



PRINCE GEORGE'S COUNTY
MEMORIAL LIBRARY SYSTEM

BOARD OF LIBRARY TRUSTEES MEETING

June 9, 2015 – 7:30 p.m.

Oxon Hill Branch

Minutes

The meeting of the Board of Library Trustees was held on Tuesday, June 9, 2015
at the Oxon Hill Branch.

Board Members Present

Sylvia Bolivar, President
Dr. Christy Wright, Vice President
Samuel Epps
Mark Polk
Rey Robles

Prince George's County Memorial Library Attendees

Kathleen Teaze, CEO
Michael Gannon, COO of Support Services
Michelle Hamiel, COO of Public Services
Jim McGill, Interim CFO
Koven Roundtree, Director of Human Resources
Dereje Saunders, Controller
Steve Valentich, Central Maintenance
Jessica Freeman, Executive Assistant

- Welcome and Call to Order: 7:30PM
- The vote to approve the May 12, 2015 Board of Library Trustees Meeting Minutes was tabled until the July 2015 Board of Library Trustees Meeting.
- **PGCMLS Foundation Update – Mark Polk, Chair**
The monthly PGCMLS Foundation Board met on Wednesday, June 3, 2015 at the PGCMLS Administrative Offices at 7:00 P.M. The meeting included discussion the Foundation's initial events and planning.
- **Nomination Committee – Sam Epps, Nominations Chair**
Mr. Epps would like to meet with his fellow Board members during the Executive Session, following the Board of Library Trustees meeting, to coordinate schedules and have interviews scheduled in late June.
- **Chief Executive Officer Report – Kathleen Teaze, CEO**
FY 2016 Budget

County Council approved a budget on May 28, 2015 and it appears that PGCMLS' budget was approved as presented by the County Executive. After the vote was taken, the Chair, Mel Franklin made a statement

about the budget that was approved. He stated that the Council was going to consider legislation that would guarantee that 50% of revenue from video gaming at MGM, up to \$25 million would be directed to public education-schools, community college and library.

Information Technology

Improvements in the realm of Information Technology are underway.

- PGCMLS’ firewall was replaced on May 29, 2015
- Branch homepages have been launched and the transition to the new system wide PGCMLS website is scheduled to occur on June 15th
- Following the launch of the PGCMLS website, a mobile app will be launched that will replace the current OWLiLibrary app.

Administrative Offices move to Largo Branch

The IT and Materials Management departments moved back to the Largo location during the week of June 1. The rest of administration, including Public Services, Digital Services, Finance, Human Resources, Support Services, Public Relations, Outreach and CEO’s office, will move the week of June 15.

Laurel Branch Groundbreaking

At least 50 people attended the May 27, 2015 groundbreaking for the new Laurel Branch. Speakers were Council Member Mary Lehman and County Executive Rushern Baker. A contingent of Friends of the Laurel Library was there, as was the President of the County Friends, Ken Bryson. Christy Wright and Sam Epps represented the Board of Library Trustees.

Maryland Health Prince George’s County Connection Award

On May 26, 2015 PGCMLS was given a Partner Award for our participation in the open enrollment efforts of the county to increase the number of people insured under Affordable Care Act. PGCMLS provided secure access to self-enrollment for many residents with little or no access to computers. The Prince George’s County, Maryland Health Connection’s goal was initially to enroll 33,900 residents. With the help of the Library system providing computer and internet access for residents, 82,000 residents were enrolled.

Correspondence Log

The Board of Library Trustees did not have any questions regarding the Correspondence Log.

• **Chief Financial Officer Report – Jim McGill, Interim CFO**

CEO Teaze introduced the Acting CFO, Jim McGill to the Board of Library Trustees. Mr. McGill requested feedback from the Board members on how their preferences on Financials reporting. The Board members will provide any questions or comments to Jessica Freeman, Executive Assistant, to be provided to Mr. McGill.

With regard to the Operating Budget, the net result is about \$404K favorable to budget. Revenues were \$22.3M, only slightly behind the budgeted amount.

