

Board Minutes

The meeting of the Board of Library Trustees was held on Thursday, February 14, 2013 at the Administrative Offices.

Board Members Present

Mark Polk, President

Sylvia Bolivar

Samuel Epps

Alease "Christy" Wright

Staff Present

Kathleen Teaze

Michael Gannon

Evelyn Tchiyuka

Koven Roundtree

Lamont Corprew

Absences

Rey Robles

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

The Board meeting was called to order at 8:09 pm by Board President, Mark Polk.

Minutes

Mr. Polk acknowledged receipt of the January 10, 2013 Board meeting minutes. Dr. Wright made the motion to approve the minutes with two corrections; the motion was seconded by Mr. Epps. The corrected minutes were approved by a unanimous vote.

Financial Statement

Mr. Polk acknowledged receipt of the financial information.

Chief Financial Officer Report

Revenues

YTD revenues thru the month of January were \$75k favorable compared to budget due to: County Support was up \$553k due to a positive timing difference.

Branch Revenue offset this with a negative variance of (\$459k) as revenues were lower than anticipated

Grant Proceeds were negative by (\$21k) and are not expected for the remainder of the fiscal year.

Expenses

YTD expenses thru the month of January were \$889k favorable due to:

Salary & Fringe had a favorable variance of \$568k because of various open positions

Library Materials positive by \$195k due to slight order reduction

Operating Supplies positive by \$25k due to timing

Public Relations positive by \$13k

CFO Report cont'd

Travel positive by \$3k

Building & Equipment positive by \$87K due to timing

Utilities were positive by \$92k

These were offset by negative variances in: Computer software was (\$32k) negative Vehicles was also (\$14k) negative

Net Surplus

YTD net surplus thru the month of January was \$964k favorable primarily due to cost management initiatives, timing differences and open positions.

Correspondence

- Susan Benton, President & CEO, Urban Libraries Council (ULC): Pleased to share the latest edition of National Civic Review. ULC served as guest editor for this special edition, building on our commitment to promote public libraries as civic engagement leaders.
- Gloria L. Brown, Director, PGC Department of Social Services: PGCDSS would like to extend our sincerest appreciation for use of your Library facility located in South Bowie Library.
- Claudia Raskin, M. Ed, Executive Director, Community Support Systems, Inc. (CSSI): Letter in support of "preserving" the Baden Library. Acknowledged the value of the Library, in a community without public transportation, that provides computer access and is an informal meeting place.


Director's Report

Kathleen Teaze reported:

FY14 Budget Proposal

After submitting our FY14 Budget Proposal to the County requesting County funds of \$19.5 million, the County asked that PGCMLS show how we could reduce the request \$2.5 million less than the current FY13 budget of \$17.3 million. The 1/30/13 memorandum from Prince George's County Office of Management and Budget is attached. I have responded by presenting 3 options for reducing spending, all of which include reductions in the labor force, and which will require reductions in branch services. This memo is also attached.

Administrative Services

- Submitted e-Rate Form 470 for Funding Year 2013 (FY14). This qualifies PGCMLS for up to 80% discount (based on the number of public school students eligible for free lunches) on telecommunications costs. This federal program reimburses schools and libraries out of the Universal Service Fund.
- Released RFPs for three (3) e-Rate projects: fiber, network drops, Voice Over IP (VOIP) telephone service.
- OMB and the County Executive's staff approved the additional CIP funding requested for the Laurel and Hyattsville replacement projects.
- Website donation button now on homepage and on the top right hand side of all pages within the website.

- Maria is working with John Krivak to customize the AskUsNow "qwidget" for use on the website, our Facebook page, and the catalog (if possible). **CHAT LIVE WITH A LIBRARIAN.**

