

# Board Minutes

The meeting of the Board of Library Trustees was held on Thursday, April 9, 2013 at the Administrative Offices.

## Board Members Present

Sylvia Bolivar, President

Samuel Epps

Mark Polk

Rey Robles

## Absences

Alease "Christy" Wright, Vice-President

## Staff Present

Kathleen Teaze

Michael Gannon

Evelyn Tchiyuka

Lamont Corprew

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

The Board meeting was called to order at 8:05 pm by Board President, Sylvia Bolivar.

## Minutes

Ms. Bolivar acknowledged receipt of the March 14, 2013 Board meeting minutes. Mr. Epps made the motion to approve the minutes. The motion was seconded by Mr. Polk. The minutes were approved with a unanimous vote.

## Financial Statement

Ms. Bolivar acknowledged receipt of the financial information.

## Chief Financial Officer Report

### March 2013

#### Revenues

**YTD Revenues thru the month of March were \$21.0MM which was \$1.94MM favorable compared to budget due to:**

- County Support was positive by \$332k due to a timing difference
- CIP Reimbursement was positive by \$2.2M because it was unbudgeted
- Grant Proceeds were negative by (\$21k) and are not expected for the remainder of the fiscal year
- Branch Revenue had a negative variance of (\$571k) as revenues were lower than anticipated

#### Expenses

**YTD expenses thru the month of March were \$19.9MM which were (905k) unfavorable due to:**

- Salary & Fringe had a favorable variance of \$924 k because of various open positions
- Library Materials were positive by \$343k due to order reduction
- Operating Services & Supplies were unfavorable by (\$225k) due to risk management insurance activity
- Computer software was negative by (\$6k) due to timing of computer equipment purchases
- Public Relations were positive by \$20k due timing of newsletter
- Travel was positive by \$4k varying directly with lower number of staff
- Building & Equipment was positive by \$133K due to less activity charged to South Bowie than anticipated (was charged to CIP)
- Utilities were positive by \$147k due to greater use of energy efficient equipment and mild winter

- Vehicles was also (\$9k) negative due to timing
- Capital Outlay was negative by (\$2.24MM) because it was not budgeted.

**Net Surplus**

**YTD net surplus thru the month of March was \$1.0MM favorable primarily due to cost management initiatives, timing differences and various open positions.**

**Correspondence**

- Brian L. Feilinger, Internal Audit Contract Manager, MD State Retirement & Pension System: MSRPS has engaged CliftonLarsonAllen LLP to conduct audits of all employers participating in the MSRPS over a three year period. We expect that you will be audited between now and May 31, 2013.
- Manager, Consumer and Industry Contact Capital District: Southern MD Processing and Distribution Center area Mail Processing Study community meeting to be held on March 28, 2012 from 7 pm to 9 pm at the Annabelle E. Ferguson Auditorium, Suitland High School.

**Director’s Report**

**Kathleen Teaze reported:**

***FY14 Budget***

PGCMLS proposed a budget for FY14 that was \$3.14m greater than the FY13 budget. Operating expenses were generally kept at FY13 levels, but Compensation was increased to provide:

- Funding for Retirement Incentive Plan (subject to union negotiation) at \$1.5m
- Wage increase placeholder of 3% (subject to negotiation)
- One-time bonus payment of \$1,300 per FT regular employee, prorated (subject to union negotiation)

**None of these were recommended** in the County Executive’s proposed budget. Although the County included a retirement incentive payment for County employees, PGCMLS was not included. The County Executive’s proposed budget **reduced funding for PGCMLS by \$820,000 over FY13.**

Although we technically can keep all branches open under the proposed funding plan, the effects of the County Executive’s proposed FY14 budget are:

1. No wage increases for the 5<sup>th</sup> straight year.
2. Eliminates PGCMLS ability to plan for succession-those eligible for retirement have no incentive to inform administration so we can’t effectively anticipate either the need for recruitment or the burden on our cash flow when payouts are given to those retiring.
3. Reduction in force of non-public services departments such as Materials Management. (est. at \$400,000).
4. Reduction of materials budget - \$250,000.
5. 73% reduction in spending for Equipment Repair and Maintenance. (\$422,300).

Cumulative effects since 2008 have been:

1. 40% reduction in materials funding. Most of these reductions occurred prior to 2011. This translates to purchasing paperback print materials over more durable hardcover; narrowing the range of titles purchased; purchasing fewer copies of very popular items thus increasing wait time, dropping licensed databases.
2. Abandonment of the computer equipment refresh plan. New computer equipment is only purchased when a branch is renovated and CIP money can be used or if no refurbished equipment is available.
3. Decrease of 22% in number of hours branches are open.

