

BOARD OF LIBRARY TRUSTEES MEETING

March 10, 2015 – 7:30.m.

New Carrollton Branch

Minutes

The meeting of the Board of Library Trustees was held on Tuesday, March 10, 2015 at the New Carrollton Branch.

Board Members Present

Sylvia Bolivar, President
Mark Polk
Dr. Christy Wright

Prince George's County Memorial Library Attendees

Kathleen Teaze, CEO
Michael Gannon, COO for Support Services
Michelle Hamiel, COO for Public Services
Robin Jacobsen, Director of Community Engagement
Catherine Hollerbach, West Area Manager
John Krivak – Hyattsville Librarian III
Jessica Freeman, Executive Assistant

Absent: Sam Epps, Rey Robles, Wanda Arrington, & Lamont Corprew

- Call to Order at 7:40PM
- Due to the Board of Library Trustees not being in quorum, the minutes from the February 10, 2015 meeting could not be voted upon.

- **PGCMLS Foundation Update – Mark Polk, Chair**

The Board of the Prince George's County Memorial Library System Foundation has been selected and will act in a trustee capacity. Rebecca Gitter – Vice-Chairman, Gloria Hairston – Secretary, Nicholas Jordan – Treasurer, Darryl Haley, John Seard, and Rey Robles make up the Board. The Foundation Board has created two committees for programming as well as events.

Foundation Board meetings are held on the first Wednesday of each month. The March 4th meeting was rescheduled to Wednesday, March 11th due to inclement weather. Mr. Polk invited the Board of Library Trustees, Kathleen Teaze – CEO, and the Ken Bryson – President of the County Friends of the Library to the March 11th meeting.

- **Chief Executive Officer Report**

Legislative Day – Annapolis – February 18, 2015

PGCMLS staff, led by Michael Gannon and Michelle Hamiel, participated in this educational event coordinated by Maryland Library Association. The team visited all 31 offices of the Prince George's County delegation and attended the evening reception. During Legislative Day, newer staff were introduced to the process.

2015 Legislation

Members of Prince George's County Friends of the Library groups have asked that the following bills be proposed:

1. HB 1153 – State Highway Administration-Signs along State Highways-Public Libraries
 - This bill mandates that standard signs directing people to library locations be placed on state roads. Supporters have been trying to get this done for many years but this is the first time legislation has been introduced.
 - Sponsored by Delegate James Proctor, Jr.
2. SB 0789 – Sales and Use Tax-Exemption-Nonprofit Organizations Authorized to Perform Auxiliary Library Services.
 - This bill exempts Friends of the Library groups from paying sales tax on money they raise through book sales or other types of sales.
 - Sponsored by Senator C. Anthony Muse

Budget Reconciliation and Finance Act (BFRA)

The CEO submitted written testimony in favor of the Budget Reconciliation and Finance Act (BRFA) that sets the rate of per capita State Aid to Libraries at \$14.27 for 2016. The current rate of per capita State Aid to Libraries at \$14.00 so an increase of \$.27 will be realized for the 2016 fiscal year. Libraries were supposed to receive an increase of \$1 per capita but this was decreased due to budget constraints.

Information Technology

Wireless Upgrade – A vendor, Force 3 of Crofton, MD, has been selected from the MEEC (Maryland Education Enterprise Consortium) to provide new Cisco wireless access points and perform the installation of throughout the library system at a cost of \$112,452.00. The installation will begin in March.

Server replacement – Dell Servers to replace end-of-life equipment have been received , racked, and are ready to be installed at the County Data Center.

Firewall replacements – Four firewalls have been ordered to replace end-of-life equipment and delivery is expected shortly.

Public PCs – IT has completed all the hardware upgrades for the public computers that were purchased with 2014 funds granted by County Council. 500 (roughly) computers were received from the county vendors and have all been installed in the branches.

Telephone Upgrades – The planned upgrade of outdated telephone equipment to VOIP (Voice Over Internet Protocol) is proceeding as branches are renovated. Much of the cost for the upgrade is reimbursable by E-rate funds.

