

# Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, June 11, 2013 at the Glenarden Branch.

## Board Members Present

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

## Staff Present

Kathleen Teaze  
Michael Gannon  
Evelyn Tchiyuka  
Koven Roundtree  
Lamont Corprew

The Board entered into an executive work session at 7:00 pm.

The Board meeting was called to order at 8:18 pm by Board President, Ms. Bolivar.

## **Minutes**

Ms. Bolivar acknowledged receipt of the May 14, 2013 Board meeting minutes. Dr. Wright made the motion to approve the minutes. The motion was seconded by Mr. Robles. The minutes were approved by a unanimous vote.

## **Financial Statement**

Ms. Bolivar acknowledged receipt of the financial information.

## **Chief Financial Officer Report**

**May 2013**

### Revenues

**YTD Revenues thru the month of April were \$25M which was \$1.75M favorable compared to budget due to:**

- County Support was favorable by \$110k due to a timing difference
- CIP Reimbursement was positive by \$2.3M because it was unbudgeted
- Grant Proceeds were negative by (\$5k) due to lower utilization of the CIG from the State
- Branch Revenue had a negative variance of (\$676k) as revenues were lower than anticipated

### Expenses

**YTD expenses thru the month of April were \$24.2M which were (\$867k) unfavorable due to:**

- Salary & Fringe had a favorable variance of \$1.07M because of various open positions
- Library Materials were positive by \$351k due to order reduction
- Operating Services & Supplies were unfavorable by (\$207k) due to higher risk management insurance activity
- Computer software was positive by \$3k due to timing of computer equipment purchases
- Public Relations were positive by \$19k due timing of newsletter
- Travel was positive by \$2k which was less than anticipated

- Building & Equipment was positive by \$89K due to less activity charged to South Bowie than anticipated (was charged to CIP)
- Utilities were positive by \$217k due to greater use of energy efficient equipment and mild winter
- Vehicles were also (\$12k) negative due to greater costs for fuel and parts
- Capital Outlay was unfavorable by (\$2.4MM) because it was unbudgeted

**Net Surplus**

**YTD net surplus thru the month of April was \$883k favorable primarily due to cost management initiatives, timing differences and various open positions.**

\*\* Dr. Wright noted that lately the financial position of the library has been reported as favorable. She asked how long this trend has been in effect. Mr. Corprew indicated that it has been throughout this fiscal year.

**Correspondence**

NONE

**Director's Report**

**Kathleen Teaze reported:**

***Budget FY14***

Ms. Teaze provided an overview of the process which led to the County Council adding \$2.5m to the budget proposed by the County Executive. She credited this increase to the efforts of MCGEO, the "Friends" and other community advocates. She made particular note of two \$500,000 allocations, one to be used to resume Sunday Service at three (3) branches and the other for the County's I-Net program to replace /upgrade computer equipment and for a \$1.5m allocation for a collaboration with the Maryland-National Capital Park and Planning Commission. \*

\*Section 13, CB-42-2013 (County Budget Bill) contains the following language:

SECTION 13. BE IT FURTHER ENACTED that the Maryland-National Capital Park and Planning Commission (MNCPPC) in collaboration with the Prince George's County Memorial Library System shall create and implement an action plan in fiscal year 2014 that provides library services, including but not limited to programs, activities, outreach, and materials, to the following areas: Glassmanor, Flintstone, Apple Grove, Valley View and the Brinkley Road Center.

This is the same language that appeared in the FY13 budget bill. Associate Director of Public Services and I have been meeting with MNCPPC to develop a written plan and are making good progress. This summer we will be working with Glassmanor and Applegrove Recreation programs (Drop Everything and Read) to involve the children in our Summer Reading Program and will be making visits to the traditional summer camps to involve those children in Summer Reading.