#### 4. Reduction of the Fund Balance

2008	2009	2010	2011	2012 *
\$6,251,558	\$ 4,791,980	\$ 4,377,292	\$ 3,931,479	\$ 3,890,715.00

\* This included a \$3,312,687 forgiveness of OPEB liability due to the County taking responsibility for it

The Budget Review meeting with County Council Staff took place on April 3. PGCMLS Administration answered questions about how the system would provide services with continued funding reductions. Key areas of review were:

- Branch management restructure – Library stated that the change was not primarily a budget decision, but a part of the Strategic Plan objective of improving efficiency and responsiveness.
- 73% reduction (\$433,000) in Equipment Maintenance and Repair- This was due to OMB’s reduction of this line item. PGCMLS acknowledged that this will have long-term consequences for the life of equipment buildings.
- Neither PGCMLS wage increases nor a Retirement Incentive plan was funded in the Proposed FY’14 budget.
  - Mr. Epps asked if Library employees were included in the County Executive’s approval of a retirement incentive for County employees. Ms. Teaze’s replied that the Library was not included.
  - Ms. Bolivar made note of the fact that originally the County proposed a \$2.5 million dollar cut in the Library budget, but because of the testimony of the Friends and other supporters at the budget hearings, the cut was reduced to the aforementioned \$820,000. She emphasized that the importance of the community’s understanding that the Library has maintained services under some difficult financial constraints.
- Under the proposed budget, Sunday hours cannot be restored.
- OPEB (Other Post-Employment Benefits) obligation has not been paid at all since 2011. Responsibility for this obligation has gone back and forth between PGCMLS and the County. At present the County carries the cost on its books, but has not been paying it.
- Health, Education and Human Services Committee of the County Council will review PGCMLS proposed budget on May 6.

#### **Public Services**

##### **Branch Management Reorganization**

In order that the Area Management concept will be seen as inclusive of branches and to avoid the appearance that the Area names are showing that one of the branches in the area will be a regional library, administration would like to propose the Board\* adopt the following alternative naming:

##### **Alternative 1**

North- Bowie, Laurel, Greenbelt, Beltsville  
South – Oxon Hill, Surratts-Clinton, Accokeek, Baden  
East - South Bowie, Upper Marlboro, Largo-Kettering  
West – Hyattsville, New Carrollton, Bladensburg, Mt. Rainier  
Central – Spaldings, Hillcrest Heights, Fairmount Heights, Glenarden

##### **Alternative 2**

Area 1 -Bowie, Laurel, Greenbelt, Beltsville  
Area 2-Oxon Hill, Surratts-Clinton, Accokeek, Baden  
Area 3 -South Bowie, Upper Marlboro, Largo-Kettering  
Area 4 -Hyattsville, New Carrollton, Bladensburg, Mt. Rainier  
Area 5 -Spaldings, Hillcrest Heights, Fairmount Heights, Glenarden

\*The Board referred the choice of the branch area names to the Director and senior staff.

## **Administrative Services**

### **Branch Renovations/Replacements**

- The newly renovated Glenarden Branch opened to the public on 3/18. There are no major outstanding issues.
- Laurel Replacement Branch update:
- IT and facilities staff met with the architects 3/19 to go over the floor plan and give their input.
- Interested parties are in agreement that all the interior rooms and spaces have been finalized.
- The Design Development package is due to the Central Services by 4/15 and an updated cost estimate by the end of April. The architects plan to submit the bid set in early July so that the County can go out to bid for a contractor in late August/early September.
- Met with Lindsey Baker (Director of the Laurel Historical Society) and discussed how we could partner – it was agreed that we would have display space available on one (1) wall in each meeting room for the use of the Society, allow space in the café for a small display that would advertise what they were currently featuring in the museum, and that we would transfer ownership to them of the back issues of the *Laurel Leader* that are currently stored in the basement of LA.

### **E-Rate Service Contracts**

Signed letters of intent (contingent on e-rate award) with vendors for the following:

- data cabling,
- website hosting,
- Google Apps,
- Fiber-optic cable installation and VOIP.

