCGEO cannot claim equity with County employees since County employees were required to take 20 furlough days in 2009 and 2010, whereas PGCMLS employees were only required to take 8 days.

The fact remains that PGCMLS employees have received no wage increases since 2008. In addition, the 5 furlough days in 2009 and 3 days in 2010 represent an actual decrease in wages for those years. Library administration would like to be able to offer some consideration to employees, but the only funding source at this time is the library's fund balance.

There has been some movement from the County in the last few days in the form of a discussion about scheduling a meeting with the County Executive next week.

## **Associate Directors' Report**

### **Michael Gannon reported:**

- There will be an upgrade to the newest version of Polaris on Sunday, July 29. This date was chosen to avoid interference with Library operations. This version has several new enhancements for staff and improvements in the catalog easing use for the public.
- Bids for the Glenarden renovation closed on Wednesday, July 11. They will be reviewed and a decision made by next Wednesday, July 18.
- Final approval from the state of the Beltsville capital grant has been received.

Mr. Polk asked about the progress on the South Bowie branch. Mr. Gannon reported that the drywall is being put in and that substantial completion is expected by the end of September with occupancy anticipated by the beginning of October.

## **Associate Directors' Report**

### **Evelyn Tchiyuka reported:**

- Plans continue for service to the Langley Park community. Primarily story times will be provided. Staff are deciding on the materials to be used.

- In response to the recent storm disaster, Staff are working on a Library-wide disaster plan.
- Plans for staffing Hillcrest Heights and South Bowie are underway.

Mr. Polk raised a question that when the Library system is designated officially as an emergency facility, will some staff be designated as “essential” employees? Ms. Teaze said not as she understands it. She added that currently the Buildings & Grounds staff fall into this category and that the new designation may require adding other staff.

## **Public Relations & Marketing Office Report**

NONE

## **Requests to Address the Board**

NONE

## **Committee Reports**

### **Nominating Committee**

- Ms. Gitter reported that the trustee applications have continued to come in. Four applicants were interviewed on Monday, July 9 and the committee is in discussion about them. Applications are still being accepted. It is hoped that a list will be submitted in September.

## **Unfinished Business**

NONE

## **New Business**

- Meeting Room Cancellation and Refunds Policy Change - Information only

Two of the applicants for the board seat attended the meeting and introduced themselves.

Mr. Epps stated for the record that given the renovation and construction activity going on, the Sites, CIP & Architecture Committee should meet. Mr. Polk encouraged Mr. Epps to convene the meetings.

Mr. Polk adjourned the meeting at 9:05 pm.

**Prepared by the Executive Assistant**

**Respectfully Submitted By,**



**Kathleen Teaze  
Director**