

Board Minutes

The meeting of the Board of Library Trustees was held on Thursday, March 14, 2013 at the Administrative Offices.

Board Members Present

Sylvia Bolivar, President

Alease "Christy" Wright, Vice-President

Samuel Epps

Mark Polk

Rey Robles

Staff Present

Kathleen Teaze

Michael Gannon

Evelyn Tchiyuka

Koven Roundtree

Lamont Corprew

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

The Board meeting was called to order at 8:25 pm by Board President, Sylvia Bolivar.

Minutes

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

Financial Statement

Ms. Bolivar acknowledged receipt of the financial information.

Chief Financial Officer Report

Revenues:

YTD Revenues thru the month of February were \$18.1 M which was \$1.15 M favorable compared to budget due to:

- County Support was negative by (\$221k) due to a timing difference
- CIP Reimbursement was positive by \$1.9 M because it was unbudgeted
- Grant Proceeds were negative by (\$21k) and are not expected for the remainder of the fiscal year
- Branch Revenue had a negative variance of (\$518k) as revenues were lower than anticipated

Expenses:

YTD expenses thru the month of February were \$17.5 M which were (579k) unfavorable due to:

- Salary & Fringe had a favorable variance of \$816k because of various open positions
- Library Materials were positive by \$288k due to order reduction
- Operating Services & Supplies were positive by \$29k due somewhat to lower number of staff
- Computer software was negative by (\$21k) due to timing of computer equipment purchases
- Public Relations were positive by \$14k due timing of newsletter
- Travel was positive by \$4k varying directly with lower number of staff
- Building & Equipment was positive by \$122K due to less activity charged to South Bowie than anticipated (was charged to CIP)
- Utilities were positive by \$134k due to greater use of energy efficient equipment and mild winter
- Vehicles were (\$8k) negative due to timing.

- Dr. Wright asked for an explanation of this item. Mr. Corprew explained that this negative balance was due to this being the time of year in which funds are spent for servicing, maintenance and registration of the Library vehicles.

Net Surplus:

YTD net surplus thru the month of February was \$568k favorable primarily due to cost management initiatives, timing differences and various open positions.

Correspondence

- Lateefah Durant, Academic Dean, PGCPs – Career Academy: Invitation to the 2nd Annual PGCPs Career Academy Business Partner Breakfast, Wednesday, March 13th at the Greenbelt Marriott.
- Bradford L. Seamon, Chief Administrative Officer, Office of the County Executive: Request to attend the County Exec's briefing on the Proposed Operating & Capital Budgets for FY'14 on March 14, 2013 at the CAB.
- Fern Piret, Planning Director, M-NCPPC: A request for a review and comment of a draft *Public Facilities Needs Assessment*
- Stephanie R. Maxwell, Esq., CPM, Director PGC – Office of Human Resources Mgmt: OHRM is preparing to kick-off the Summer Youth Enrichment Program (SYEP). Enclosed are the guidelines and hiring agency information package. Also provided is a Host Site Interest Form to be completed and returned by February 28, 2013.
- Howard A. Burnett, Salvation Army Advisory Board Member: The Salvation Army of Prince George's County is seeking locations to place new small item donations containers. These containers will be emptied each day and properly maintained by the Salvation Army staff.
- Susan Benton, President & CEO Urban Libraries Council: Announcing & requesting participation in the 4th annual ULC Innovations Initiative.
- Preston D. Alderman, Jr., CPA, MBA, Director of Audit MSDE: MSDE acknowledges your notification and approves your selection of the certified public accounting firm of SB & Co., LLC to perform the FY'13 audit of PGCMLS.
- Obie Patterson, Chair Health, Education and Human Services Committee: FY 2014 Budget Worksession will begin with a staff review scheduled for Wednesday, April 3, 2013 @ 9:30 am; Subsequent to the staff review, the HEHS Committee budget worksession is scheduled for Monday, May 6, 2013 @ 10:30 am. All meetings will be held at the CAB, 2nd floor, Room 2027.
 - Dr. Wright asked if Board members support was needed at these sessions. Ms. Teaze explained the session procedure and when asked she suggested that the _____ session was the preferred one for Board support.
- Fern Piret, Planning Director, M-NCPPC: It is a pleasure to transmit to you the Preliminary Subregion 6 Master Plan and Proposed (zoning) Map Amendment. There will be a new joint public hearing before the County Council & the Planning Board on Monday, April 22, 2013 at 7pm in the Council hearing Room.