***Administrative Services***

- Renovation timeline updated.
- Regarding the investigation of co-locating HY with the PG Plaza Community Center, Michael Gannon is meeting with staff at MNCPPC on 6/18/13.
- Per the instructions received from the Board president, Michael Gannon polled MAPLA for other system's room naming policies. Received a few replies allowing time for additional ones and will send the results to the Director for distribution to the Board.
- AM received two (2) bids for cell phone signal amplification at SB. We are requesting follow-up information from the low bidder.

- Laurel Replacement Branch update:
  - Mr. Gannon attended the Art in Public Spaces meeting on 5/23/13. Committee voted on two (2) exterior sculptures (one in the front by the entrance and the other on the side by the children's room facing the park). They didn't like the idea of an interior mobile and thought anything else on the interior would detract from the architectural detail of the building.
  - Finishes meeting has been scheduled for 6/6/13.
  - Meeting to discuss "sustainability" issues has been scheduled for 6/7/13.
  - Construction documents are due to the County in mid-July 2013.

### **Public Services**

- Deposit collection at Langley Park Community Center became reality on Monday, June 3, 2013.
- Hyattsville Branch staff will conduct story times and manage the rotation of books in and out of the Center. There are at least 1000 books collected and ready to be placed when the time comes. The shelves will only hold approximately 150 books at a time.
- Hyattsville Branch staff (or substitute staff from other branches) will register children at Langley Park for the Summer Reading Program
- Fairmount Heights Branch will be closed to the public beginning Monday, June 17, 2013. Staff will have up to two weeks to ready the branch for renovation.

### **Human Resources**

- Collective Bargaining -Schedules are being coordinated now for the contract negotiations. We expect that negotiations will occur during July and/or August since the 2-year Collective Bargaining Agreement expires in November 2013.
- Position Descriptions and Performance Evaluations -A follow up meeting with the work team took place on May 22<sup>nd</sup> and was very productive. Many competencies were solidified for supervisors and staff. The work team reviewed the revised templates for the appraisal and made several suggestions to make the form more user-friendly. We now have a very solid midyear and annual performance appraisal system to use. The language in the contract will need to be updated to reflect the usage of the new form.

Ms. Teaze acknowledged Beverly Howard, Executive Assistant for her 5 years of service with a presentation of a service award & certificate. Ms. Bolivar added appreciation and congratulations from the Board for her work for them.

### **Associate Directors' Report**

#### **Evelyn Tchiyuka:**

- The Maryland State Education Association has chosen Prince George's County again for the "Radical Readers" program. This year the program is titled *Jumpstart to Graduation* and it will concentrate on 9<sup>th</sup> graders. There are four locations – three in the Spauldings area and one in Greenbelt. Vicky Johnson, Area Manager and Marsha Quarles, Program Specialist will coordinate the program.
- The area managers introduced themselves to the two new board members and gave a brief overview of the work they are doing.

## **Michael Gannon:**

- The Library has signed an agreement with a company to put cell phone amplification in the South Bowie branch.
- The Beltsville Renovation plan has been submitted to the County. Once approved, it will go out to bid.
- The architects for Laurel are still on track to submit the construction documents to the County by the end of July.

## **Requests to Address the Board**

- Laurence Winston, President of the Glenarden Historical Society requested that the official poster commemorating the 100 year anniversary of the City of Glenarden be hung in the library. He also asked that the various historical documents, artifacts, newspaper clippings, etc. pertaining to Glenarden history be exhibited in the branch. Ms. Teaze explained that the Library is willing to work with Mr. Winston and is working to locate the materials he mentioned.

Mr. Gannon said that Gail Thomas, black history program manager for Park and Planning, recently contacted him about the delivery of the official poster and it will be hung in the branch soon.

Ms. Bolivar stated that the Board will have the senior staff put together a report and based on it, they will have a response for Mr. Winston in the near future.