Survey Summary Report

During the end of December through February, PGCMLS asked customers to participate in an online survey using the services of Counting Opinions LibSat. LibSat provides library managers ongoing information to assist in prioritizing and improving their library's quality of service. LibSat includes online surveys designed to enable Library systems to capture customer satisfaction information. This tool is meant to be utilized in an ongoing fashion to help determine ongoing satisfaction and to initiate change. Results from the surveys will also be utilized to encourage staff and increase customer service.

Overall, PGCMLS rated above average in many categories and did well in comparison to other libraries that

utilize the LibSat services. The survey will be posted on the website to gain more feedback from customers and the CEO will report on the survey findings to the Board of Library Trustees quarterly.

FY 2016 Budget

We received the first set of questions from Audits and Investigations, which reports to the County Council, regarding the budget. The County Executive has not yet passed the proposed budget to the Council. There will be public hearings on the budget. In April or May, PGCMLS meets with the County Council regarding the budget and by May 31st the Council is required to approve a budget.

Correspondence

The Board of Library Trustees did not have any questions with regard to the Correspondence Log.

- **Chief Operating Officers Reports: COO of Support Services – Michael Gannon**

Capital Improvement Projects (CIP)

The Board of Library Trustees referred to the Financials for budget updates on the CIP. CIP are currently within budget for the current fiscal year.

\$300K was initially provided to complete a feasibility study to determine the best location in District 7 for a new Library branch. These funds were then used to complete a feasibility study for the whole County (Langley Park, Brandy Wine, Bladensburg, in addition to District 7).

PGCMLS Lanyards

There was feedback from the branches indicating that children that were interested in using the computers, many times, did not have their Library card. In order to help children keep track of their Library cards, PGCMLS branded lanyards are being given out to elementary aged children.

- **Chief Operating Officers Report: COO of Public Services – Michelle Hamiel**

U.S. Passports

The Largo-Kettering and Accokeek staff has been trained. There have been some concerns that were brought to COO Hamiel's attention from the staff at Largo-Kettering who have gone to the Union with their concerns. The passport program is still scheduled to be piloted. On the passport applications, it is required that a property stamp is placed on the application to show where the application was received. The Largo-Kettering branch is awaiting their stamp.

Summer Meals

Still focused on the current school year, PGCPs has not yet made any decisions for their summer meals programming or locations. In the previous year they made their decision around the month of May.

West Area Update – Area Manager, Catherine Hollerbach

The West Area consists of the Hyattsville, New Carrollton, Mount Rainer, and Bladensburg branches. There is a large Hispanic population that this area serves with other diverse groups (French, Russian, Chinese, and the hearing impaired). Recently two librarians Vilma Sandoval – Sall and Maria Escobedo were featured in a Washington Post article about their efforts in teaching Spanish language computer classes. They will be presenting a workshop on helping job seekers at the State Library Resource Center conference at Pratt Library on March 19th.

Preparing for closing, the New Carrollton branch will host a Renovation Celebration on June 6th at 2 PM, to which the Board is invited. SRC signup outreach to schools will continue while the branch is closed as a mobile lab will be set up at Hyattsville during construction.

- **Meeting with the Union**

Ms. Bolivar has proposed to the Board that they meet with the Union on March 21st at 10:00AM at the Beltsville Branch.

- **Requests to Address the Board**

There were no requests to address the Board.

- **Unfinished Business/Agenda Items for Future Board Meetings**

1. Addition to Board of Library Trustees By-Laws
2. Approval of Revised PGCMLS Policies
3. Approval of increased rates for meeting room rentals
4. Approval of February 10th Board of Library Trustees Minutes
5. Report on Summer Meals for 2015 – Michelle Hamiel
6. Classification and Compensation Study Follow-up – Koven Roundtree
7. Disposal of vehicles – Michael Gannon

- **Adjournment: 8:51PM**

Prepared by the Executive Assistant

Respectfully Submitted By



Kathleen Teaze
Chief Executive Officer