Director's Report

Kathleen Teaze reported:

County Executive's FY'14 Budget

Ms. Teaze attended the County Executive's budget presentation and received a copy of the FY'14 budget. She stated it was anticipated that the Library's budget would be cut by \$2.5 million but ultimately the amount was reduced to \$820,000. Ms. Teaze added that the next step is for the budget to be reviewed by the County Council after which the final amount could change. She expressed appreciation for the support of County residents, MCGEO and staff along with testimonies the public hearings.

Glenarden Branch

Ms. Teaze announced that the Glenarden branch will open on Monday, March 18. Staff have been working hard to get things together for the opening. No date yet for the grand-opening.

Staff Training Day and Employee Recognition

Training Day was held for all salaried staff on March 7, 2013 with the theme of Safety & Service. The program is attached. Jaleen Flippen, Training Coordinator, worked with a team to produce a well-organized, well-received, relevant day of workshops and informational sessions. 272 employees attended. Continuing Education credits will be given for those employees whose positions require certification.

Employee Merit Awards based on staff nominations (\$200 check and a certificate) were given to:

Moneik Frazier, Circulation Supervisor, Spauldings Branch
Yvonne Harris, Branch Manager, Surratts-Clinton Branch

Branch Management Reorganization

Five Area Managers have been selected, three whom are currently branch managers for PGCMLS. They are:

Victoria Johnson, currently Spauldings Branch manager, who will become Spauldings Area Manager;
Luis Labra, currently Bowie Branch manager, who will become South Bowie Area Manager;
Kelley Perkins, currently New Carrollton Branch manager, who will become Oxon Hill Area Manager.

Two external candidates were selected:

Blane Halliday-Bowie Area Manager
Catherine Hollerbach-Hyattsville Area Manager.

Blane will be coming to us from Collier County, Florida where he has been a branch manager for several years. Before going to Florida, he worked at the Enoch Pratt Library in Baltimore.

Catherine is coming from Anne Arundel County where she is manager of the Provinces Branch. She has over 20 years of experience in Maryland libraries.

MCGEO

1. Local 1994 is demanding negotiation regarding abolishing of Branch Manager positions as follows:
The Union is hereby invoking Article 25 "Governing Laws and Regulations" Section D "Job Classifications" of the collective bargaining agreement in regards to this week's PGCMLS abolishment of the "Branch Manager" job classification. The respective language states that "When a job classification is abolished, the Employer shall negotiate the effects of such abolishment on bargaining unit members with the Union."

2. The union is also requesting negotiation on any possible retirement incentive plan. On February 19, administration sent an email survey to all salaried staff to ascertain interest in retirement:
The survey consisted of 3 questions:

I am eligible to retire (based on age and/or years of service). YES or NO
I am eligible to retire but prefer to continue working as long as I am able. YES or NO
I am eligible to retire and I would retire effective July 1, 2013, if the following incentive was offered to me: (Fill in blank)

MCGEO objected to the survey, saying the following:

...direct dealing with the PGCMLS membership on mandatory subjects of bargaining, such as retirement incentive programs, constitutes as an unfair labor practice. Under normal circumstances, the Union would file a prohibitive practice charge against an employer for this type of violation. However, based on our conversation and past partnership, the Union believes to be the case that PGCMLS was not aware of the violation.

We will be setting dates for negotiations as soon as possible.

