



## Board Minutes

The meeting of the Board of Library Trustees was held on Monday, May 14, 2012 at the Administrative Offices.

### Board Members Present

Mark Polk, President

Dr. Alease "Christy" Wright, Vice President

Sylvia Bolivar

Rebecca Gitter

Michael Howard

### Staff Present

Kathleen Teaze

Larry Broxton

Lamont Corprew

Michael Gannon

Koven Roundtree

Evelyn Tchiyuka

### Absences

Samuel Epps

The meeting was called to order at 8:07 pm by Board President, Mark Polk.

## Minutes:

Mr. Polk acknowledged receipt of the April 9, 2012 board meeting minutes. Dr. Wright made the motion to approve the minutes as submitted; the motion was seconded by Mr. Howard. 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 projections in regard to cash flow are favorable.
- He referred to a new portion of the submitted financial report where CIP spending is delineated by project & branch providing a clearer picture of the activity in this area.

## Correspondence

Director Teaze referred the Board to the submitted correspondence log and noted the following correspondence:

- Letter from Gino Renne, President/International Vice Pres. of UFCW Local 1994 MCGEO, taking issue with Ms. Teaze statement, quoted in a recent Gazette article, about the loss of Sunday hours.

- Letter from Carolyn Cornelius, President of the Friends of Bladensburg, in which she expressed disappointment that the request for a waiver of the 60% fee paid to PGCMLS for book cart sales was not granted at this time.
- Letter from Donna Mason, Executive Director of the Human Services Coalition reminder of the renewal of membership.
- Letter from Preston D. Alderman, Jr., CPA, MBA,, Director of Audit for MSDE, advising that MSDE has scheduled a quality Control Review of the working papers supporting the audit report issued for PGCMLS for the fiscal year ended June 30, 2011 on May 30, 2012 @ 8:30 am at your office.

## Director's Report

### Kathleen Teaze reported:

- FY13 Budget – May 9, 2012 was the work session of the Health, Education and Human Services Committee of the County Council which was attended by the Director, Associate Directors and CFO. The County Executive's proposed budget is attached. I will report on the outcome at the Trustees Meeting.
- On April 30, 2012, County Council Chair Andrea Harrison, represented by Sandra Flowe, her Director of Public Affairs, issued a proclamation to the library system in honor of *National Library Week*. The ceremony took place at the Fairmount Heights Branch and was attended by the Mayor of Fairmount Heights, several Town Council members and members of the community.
- PGCMLS began a trial of a new e-book vendor, *Freading*, which offers a different downloading platform and which allows access to the entire catalog for all cardholders. This means that holds are not necessary because each title is available to unlimited borrowers.
- There is a significant increase (approximately 500%) in the number of customer downloads of Library materials since 2008. Most of which has occurred in the last year.
- We have launched a new survey of website visitors for 2012 as required by our Long Range/Strategic Plan (see M. Gannon's report below).
- Several staff members attended the Maryland Library Association & Delaware Library Association joint conference last week. There were a number of good sessions where the discussions were about the future trends in library services.

## Associate Directors' Report

### Michael Gannon reported:

- The purpose of the customer survey on the website is to gather data (i.e. services customers use, frequency of visits to libraries, quality of service, etc.) to assist in improving services and planning for the future. It will run for about 6 weeks. The data will be exported into an EXCEL spreadsheet.
- In line with the Strategic plan goal to increase e-commerce, the Library has deployed credit card swipers at every branches' circulation station. The statistics show a marked decrease in self-checkouts which implies greater use of the swipers.

- PGCMLS was written up in the electronic edition of *American Libraries* March/April 2012 issue. The Spauldings branch's newly expanded children's area with its large children's programming room housed behind a barn façade was featured in the article, *Small Projects – Big Impact*.
- Update on Facilities: The bidding process for the Glenarden branch renovation will begin soon. When the Hillcrest Heights branch reopens, Glenarden will close. Unofficial word received that the state capitol grant for the renovation of the Beltsville branch has been approved. Received grant money for the *Art in Public Places* project in the South Bowie branch and the opening of the branch is still on target for September 2012.

**Evelyn Tchiyuka reported:**

- May is the month in which performance appraisals are due. Public Services has been busy with the completion of them.
- She presented an overview of how the staffing demands are met during the closing of branches.
- As a result of his outstanding rap performance for the Radical Readers' event, Tray Chaney, from the HBO show, *The Wire*, was invited to perform at the MLA/DLA Joint Annual Conference. He also performed a new rap on bullying. He was well received. Mr. Chaney expressed his appreciation of PGCMLS for the opportunity and for introducing him to this area of work. He is scheduled to conduct an acting workshop for Tweens/Teens at the Oxon Hill branch, July 7.

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

**Larry Broxton reported:**

- Author events: Walter Mosley will be at the Oxon Hill branch on Saturday, May 26, 2012 2 pm.; In discussion with authors, Leonard Pitts, Jr. and Wes Moore for book signing/discussion events in August.

## **Senior Administrator for Human Resources Report**

**Koven Roundtree reported:**

- Jaleen Flippen, Training Coordinator, is doing a fantastic job and is generating some excitement about training. She has created a training newsletter (shared with the Board) to increase communication on available training.

## **Requests to Address the Board**

NONE

## Committee Reports

### Nominating Committee

- Ms. Gitter reported that the Board met with some applicants for the vacancy on the Board. Only one of them was chosen as candidate. Three candidates are the required for submission to the County Executive. The application process will be reopened, with no closing date, to making it an ongoing process.

### Unfinished Business

- Ms. Bolivar made the motion to merge the Budget & Audit Committees. The motion was seconded by Ms. Gitter. The board vote to do so was unanimous.
- Ms. Bolivar made the motion to issue procurement cards in the amount of \$2,500.00 to the Chief Financial Officer, Lamont Corprew, and the Senior Administrator for Human Resources, Koven Roundtree, respectively, for the purpose of facilitating purchases. Dr. Wright seconded the motion and the approval was unanimous.

### New Business

- The Board set the initial FY'13 board meeting dates as follows:

Thursday, July 12, 2012  
Thursday, September 13, 2012  
Thursday, October 11, 2012  
Thursday, November 8, 2012  
Thursday, December 13, 2012

Mr. Polk adjourned the meeting at 8:29pm.

**Prepared by the Executive Assistant**

**Respectfully Submitted By**



**Kathleen Teaze  
Director**