

Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, October 8, 2013 at the South Bowie Branch.

Board Members Present

Sylvia Bolivar, President
A. J. Christy Wright, Vice-President
Sam Epps
Mark Polk
Rey Robles
Cormekki Brown Whitley

Staff Present

Kathleen Teaze
Michael Gannon
Evelyn Tchiyuka
Koven Roundtree
Lamont Corprew

Absences

Wanda M. Arrington

The Board held an executive work session at 7:30 pm to discuss personnel matters.

The Board meeting was called to order at 8:17 pm by the Board President, Ms. Bolivar.

Minutes

Ms. Bolivar acknowledged receipt of the September 10, 2013 Board meeting minutes. Dr. Wright made the motion to approve the minutes. The motion was seconded by Ms. Brown Whitley. The minutes were approved by a unanimous vote.

Financial Statement

Ms. Bolivar acknowledged receipt of the financial information.

Chief Financial Officer Report

September 2013

Revenues

YTD Revenues thru the month of September were \$6.7MM which was (\$108K) unfavorable compared to budget due to:

- County Support was negative by (\$179K) compared to budget because of short payments
- CIP Reimbursement was positive by \$231K because it was unbudgeted
- Grant Proceeds were zero YTD
- Branch Revenue had a negative variance of (\$161K) as other revenues were lower than anticipated

Expenses

YTD expenses thru the month of September were \$5.6MM which was \$1.2MM favorable due to:

- Salary & Fringe had a favorable variance of \$965K because of various open positions
- Library Materials were positive by \$277K due to less purchases than anticipated
- Operating Services & Supplies were favorable by \$20K due to new contract for security services resulting in lower cost

- Computer software was negative by (\$23K) due to higher cost of software licensing & support
- Public Relations were positive by \$20K due reduction newsletter expenses
- Travel was negative by (\$7K) due to higher dues payments than estimated
- Building & Equipment was positive by \$19K due to a contractual reduction in the cost of service for yard maintenance and timing of other costs
- Utilities were positive by \$63K due to lower use of electricity
- Vehicles were negative compared to budget by (\$4K) due to higher fuel & oil cost
- Capital Outlay was unfavorable by (\$108K) because CIP projects are not budgeted and the timing of vehicle and equipment purchases

Net Surplus

YTD net surplus thru the month of September was \$1.1MM favorable primarily due to cost management initiatives; various open positions slightly offset by lower revenue.

Correspondence

- Dr. Wright asked for clarification on the letter from Jeannelle Branson Wallace, City Manager, City of Mount Rainier in which there was a request from the Mayor and City Council that the PGCMLS Hyattsville Library Redesign Project 2014-2015 be halted so that the offices of Council members Campos and Olson develop a plan for seeking community input.

Ms. Teaze explained that in addition to the above she received letters from the Mayors of Hyattsville and University Park with similar requests. She referred to her report in which she addressed these requests:

After the first of several planned public input meetings (August 13, 2013) on the program and design of the replacement Hyattsville Branch, a number of community residents decided to request that more public input sessions be held before any decisions are made about the replacement library.

These concerns appear to be:

- the perception that the public had no role in deciding whether the building should be renovated or replaced.
- that there be an adequate print collection
- that the flying saucer be saved
- that the architects respect the character of the community (architecturally).

A Hyattsville City Council Member, Bart Lawrence, met with County Council Member Campos to request that the project planning be put on hold so that the community would have a chance to give more input. Councilmember Campos scheduled several meetings with me and representatives of county government including Central Services, the County Executive's office and Delegate Martha Washington to discuss alternatives. The consensus has been that Councilmember Campos will work with Delegate Jolene Ivey to create a working committee that will work with the architect for the project; and that committee will be the conduit for information about the Hyattsville library. Councilmember Campos expects the committee to be named by the middle of October and so that it can work between November and January.

Ms. Bolivar recommended that when the Committee is established that a letter go out to the various municipalities informing them.

Mr. Epps noted that the Laurel community underwent a similar process for the Laurel branch redesign project and ultimately, it was effective.

Director's Report

Ms. Teaze referred the Board to her written report and noted the following:

- **Policies Pending Legal Opinion**

The newly approved policies on Donations of Art and of Naming of Branch Libraries and Areas of Branch Libraries were sent to the Library System's attorney who verified their sufficiency on October 1, 2013.