PGCMLS Capital Improvement Projects

Project Name	Project Type	Planning Start	Estimated Start	Estimated Finish	Estimated Cost
Glenarden	Renovation	n/a	01-Sep-13	01-Mar-13	700,000.00
Fairmount Heights	Renovation	current	01-Apr-13	01-Nov-13	650,000.00
Beltsville	Renovation	current	01-Jun-13	01-Jan-13	1,098,000.00
Laurel	Replacement	current	01-Oct-13	01-Feb-14	18,348,000.00
New Carrollton	Renovation	01-Jul-13	01-Jul-14	01-Jul-15	8,127,000.00
Hyattsville	Replacement	01-Jul-13	01-Jul-14	01-Jul-15	14,322,000.00
CSF -to accommodate AO	Renovation	current			550,000.00
Langley Park	Replacement		1-Jul-15	2019	12,110,000.00
Bladensburg	Replacement	?	?	?	11,800,000.00
TOTAL					67,705,000.00

Public Services

- The library is participating in a Pro Bono Project with the Prince George’s County Bar Association that helps underprivileged residents of the County expunge certain qualifying criminal charges from police and court records so that they are able to seek employment without these charges preventing such. The program is scheduled to begin in February and continue at several locations, once a month, through May.
- Public Services worked with the Office of Community Outreach, Maryland Department of Housing and Community Development, to host Foreclosure Prevention Seminars. We booked four branches: Bowie, Hyattsville and Oxon Hill, for the seminars. However, the program is on hold until this state program coordinates with the Prince George’s County foreclosure prevention program.
- For the second year we are participating in the county’s Homelessness Survey. Representatives from the Department of Social Services visit branch libraries to get a “snapshot in time” to determine levels of homelessness, interviewing customers about their particular circumstances. Last year it was very clearly determined that libraries are a refuge for large numbers of homeless citizens of all ages. Spaces will be available in libraries for representatives to assess needs and give out food and small products that will assist with hygiene.

Human Resources

- Human Resource is now fully staffed. Tanisha Anderson joined HR last month as Staffing Specialist.
- **Staff Day**-Staff Day, a mandatory day of training for all salaried staff, is scheduled for March 7, 2013 at the Oxon Hill Branch. All branches will be closed that day so that staff may attend. Attached is a preliminary program.

Associate Directors’ Report

Michael Gannon reported:

- In addition to that reported above, He attended the close-out construction meeting earlier in the day at South Bowie. The contractor has been given the final occupancy permit and all the small projects have been completed.

Evelyn Tchiyuka reported:

- The Glenarden branch will re-open in 2-3 weeks. There is one more position to be filled. Staff will be going into the branch at the end of the month to set it up. The soft & grand openings are not yet scheduled.

Requests to Address the Board

- Josh Ardison from MCGEO stated that members have been attending the town hall meetings held by the County Executive voicing their concerns about the anticipated cuts in the Library budget and indicated that there are additional Union strategies that he would prefer to share with the Board privately. In addition, Mr. Ardison emphasized the Union's willingness to work with the Board in their effort to get the County to reconsider its plan to reduce the Library budget.

Apropos to the above, Mr. Epps reported that a County Council budget meeting is scheduled for February 26, 7-9 pm at the Prince George's County Community College.

Committee Reports

- On behalf of the Nominating Committee, Mr. Epps made a motion for a vote to accept the 2013 slate of officers – Sylvia Bolivar, President and A. Christy Wright, Ed.D. for Vice President. The slate was accepted unanimously. Mr. Polk congratulated the new officers.

Unfinished Business

NONE

New Business

- SB & Co. LLC will continue as the auditing firm for the Library per their contract.
- The Board voted to grant the request to close the Library System for Staff Day on Thursday, March 7, 2013.
- The Board voted to hold the board meetings in April – July 2013 on the second Tuesday of the month (April 9, May 14, June 11 and July 9, 2013).

For the Good of the Order

- Ms. Teaze added that PGCMLS had a good team that attended the Annual Legislative Day in Annapolis (on February 13). Along with her were the Associate Directors, Ms. Tchiyuka, Mr. Gannon and Ms. Jacobsen, the Senior Administrator for Public Services. They participated during the Maryland General Assembly session where members of the Maryland library community assemble to advocate for libraries. The group was joined by a UMD student who was very helpful in assisting them personally and in his comments in their meetings with the legislators and/or their aides. His enthusiasm was inspiring.

Mr. Polk adjourned the meeting at 8:36 pm.

Prepared by the Executive Assistant

Respectfully Submitted By,



**Kathleen Teaze
Director**