### **Human Resources**

Singer Group has been engaged to facilitate the production of new Position Descriptions for all library positions. Position descriptions were last reviewed in 2005 for a classification study that was never implemented and are now out of date. All regular employees are participating by completing a questionnaire specific to each position. A work team of employees across the system has been convened to work with the consultants.

Additionally, Singer Group will be revising PGCMLS performance management instrument and procedure. All staff are being surveyed for input for an improved performance management process.

### **Associate Directors' Report**

#### **Evelyn Tchiyuka:**

- Introduced the newly hired Area Managers: Blane Halliday – Bowie Area, Catherine Hollerbach – Hyattsville area, Victoria Johnson - Spauldings area, Luis Labra – South Bowie area, and Kelley Perkins – Oxon Hill area. Ms. Tchiyuka explained that the managers are going through a three-day orientation where in the morning sessions each department head will present an overview of their office functions. In the afternoons, the managers will visit the various Library branches for which they are responsible – meeting/talking with the staff and touring the building.
- The grand re-opening of the Glenarden branch is scheduled for Wednesday, April 24, 2013.
- *Read Across Maryland* “wrap-up” party will take place Friday, April 12 at the New Carrollton branch.

#### **Michael Gannon:**

- Presented an update of the CIP calendar as follows:
  - Glenarden branch renovation completed.
  - Fairmount Heights is the next branch to be renovated; we are waiting for the County to issue a permit and then we can go out to bid. Once done renovation will begin.
  - Beltsville will be renovated with a matching grant of \$498,000 from the State. The estimated start date is July '13.
  - The design development plan for the Laurel branch replacement is going out to the County this month. Once approved, the construction documents will be ready the middle of summer and can go out for bid.
  - The New Carrollton renovation is scheduled in FY'14; the planning will begin this summer.

- The County has agreed to replace the Hyattsville branch. The building will be demolished and a new one built on the same site. The Administrative offices will be moved to Largo- Kettering to share space with CSF which will require renovation there.
- Pending approval of the proposed FY'14 budget by County Council Langley Park is in the CIP to begin planning in July 2016. Talks have begun with Park & Planning about locations.
- Planning for the replacement of Bladensburg is slated in the CIP for July '15. It is hoped that it will be built on a new location given the constraint of the current site.
- Planning for the renovation of Surratts-Clinton will begin in July'14.

### **Requests to Address the Board**

- Ms. B. Hogan, a Spauldings branch patron, thanked the Board for its efforts in “preserving” the County Libraries. She stated that the Library is important to her. She moved here from New York and the Spauldings branch was a haven for her during her adjustment to living in Maryland.
- Ms. Alison Abbenetts, a Spauldings branch patron, customer, expressed appreciation for the access to computers in the Library. During her search for a job she used the computers a great deal.
- Josh Ardison from MCGEO reported on the Union’s collaboration with the Library in discussions with HEHS and the County Council members regarding the budget cut. He says the County seems “eager” to work with them. He thanked Ms. Teaze for input.
- Marla Blount, a Spauldings branch patron, spoke about her and her three children’s considerable use of the Spauldings’ branch resources for pleasure reading, educational projects and her own job search. She commended the staff for their friendliness to customers and their efficient service. She added that they have visited other PGCMLS branches with good experiences but Spauldings is their favorite.
- Mrs. Kim Karrington, co-organizer of the MONOPOLY Tournaments held at the Spauldings Branch, explained that she, her husband and 6 children established this program as an effort to teach economic and business development in Prince George's County. They have had good participation from their target age group (17-25), more "seasoned" players (over 25), as well as younger teens. Mrs. Karrington also expressed appreciation for all of the programs, resources and staff at the Spauldings branch.

### **Committee Reports**

NONE

### **Unfinished Business**

- Mr. Epps made the motion to approve of procurement (credit) cards for Robert Taylor, Facilities Manager (\$1000) and Robien Gossin, Central Maintenance (\$400) for the purpose of facilitating purchases. The motion was seconded by Mr. Polk and passed with a unanimous vote.

### **New Business**

- Approval of names of Areas created by branch management restructuring- information only
- Mr. Polk made the motion for approval of the disposal of vehicle #59, 2001 Chevrolet Lumina Tag-LG54167; VIN- 2G1WL521211276862. It was seconded by Mr. Robles passed with a unanimous vote.
- Board of Library Trustees Retreat- Discussion- Information Only

Ms. Bolivar adjourned the meeting at 8:39 pm.

**Respectfully Submitted By,**

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

**Kathleen Teaze  
Director**