- **MCGEO**

Negotiating sessions have begun are tentatively scheduled for October 8 (today), October 28 and October 30.

- **Meeting Rooms on Sundays**

In the past the library system has not opened our meeting rooms in Sunday branches for two reasons: there are fewer staff to monitor the use of the rooms and the added pressure on parking lots which are already taxed because only 3 branches have Sunday hours.

It was brought to the Library's attention that we might not want to continue this policy. There is also the possibility of getting county funds to open more branches on Sundays which would make the parking issue less of a problem. After further consideration, I recommend that we open the meeting rooms for use on Sundays from 1-5 pm.

Associate Directors' Report

Evelyn Tchiyuka reported:

- In response Ms. Bolivar's inquiry about the Affordable Care Act program at Oxon Hill, Ms. Tchiyuka explained that the Library is working with the "Navigators" from the Sponsored by the Montgomery County Regional Service Centers and the Montgomery County Department of Health and Human Services to ensure an effective response to the concerns of attendees. She added that there are other agencies who wish to partner with the Library to get the information out to the public.
- The Youth Services Coordinator, Rachel Zukowski began working on Monday, October 7. Her primary focus is early & adult literacy. She is in training this week at the Child Resource Center with experts in literacy. This will augment her already solid background in this area and the position will broaden the Library's current efforts in literacy.

Michael Gannon reported:

- The new Chief of Materials Management, Lynn Stonesifer has also started her tenure with PGCMLS.
- The permit for the Beltsville Renovation will be granted once a third party inspection is completed. The branch will be closed sometime in November.
- He met with the Office of Central Services Procurement Division and they plan to have Laurel project out to bid in November.

Requests to Address the Board

- Tamika Gaskins, Largo-Kettering Library Associate, asked if meeting/conference rooms are opened on Sundays, would there be adequate staff to meet customer requests for setup and clean-up. Mr. Gannon responded stating that there will be buildings and grounds staff working on Sundays.

Committee Reports

- Ms. Whitley reported that the Finance Committee has reviewed the draft of the audit for FY'13 ending June 30, 2013. She made a motion that the audit be approved as presented. Mr. Epps seconded the motion and it was approved with a unanimous vote.

Unfinished Business

- The Board approved a change in Standing Committees that separates Personnel & Policy into two committees: Personnel Committee and Policy Committee.
- The Board voted to cancel the regular November 2013 meeting in favor of a Saturday work session on November 2, 2013 (location TBD) to discuss FY'15 budget, committee charters, and other items.
- The Board voted to decline the request from the Prince George's County Arts & Humanities Council to accept for permanent exhibit 23 art works by Curtis Woody entitled *A Struggle for Dignity: An Exploration of Slavery and Emancipation* in accordance with the PGCMLS Policy on Donation of Art. However, the Board will work with the Arts & Humanities Council & Councilmember Patterson to find a more suitable venue for the exhibit.
- Mr. Epps volunteered to serve on the Task Force to Study Locating Businesses in Libraries in Prince George's County-Pursuant to House Bill 1146, Chapter 669.

New Business

- The Board discussed the idea of holding an annual Board of Library Trustees Retreat and decided to finalize the logistics at the December 10 board meeting.
- The Board approved the opening of meeting/conference room reservations in the branches that have Sunday hours-Hyattsville, South Bowie and Oxon Hill.

AGENDA FOR THE NEXT BOARD MEETING – DECEMBER 10, 2013

- Formalize the appointment to the Task Force to Study Locating Businesses in Libraries in Prince George's County-Pursuant to House Bill 1146, Chapter 669.
- Report on November 2nd work session.
- Follow-up on effort with Councilmember Patterson for locating a venue for the Curtis Woody exhibit.

The Board acknowledged the resignation of Evelyn Tchiyuka, Associate Director for Public Services. They commended her for her outstanding professionalism throughout her career and especially during the challenging period when she served as Interim Director.

Ms. Bolivar adjourned the meeting at 9:20 pm

Prepared by the Executive Assistant

Respectfully Submitted By,



**Kathleen Teaze
Director**