- Rhonda Dallas, Executive Director of The Prince George's Arts and Humanities Council (PGAHC) made a request to place a permanent installation of 23 mixed media quilt paintings by visual artist Curtis Woody in the Oxon Hill Branch Library. These works-of-art collectively explore the theme of Black Prince Georgians communities and resistance in the 18<sup>th</sup> and 19<sup>th</sup> centuries and would be displayed in the selected interior corridor space of the branch. M. Dallas indicated that PGAHC received a grant for the installation and that the funds must be used by June 30.

Ms. Bolivar explained that because the Library does not have a policy in place for the donation of art/permanent art exhibits, the Board would have to postpone their decision. She added that the Board is in the process of formulating a policy one was devised, they could render a decision on Ms. Dallas' request.

- Joe Dickson, MCGEO union steward, presented an overview of the Union's efforts during the County budget hearings. He mentioned the mobilization of union members to attend and participate during the hearings, the collaboration with the Friends of the Library and the support of the Director. He expressed optimism for the future cooperative efforts between the Library & the Union.

Ms. Bolivar reiterated that it was because of the strong advocacy by community leaders, the union, the Friends of the Library and staff that the County Council realized how significant libraries are to our communities.

- **Committee Reports**

**Audit Committee** - Ms. Arrington reported that she has spoken with the CFO, who reported that he has been in communication with the accounting firm regarding the FY'13 audit; and that a preliminary meeting is scheduled with them for next month. Also, she is making arrangements to meet with the accounting firm to go over their auditing plans.

## Unfinished Business

The following items were tabled for further consideration and will be added to the agenda for next month:

- Proposal for the recognition of the original Stanley Memorial Library now the Laurel Library.
- Proposal for the dedication of the Oxon Hill Lecture Hall to Dr. Dorothy Height.
- Approval of change in Social Media Policy

## New Business

- The proposal for limiting cash payments of fines and fees to three branches was amended to add two more branches for a total of five - Oxon Hill, South Bowie, Spauldings, Hyattsville and Greenbelt. Mr. Epps made the motion to grant the amended proposal adding that credit cards be accepted in all 19 branches. The motion was seconded by Ms. Whitley and passed by a unanimous vote.
- MOU between the County and Maryland-National Capital Park and Planning Commission (MNCPPC) - Information Only. Ms. Teaze explained that a request has come from the County Council asking the Library to invoice to MNCPPC for services it provides that should be provided by MNCPPC, i.e. the historical collections, and recreation-type programs such as book discussions and reading programs. Ms. Teaze added that the funds from the invoice payments will not come to the Library but will go to the County. The Library is recommending that instead of a direct invoice that they provide the information that would enable the County to bill MNCPPC.
- An explanation for the request to approve the disposal of vehicle #51, 1995 Chevrolet Van Tag-LG47965; IN- 1GCEG5K4SF204002 through surplus to the County was provided by Mr. Gannon. He reported that the vehicle is almost 20 yrs. old, has very high mileage, needs a transmission, air conditioner compressor and a the driver side door replaced. Additionally, it is more cost effective to buy a used vehicle with less mileage and in better condition.

Mr. Polk made the motion to grant this request for reasons stated. His motion was seconded by Ms. Arrington and passed by a unanimous vote.

Ms. Teaze reported that in the recent financial report a surplus of funds in FY'13 was shown in the amount of \$150,000. It is a result of an anticipated FY13 budget surplus that is a result of cost-saving measures in all areas and salary lapses. She proposed that the funds be used for a wage increment of up to 3% for FY13, retroactive to July 1, 2012, for all active PGCMLS employees hired before January 1, 2013.

Mr. Polk noted that the dollar amount for the 3% increase was not mentioned. Ms. Teaze stated it would be approximately \$362,000. Ms. Arrington made the motion to approve the proposed wage increment. Dr. Wright seconded the motion and it was passed by a unanimous vote.

Ms. Bolivar announced the next board meeting on July 9, 2013 will be held at the Accokeek branch and she adjourned the meeting at 9:24 pm.

**Prepared by the Executive Assistant**

**Respectfully Submitted By,**



**Kathleen Teaze  
Director**