- County Support, State Appropriation and County Correctional Center revenues were as budgeted.
- Branch Revenues were lower than budgeted because overdue fines were lower than anticipated, slightly offset by better than budgeted receipts for meeting rooms, parking space fees and other branch revenue
- Other Revenues were higher than budget due to higher E-Rate Rebate, interest income and non-budgeted loss recovery

Expenses were \$21.6M compared to the budgeted amount of \$22.0M, favorable by about \$420K. Some significant particulars:

- Salary expenditures were lower than budgeted by \$729K attributable to open positions and new hires at lower salaries; fringe benefits were slightly unfavorable due to higher hospitalization, prescription and retirement and pension expenses moderately offset by lower workers compensation and FICA expenditures
- Computer software was lower than budgeted by \$52K
- Travel, Training & Membership was higher than budgeted by \$61K primarily due to increases in training and dues & subscriptions, and in part attributable to the timing of the actual expenses during the year
- Building & Equipment was higher than budget by \$151K due primarily to higher building repair & maintenance, cleaning supplies and equipment rental & maintenance with the variance to some degree also due to timing of the expenses
- Utilities were favorable due to a significantly lower use of electricity which resulted from the use of power saving LED light system in some branches

Dr. Wright questioned why PGCMLS is carrying a positive sum of \$404K. Mr. McGill and CEO Teaze explained that the positive balance is primarily due to the current unfilled positions.

- **Chief Operating Officer of Support Services Report – Michael Gannon, COO of Support Services**

COO Gannon referred the Board of Library Trustees to his written report but relayed information regarding a few topics to the Board.

- On Monday, June 15th there will be a community meeting at the Hyattsville Branch to unveil the new Hyattsville Library design to the public with the help of the architect who will be in attendance.
- The New Carrollton renovation project should be up for bid through the County within a week.
- An architect has been selected for the Surratts-Clinton renovation project.
- PGCMLS was awarded a grant to renovate the Bowie Branch in late FY 2016.
- Bladensburg, Langley Park, and District 7 are all still in negotiations.
- COO Gannon provided the Board members with samples of the marketing campaign for the Summer Meals program, Beanstack, and the Digital Media Club at Fairmount Heights.

- **Chief Operating Officer of Public Services Report – Michelle Hamiel, COO of Public Services**

Summer Meals

We have partnered with Baltimore Family League. Meals will be served Monday thru Friday beginning June 29- August 21, 2015 in the following locations:

Lunch Schedules

Beltsville Branch (301-937-0294)

4319 Sellman Rd., Beltsville MD 20705

Lunch: 2 pm

Fairmount Heights Branch (301) 883-2650

5904 Kolb St., Fairmount Heights, MD 20743

(Open Fridays, July 10 - August 2, 10 am-6 pm)

Lunch: Noon

Hyattsville Branch (301-985-4690)

6530 Adelphi Rd., Hyattsville MD 20782

Lunch: Noon

Oxon Hill Branch (301-839-2400)

6200 Oxon Hill Rd., Oxon Hill, MD 20745

Lunch: Noon

Spauldings Branch (301-817-3750)

5811 Old Silver Hill Rd

District Heights, 20747

Lunch: 1 pm

Surratts-Clinton Branch (301-868-9200)

5811 Old Silver Hill Rd., District Heights, MD 20735

Lunch: 1 pm

In an effort to offer lunch five days per week in all branches, Fairmount Heights (FH) branch will be open Fridays 10-6 during the summer meals calendar period.

All branches are required to have a program during lunch.

- **Unfinished Business: Addition to By-Laws ACTION REQUESTED**

CEO Teaze provided a brief description of the few additions to the by-laws. Mr. Polk would like to research the legislative history and requested that this item be tabled until the July Board of Library Trustees meeting to provide time for him to do this research.

- **New Business: 2015 Audit Work Plan – Glendora Hughley, Murphy & Murphy LLC – ACTION REQUESTED**

The specific audit approach will remain the same as in previous years. During the planning stages of the audit, Murphy & Murphy will compare account balances, budgets, and related materials to prior year amounts. They will review organizational charts, manuals, programs, financial, and other management information systems deemed necessary to complete the audit process. Internal controls will be assessed although opinions of internal control will not be made. Significant deficiencies will be analyzed regarding how internal controls impact the financial statements.

Murphy & Murphy will incorporate components of SAS No. 99, Consideration of Fraud in a Financial Statement Audit, and SAD Nos. 104-111, Risk Assessment Standard in planning the audit with the Library. They will use the risk assessment approach to detecting fraud, and will perform analytical reviews of revenues during the audit. Interviews with CEO, interim CFO, the accounting staff, and other key personnel of the Library will be conducted to make inquiries about their awareness and understanding of fraud and to discuss the types of controls that will deter and detect fraud. Through the audit, Murphy & Murphy will gather and assess information necessary to identify risks that may result in a material misstatement due to fraud.

Ms. Hughley presented a timeline to the Board of Library Trustees of the audit plan for their review. The draft financial statements and management letter should be available for the CEO's and Board's review prior to finalization by September 20th and the final signed report should be provided to the CEO of PGCMLS by October 1, 2015.

- **Requests to Address the Board**

There were no requests to address the Board of Library Trustees this evening.

- Adjournment: 8:20 PM

Prepared by the Executive Assistant

Respectfully Submitted By

Kathleen Teaze
Chief Executive Officer