



Board Minutes

The meeting of the Board of Library Trustees was held on Monday, June 11, 2012 at the Beltsville Branch.

Board Members Present

Mark Polk, President

Dr. Alease "Christy" Wright, Vice President

Sylvia Bolivar

Samuel Epps

Rebecca Gitter

Staff Present

Kathleen Teaze

Larry Broxton

Lamont Corprew

Michael Gannon

Evelyn Tchiyuka

Absences

Michael Howard

The meeting was called to order at 8:20 pm by Board President, Mark Polk.

Minutes:

Mr. Polk acknowledged receipt of the May 14, 2012 board meeting minutes. Dr. Wright made the motion to approve the minutes as submitted; the motion was seconded by Ms. Bolivar. 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:

- The shortfall for the cash balances is due to the delay in receiving the CIP funds for South Bowie
- The preliminary audit will begin on June 18, 2012.

Correspondence

NONE

Director's Report

Kathleen Teaze reported:

- ***FY13 Budget*** –The proposed budget was approved by Council on May 24 but has not yet been posted on the County's website, nor is it available online. At the last minute (May 24) we received a request for an immediate estimate for providing bookmobile service for the southern part of the County. The office of Audits and Investigations told us that Councilmember Patterson wanted it immediately for consideration before they approved the FY13 budget. We complied. We have no further information about what was done.
- ***Possible additional revenue:***
In 2009 we were asked to develop a program budget that would show what part of our services could be considered as supplementing programs of Maryland National Capital Park & Planning. As far as we knew this was to be a payment for services from MNCPP to Prince George's County. It was not intended to go directly to PGCMLS. Once we submitted our program budget and our justification letter, we heard no more about it until 2 weeks ago. Our budget analyst at the County told me that an MOU was done for several County agencies, including PGCMLS (attached for your review.) We had never seen or heard of it until that day, and as you can see it is not signed by any of the agencies. The County Finance department asked us to submit an invoice reflecting the services for 2011. None of the agencies had been asked to submit the invoices for 2011 and the analyst was trying to close out FY11. The total amount is \$4.1 million. The analyst suggested that we request that we receive the money for 2011, since it would be a way that our cash flow difficulties could be mitigated, our OPEB contributions could be maintained and our proposed Retirement Incentive Plan could be funded.
- ***Laurel Branch (New Building)***
Although we thought that decisions on the site of the new Laurel branch building had been finalized and we would be building a 2-story building on a different part of the site, we understand that Council Member Lehman has decided on a different scenario without our participation. Her plan, according to County staff, is that the current library will be demolished and a new building will be built using the footprint (presumably with additional space) of the current building. Unless PGCMLS rents space during construction, there will be no library services. Council Member Lehman has decided that PGCMLS will rent space elsewhere, and continue to provide services at another location during construction.
- ***Trends in library services***
Attached are statistics comparing YTD Key Performance Indicators (output measures) for FY2011 and FY2012. The variances in several areas merit discussion.

Associate Directors' Report

Michael Gannon reported:

- Library has gone out to bid for the Glenarden renovation with a deadline of June 29, 2012.
- Fifty-two responses to the web survey were received. The majority of the responders were women. The respondents indicated that they use the website for the catalog, to pay fines, renew books and to place holds. Also, many of the respondents have asked for a mobile app.

Public Relations & Marketing Office Report

Larry Broxton reported:

- Invited the board to attend the *Meet the Author* event on July 11 with Leonard Pitts at the Bowie Branch.

Mr. Polk commended Mr. Broxton and staff for a job well done on the Walter Mosley author event at the Oxon Hill branch on May 26.

Requests to Address the Board

- Josh Ardison, MCGEO, asked the board for a letter in support of the Union's effort to get the County to give PGCMLS the bonus given to County employees. Mr. Polk agreed to drafting a letter of support.
- Patricia Behenna, Friends of the Laurel Library, presented an overview of the efforts made in deciding on a location for the "new" Laurel branch. She urged the Board to go forward with the plan to build a 2-story building on a different part of the current site, while keeping the present building open.

Committee Reports

Nominating Committee

- Ms. Gitter reported that seven applications have been submitted to fill the board vacancy.

Unfinished Business

- The Board voted to move the investment funds currently in a PNC Bank account to Bank of America where the interest rate is higher and fewer fees are charged.
- The Board voted to approve the request to the County for an advance of CIP funds (as opposed to reimbursements) to create a cash flow for the Library building projects.

New Business

- Laurel Branch construction - presented in Director's report

Mr. Polk adjourned the meeting at 8:55 pm.

Prepared by the Executive Assistant

Respectfully Submitted By



**Kathleen Teaze
Director**