



Board Minutes

The meeting of the Board of Library Trustees was held on Monday, April 9, 2012 at the Glenarden Branch.

Board Members Present

Mark Polk, President

Dr. Alease "Christy" Wright, Vice President

Samuel Epps

Rebecca Gitter

Michael Howard

Staff Present

Kathleen Teaze

Lamont Corprew

Michael Gannon

Koven Roundtree

Absences

Sylvia Bolivar

The meeting was called to order at 8:10 pm by Board President, Mark Polk.

Minutes:

Mr. Polk acknowledged receipt of the March 12, 2012 board meeting minutes. Ms. Gitter 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

Correspondence

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

- Letter requesting the Director's signature on the MOU between PGCMLS and the National Children's Museum from Mark Alexander Wright, Director of Partnerships for the National Children's Museum
- Request for a waiver of the 60% fee paid to PGCMLS for book cart sales from Carolyn Cornelius, President of the Bladensburg Branch Friends.
- Ronnie Gathers, Director M-NCPPC Dept. of Parks & Recreation request for input into the Formula 2040, the department's Functional Master Plan.

Director's Report

Kathleen Teaze reported:

- The final Leadership Workshop, *Can You See It?* was conducted on April 5 for all Branch Managers and Department Chiefs.

- The finale for the annual *Radical Readers* program was held on March 30 at the Spauldings Branch. Governor O'Malley was in attendance for the entire program.
- FY 2012 Budget- The first meeting with the County Audit and Investigations Department occurred on April 3. We are now in the process of providing answers to their follow-up questions. The next meeting occurs on May 9, 2012.
- County Executive Baker has re-scheduled his tour of some of our libraries for July 12, 2012 at 10:00 a.m.

Associate Directors' Report

Michael Gannon reported:

- Presented pictures from the designers (Naturemakers) of the tree design for Woodland themed children's area in the South Bowie branch.
- Presented the design for the Glenarden renovation scheduled for early summer. He explained that the intention is to stay true to the original design. The power polls will be removed and the lines trenched under the floors. The bathrooms will be totally demolished and rebuilt for ADA compliance; computers will be added in the children's area, new combined circulation/information desk, add computers in the adult area and the two front staff offices will be converted into study rooms. The walls in the staff work area will be knocked out to create an open area and the staff lounge will be renovated.

In addition, Mr. Gannon showed samples of the paint colors and laminates; and he said all of the windows and lighting will be replaced. He explained that the type of lighting installed will qualify the Library for a rebate from BGE. The computers will have digital sign-in and they will be scattered around the branch as opposed to being clustered in one area. A Wi-fi counter will also be added with electrical outlets for use of laptops, tablets, Mp3's, etc. At the suggestion of the Glenarden staff, ceiling fans are going to be installed.

On behalf of Evelyn Tchiyuka:

- Robin Jacobsen introduced Karen Luoma who presented an overview of the Library's Summer Reading Program. She distributed samples of the game boards and other materials used for each age group. She explained that the focus this year for ages 5 to adults is on literacy, so there's more emphasis on reading books than activities. For Birth-4yrs emphasis is on early literacy and emerging literacy. Ms. Luoma acknowledged the generosity of the program sponsors in donating prizes and funding some of the branch programs. She noted that this year the materials are available in Spanish and handed out samples of them as well. She made special mention of Maria Escobedo, Hyattsville Librarian, for translating all of the materials into Spanish. Summer reading T-shirts will go on sale to staff on May 7 and to the public on June 1.

Public Relations & Marketing Office Report

NONE

Senior Administrator for Human Resources Report

NONE

Requests to Address the Board

- Mr. Laurence Winston spoke briefly about the support that Glenarden has for the Library and the important place in history Glenarden has played as an African-American community. He outlined the influence of prominent Glenarden residents, and asked that the Library consider setting aside a room or area to highlight this community's historical significance. Park and Planning displayed a number of panels on this history in 2010, and he believes it would please the community if the Library could house some of these panels after the renovation.

Mr. Polk assured Mr. Winston that his request would be taken under consideration.

Committee Reports

Nominating Committee

- Ms. Gitter reported that the application process for the Board vacancy closed on March 28, 2012; and that there were six applicants from which there are some quality candidates. Interviews should take place by the end of the month.

Unfinished Business

- Merge of Budget & Audit Committees-Information only

New Business

- Request 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. – Information Only
- Request to move the investment funds currently in a PNC Bank account to Bank of America where the interest rate is higher – information only
- Approval of a request to the County for an advance of CIP funds (as opposed to reimbursements) to create a cash flow for the Library building projects – Information only.

Ms. Teaze reported that Ms. Cassandra Hamilton, Glenarden Branch Manager, is retiring the end of the month and introduced Stephan Barker who was responsible for setting up the branch for the board meeting.

Mr. Howard asked staff present at the meeting to encourage other staff to attend to get a better understanding of how the Library is run.

Mr. Polk adjourned the meeting at 8:54pm.

Prepared by the Executive Assistant

Respectfully Submitted By



**Kathleen Teaze
Director**