Public Services

- The Glenarden branch renovation is nearly complete; all but one staff (LA) have started to ready the branch for opening by weeding materials from storage before bringing boxes of books back to GL. Sufficient time has passed that some materials are outdated, but the quantity of new books held at CSF over the past six months will fill the available shelves when the branch opens.
- The branch was scheduled to open on March 11, but to ensure IT is able to install all computer equipment and install and train staff on new telephone equipment, 3/18 is more likely.
- The drive-up window at South Bowie will be available for the public on Monday, March 11.
- Theft is beginning to be a problem in branches and customers are complaining more. Some are pursuing issues with the police, but increasingly imply that the library is somehow responsible for lax security. We continue to talk with staff about being observant. We plan to train staff again on how to retrieve footage from cameras--and ensure branches have storage media on hand to save the footage.

Administrative Services

- AM is currently evaluating multiple proposals for three (3) e-Rate projects:
 - Providing fiber internet connections in all locations;
 - Adding network drops;
 - Installing VoIP (Voice Over Internet Protocol) telephone system.
- New lighted exterior signage (with our current logo and website address) was installed at Fairmount Heights, Glenarden, Greenbelt, Hillcrest Heights and Spaldings. The remaining branches with exterior signs will have their signs updated in the coming months.
- South Bowie now has a permanent occupancy permit and all change orders with the contractor have been completed.
- Fairmount Heights renovation is still held up in permitting.

Associate Directors' Report

Michael Gannon reported:

- The Library is preparing to sign letters of agreement with the vendors chosen for e-rate services. Found a Google reseller that will reimburse the Library 80 percent of its expenses for Google services.
- Thirty percent of the Laurel Library Replacement branch design is completed. There will be another Community meeting at the local Parks & Recreation Center, Sandy Spring Road on Thursday, March 21, 7:00 pm

Evelyn Tchiyuka reported:

- Additional details about Glenarden: Chad Stark, formerly at Hyattsville is the Branch Supervisor, Tamika Chiles and Donnette Randolph are returning to the branch. Nestor Diaz is a new staff member.
- Miranda Spivak reporter from the Washington Post attended a County budget hearing where she heard library supporters speak. She was so impressed by their enthusiasm that she decided to interview staff at Spaldings branch and wrote an article about the impact of County budget cuts on PGCMLS.

Requests to Address the Board

- Joe Hourcle`, an Upper Marlboro library patron, suggested devising a way for donated books and DVDs in mint condition to be added to the Library's collection. Ms. Teaze stated that adding books to the Library collection is a more complicated process than it seems. She suggested that Mr. Hourcle` could use the Library online catalog to find if a book is in the system and if so, contact Central Services. Ms. Teaze offered to discuss this matter further with Mr. Hourcle` at another time. Another issue raised by Mr. Hourcle` was security challenges caused by the parking being located in the rear of the Upper Marlboro branch.

Mr. Hourcle` expressed concern about how the area managers restructuring will affect Library services. Ms. Teaze explained that the restructuring was a result of a market analysis of the needs of the Library communities and how people are using the Library. The results evidenced that the restructuring would

improve and enhance the delivery of services to the. She explained further that there will be branch supervisors at the branch libraries who will communicate with the area managers regularly. Ms. Teaze also mentioned how the reduced monies from the County informed the restructuring.

Ms. Bolivar stated that the Library has been fortunate to have “wonderful and dedicated employees”; and that the goal during these tough economic times is to make sure the Library provides the same level of service as in the past. She went on to say that the Board is going to be closely watching this process and will be as responsive as possible to any questions or concerns of the Community. She encouraged Mr. Hourcle` to come back to the Board with any concerns and thanked him for those he raised at this meeting.

Committee Reports

NONE

Unfinished Business

NONE

New Business

- Approval of procurement (credit) cards for Robert Taylor, Facilities Manager (\$1000) and Robien Gossin, Central Maintenance (\$400) for the purpose of facilitating purchases - for information only

For The Good of the Order

- Ms. Teaze expressed appreciation for the Branch Manager’s many years of dedicated & excellent service. She emphasized that the administration will be working with them to choose the best option for their future. Ms. Bolivar reiterated the Board’s appreciation for the work of Library employees and directly thanked those staff persons present in the meeting.

Ms. Bolivar adjourned the meeting at 8:52 pm.

Prepared by the Executive Assistant

Respectfully Submitted By,



**Kathleen Teaze
Director**