

# Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, May 14, 2013 at the Hillcrest Heights Branch.

## Board Members Present

Sylvia Bolivar, President

Wanda M. Arrington

Cormekki B. Whitley

Rey Robles

Alease "Christy" Wright, Vice-President

## Staff Present

Kathleen Teaze

Michael Gannon

Evelyn Tchiyuka

Lamont Corprew

## Absences

Samuel Epps

Mark Polk

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

The Board meeting was called to order at 8:00 pm by Board President, Sylvia Bolivar. She welcomed two new board members to the Board, Ms. Wanda M. Arrington and Ms. Cormekki B. Whitley.

## Minutes

Ms. Bolivar acknowledged receipt of the April 9, 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

### Chief Financial Officer's Report April 2013

#### Revenues

**YTD Revenues thru the month of April were \$23MM which was \$1.86MM favorable compared to budget due to:**

- County Support was favorable by \$221k due to a timing difference
- CIP Reimbursement was positive by \$2.3M because it was unbudgeted
- Grant Proceeds were negative by (\$10k) due to lower utilization of the CIG from the State
- Branch Revenue had a negative variance of (\$618k) as revenues were lower than anticipated

#### Expenses

**YTD expenses thru the month of April were \$22.2MM which were (\$1MM) unfavorable due to:**

- Salary & Fringe had a favorable variance of \$761k because of various open positions
- Library Materials were positive by \$420k due to order reduction
- Operating Services & Supplies were unfavorable by (\$218k) due to higher risk management insurance activity
- Computer software was negative by \$10k due to timing of computer equipment purchases

- Public Relations were positive by \$23k due timing of newsletter
- Travel was positive by \$2k which was less than anticipated
- Building & Equipment was positive by \$162K due to less activity charged to South Bowie than anticipated (was charged to CIP)
- Utilities were positive by \$185k due to greater use of energy efficient equipment and mild winter
- Vehicles were also (\$11k) negative due to greater fuel and parts
- Capital Outlay was unfavorable by (\$2.34MM) because it was unbudgeted

**Net Surplus**

**YTD net surplus thru the month of April was \$848k favorable primarily due to cost management initiatives, timing differences and various open positions.**

**Correspondence**

- Earle L. White to Honorable Rushern Baker, III, County Executive . - As a taxpayer & former member of the PGCMLS Board of Library Trustees, I am writing to say... the proposed cuts of 15 percent to the county's allotment to the library's budget is much too drastic and would mean closing libraries; With this century being designated the age of information, STEM, and emphasis on preparing youth for competition in the digital world, we need to add more funds and resources to our libraries
- Honorable Rushern L. Baker, III, County Executive to Senator Ramirez - I am writing in response to your February 27, 2013 letter regarding renovations at the Bladensburg Library. During our FY 2013 budget season, The County in collaboration with the Memorial Library System created a new project in our CIP that will design and construct a new Bladensburg Library.
- Theresa M. Grant, Acting Director Department of Family Services - I am writing to inform you that Judy M. Dubose, PhD has resigned her position as Division Manager Department of Family Services, Children, Youth & Families Division and as Director of the Commission for Children, Youth & Families also known as the LMB.
- Barbara M. Jones, Executive Director Freedom to Read - Thank you for your \$35.00 donation to the Freedom to Read Foundation.
- Robert G. Ames, Venable LLP - As requested in your letter of April 12 2013, we have transferred your files to Maurice Baskin of Littler. We have accordingly noted in our records that Venable LLP's representation on your behalf has ended.

**Director's Report**

**Kathleen Teaze reported:**

***Budget FY14***

The final hearing on PGCMLS FY14 Budget was held on May 6. A copy of my remarks is attached. Administration and Board Vice-Chair Christy Wright attended. Council members expressed their support for libraries and indicated that they should do better with funding. We expect to have further discussion about whether the Council will add to the proposed budget. They have asked for the cost of restoring Sunday hours and we have provided that. (See attached.)

***Public Services***

Transforming Neighborhoods Initiative:

The Langley Park project is going forward. The plan is to install shelving and create a "library" at the Langley Park Community Center. PGCMLS will be taking duplicates and good condition weeded books (mostly children's) to the Community Center and plan to present a weekly story time.

***Administrative Services***

- Materials Management Transition: With the imminent retirement of the Chief of Materials Management and the retirement of the assistant, a transition plan has been developed. Some duties are being realigned, such as the cataloging staff taking on interlibrary loan duties.
- Two vendors, 3M and Baker & Taylor, demonstrated their e-book products on 4/19/13 (both products are integrated with Polaris). Baker & Taylor's Axis 360 was chosen as a vendor for several reasons: availability of Scholastic titles, ADA compliance, ease of selection and better price.
- Steve Dutky and I met with Lakisha Pingshaw (County Cable TV Administrator) and Shivani Gandhi (I-Net Project Manager) on 4/25/13 where it was officially stated that the Library falls under the County as a user of the I-Net and the County would not let the Library be evicted from it. We will be meeting next month to discuss connecting the South Bowie branch to the ICBN which runs down Central Avenue.
- The IT staff met with G-Security on 4/29/13 to begin the assessment and discovery process for the department.
- IT purchased a new Polaris production server. They will migrate the current production server to become the training server and retire the current training server which has reached its end of life.
- CM received 129 new service requests and closed 71 service requests in March. CM also performed 174 preventative maintenance jobs and other work projects.
- Reference USA e-resource was renewed at \$10,000 cost savings.
- The following e-resources were not renewed based on cost, usage and duplication of features: *S&P's Net Advantage*, *Ancestry Library* and *Mitchell 1*.

