

Board Minutes

The meeting of the Board of Library Trustees was held on Thursday, November 8, 2012 at the South Bowie Branch.

Board Members Present

Mark Polk, President

Dr. Alease "Christy" Wright, Vice President

Sylvia Bolivar

Samuel Epps

Michael Howard

Rey Robles

Absences

Rebecca Gitter

Staff Present

Kathleen Teaze

Larry Broxton

Lamont Corprew

Michael Gannon

Koven Roundtree

Evelyn Tchiyuka

The Board entered into an executive session at 7:35 pm.

The Board meeting was called to order at 8:42 pm by Board President, Mark Polk. He apologized for the late start of the meeting explaining it was due to an executive session in which some important matters were discussed that may affect the Library System.

Minutes

Mr. Polk acknowledged receipt of the October 11, 2012 Board meeting minutes. Dr. Wright made the motion to approve the minutes as submitted; the motion was seconded by Mr. Epps. The minutes were approved by a unanimous vote.

Financial Statement

Mr. Polk acknowledged receipt of the financial information.

Chief Financial Officer Report

Mr. Corprew noted that the submitted financial statements were for both September & October 2012.

Correspondence

NONE

Director's Report

Kathleen Teaze reported:

- The County has revised the Budget Proposal process for FY14, requiring more reporting up front, information on how PGCMLS is helping to meet the County Executive's Transforming Neighborhoods Initiative goals, as well as shortening the time frame by one month. Our final proposal is due to the County on November 19. The assumptions for FY14 are that we must provide a flat budget, along with a proposal of how we could cut 5% of the County contribution without affecting core services. Ms. Teaze referred to the strategic goals outlined in the budget proposal performance measures submitted to the County Office of Management & Budget.

- We will be revising our Position Descriptions and Performance Evaluation tools that were last revised in 2006. This should be completed by June 30, 2013 and is the first step toward an updated compensation study.

Associate Directors' Report

Evelyn Tchiyuka reported:

- There was an enormous turn-out for early voting at the Bowie & Oxon Hill branches. However, the staff did a good job in managing the crowds while providing routine services also.
- Commended staff for their tireless efforts and diligence in preparing for the opening of South Bowie Branch.

Michael Gannon reported:

- Recognized all of IT and the maintenance staff who were at South Bowie prior to the opening for their work to ensure the computers/services and the facility were ready. He added that staff from Materials Management contributed to the effort by assisting in getting the books shelved.
- The next project is the Laurel Branch Library replacement project. Grimm & Parker have been retained as the architect. This firm has done over 24 public libraries including Miller in Howard County, Crofton in Anne Arundel County and Perryville in Cecil County. He will be meeting with them to work on the architectural design.

Mr. Polk applauded Mr. Gannon for a job well-done on the South Bowie Branch project and complemented him on the spectacular design of the branch. Mr. Howard added that he had the opportunity to speak with some of the patrons prior to the meeting and they offered rave reviews off the facility.

Public Relations & Marketing Office Report

Larry Broxton reported:

- The opening of the Journey Stories exhibit is scheduled for December 6 at the Oxon Hill branch. He anticipates receipt of 23 pieces from local artist Curtis Woody for exhibit. It will be shown along with the Smithsonian Institute exhibit and recently added exhibit from Parks & Planning.

Requests to Address the Board

- Mr. Rosario Ido, President of the Citizens Association of South Bowie and one of the early petitioners for a South Bowie branch library, expressed his appreciation to the Board for the new branch. He also provided some historical background on the group's effort.

Committee Reports

Mr. Polk reported that the Nominating Committee will be meeting with applicants for the Board in a couple of weeks.

Unfinished Business

- The Board approved the 2012 audited Financial Statement completed by SB & Company.

New Business

- The Board approved the request to keep the Oxon Hill Branch open later on Thursday, Dec. 6, 2012 for the Journey Stories exhibit reception.
- Anne-Marie Ramsey, Accokeek Branch Manager, presented an overview of the Home School program. She stated that the number of home-schoolers in the County has increased markedly over the past decade. She started working with them about 11 yrs. ago. She presented some reasons many parents are choosing to the home school option, i.e. religion, personal safety, to relieve stress and the flexibility in scheduling school sessions. Some added that the advantages of home schooling are the opportunity for children to work more on particular areas of interest, improved parent-child relationships, and creates a greater appreciation on the part of parent for their children's learning style. Ms. Ramsey also talked about the fact that home-schoolers can learn anywhere; vacations and grocery store trips can be translated into a learning experience. She explained that she got involved with home schooling at the request of a parent who wanted to bring a group to the Library for a book discussion. It was very successful and grew from there. Ms. Ramsey had a picture display of the book discussion groups and samples of the crafts they do as illustrations.
- The Board voted to schedule the board meetings for the first quarter of 2013 on the second Thursday of each month (January 10, February 14, March 14).

Mr. Epps asked a question about the Library's policy regarding opening in weather emergencies (in light of the recent storm, Sandy). Ms. Teaze explained that she had been on a conference call with the County's emergency management office on which she informed them that because the main issue with this storm was electricity, she didn't think the Library would be open. In fact, because of the prediction of severe weather, it was decided that the Library would close on that Monday & Tuesday (October 29 & 30). She added that in the case of electrical outages in the branches, there was little the Library can do. However, there are plans in the future to include a generator in the Laurel project that would be large enough to be used by the community. Mr. Gannon clarified that in discussion with the architects he learned that it would take a generator the size of a tractor trailer truck to provide enough power for lights, air conditioning, computers, etc.; which is not affordable. Consequently, under consideration are generators that would power the lights in the rest rooms, meeting rooms and areas where customers could charge their devices. The cost of which would be added into the CIP budget.

Mr. Polk thanked everyone for supporting the Library by voting for capital improvements funding in the November election. He also introduced the new board member, Mr. Rey Robles.

Mr. Polk adjourned the meeting at 9:12 pm.

Prepared by the Executive Assistant

Respectfully Submitted By,



**Kathleen Teaze
Director**