### **Human Resources**

- **Supervisory Training** is being developed by Jaleen Flippen, Training Coordinator. Leadership training is in place but a more in-depth program supervisory training is being developed for those desiring a management role or new supervisors. This may include outside speakers or trainers; a budget is being prepared for that aspect of the training as well.
- **Job Descriptions and Evaluation Tool** – We received a very good number of responses to the Position Description Questionnaire and the Performance Evaluation Survey. The Executive Team and Work Team met with the Singer Group on April 22nd to review the questionnaires and provide feedback that the Singer Group can use to develop the position descriptions. The Singer Group was very happy with the outcome. The next meeting of the Work Team will be in June.
- **Union:** Our labor attorney, Maury Baskin and Koven will be working with the Union on the effects on the staff when the Branch Manager position was eliminated. We must provide the union with documentation on the scope of work for the Area Manager position and the Librarian III and Librarian II positions.

### **Associate Directors' Report**

#### **Evelyn Tchiyuka:**

- Announced that PGCMLS is one of the Mid-Atlantic Region libraries participating in the 2013 Library of Congress' National Book Festival Summer Writing Contest, "A Book That Shaped Me". This contest encourages 5<sup>th</sup> & 6<sup>th</sup> graders to reflect on a book that has made a personal impact on their lives. The winners are honored at the Library of Congress National Book Festival in September on the National Mall.
- As part of the partnership with Park & Planning (M-NCPPC), the Library will take the Summer Reading program into the community centers run by M-NCPPC. The first location will be Langley Park.
- She introduced Kendra Harris, Librarian in Charge at Hillcrest Heights (HH) and commended her for doing an outstanding job in programming at the branch.
- Library staff have been sent to the County's Transforming Neighborhoods Initiative (TNI) meetings in their respective areas to promote the library's services.

#### **Michael Gannon:**

- Spoke about the renovations made in HH and pointed out the interactive station built by the Library's central maintenance crew. He encouraged those in attendance at the meeting to tour the building.
- The architects for the Laurel library project recently submitted a schedule. They expect the groundbreaking to be in March 2014 and the building to be completed by May 2015. All depends on the County's procurement process.
- On Monday, May 20, the RFP for the Fairmount Heights branch will be released. Bids are due by June 3. The branch will be closed mid-June for six months.

## Requests to Address the Board

- Barbara Simon, President of the Friends of the Library (Prince George's County) reported on the advocacy of the Friends locally and at the county and state levels for more funding of libraries. She said that she changed her strategy at the April hearing by speaking about the increase in Library funding in Montgomery County and in DC. Areas that, like Prince George's County, are experiencing fiscal challenges. Ms. Simon also mentioned the adjustment of the Friends' to working with Area Managers (who are responsible for several branches) as opposed to individual Branch Managers, who were responsible for one branch. She added that she is looking forward to developing a Friends group for the South Bowie branch.

Ms. Bolivar thanked Ms. Simon for the work of the Friends across the County and its impact on the County Council's budget hearings.

- Diana Comiso, Chairman of the Philippine Nurses Association of Metropolitan DC (PNAMDC), presented a proposal wherein the Board of Library Trustees would recognize the "dedicated member nurses for their over 40 years of community services with the installation and dedication of a plaque to PNAMDC in the Oxon Hill branch library conference room.

Ms. Bolivar thanked the members of PNAMDC for attending the meeting. She expressed appreciation for the work they do in the community. She stated that the Board will seriously consider their request and will ask Library staff to research how other Library system's handle these kinds of requests with the intention of establishing a policy. Ms. Bolivar said the Board would have a decision in the near future. She also spoke about the welcomed opportunity for the Library to partner with PNAMDC.

## Committee Reports

Nominating Committee update – the County Council's approval of the two new board members.

## Unfinished Business

- The Board of Library Trustees Retreat is under discussion. It will be a half day and will be scheduled within the next six months.

## New Business

- The request from the Philippine Nurses Association of Metropolitan DC (PNAMDC)

Ms. Bolivar announced that the next board meeting will be at the Glenarden branch library on June 12, 2013 (correct date June 11, 2013) and that the July meeting will be at the Accokeek branch. She explained that the meetings are being held at various branches to give the community more opportunity to express their concerns to the Board.

- Proposal for limiting cash payments of fines and fees to 3 branches-Oxon Hill, Bowie, Hyattsville. –Information only

Ms. Teaze explained that this proposal is a part of the strategic plan goal for the Library's conversion into e-commerce. Currently considerable time and staffing is involved in processing the cash transactions in the

branches. E-commerce is much less labor intensive. She noted that in 2010 credit card transactions were implemented for payment of fines and fees and the volume of the use of them has been significant. This proposed change will be more efficient and accurate.

Ms. Bolivar adjourned the meeting at 8:51 pm.

**Prepared by the Executive Assistant**

**Respectfully Submitted By,**

A handwritten signature in black ink, appearing to read "Kathleen Teaze", is written over a light gray rectangular background.

**Kathleen Teaze  
Director**