



PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

BOARD OF LIBRARY TRUSTEES MEETING

February 10, 2015 – 7:30.m.

Greenbelt Branch

Minutes

The meeting of the Board of Library Trustees was held on Tuesday, February 10, 2015 at the Beltsville Branch.

Board Members Present

Sylvia Bolivar, President
Corrmeki Whitley
Samuel Epps
Rey Robles

Prince George's County Memorial Library Attendees

Kathleen Teaze, CEO
Lamont Corprew, CFO
Michael Gannon, COO for Support Services
Michelle Hamiel, COO for Public Services
Koven Roundtree, Director of Human Resources
Mary Rizzuti, CEO of Compensation Resources
Blane Halliday, North Area Manager
Alice Plaster, Librarian @ BW Branch
Bertha Lockett, Circulation Specialist @ SD branch
Jessica Freeman, Executive Assistant

Absent: Mark Polk, Dr. Christy Wright, & Wanda Arrington

- Call to Order at 7:40PM
- Mr. Epps made a motion to approve the minutes of the November 18, 2014 Board of Library Trustee's meeting and this motion was seconded by Ms. Whitley. The November 18, 2014 minutes were approved.

- **Chief Executive Officer Report**

State Aide

Governor Hogan released his FY16 budget on January 22, 2015. A close reading of the accompanying Budget Reconciliation and Financing Act document shows that our state aid will increase slightly as follows:

- We are currently at \$14.00 per capita.
 - 2016 = \$14.27
 - 2017 = \$14.54
 - 2018 = \$14.81

The rate of increase will be slow and stretched into a number of years. In dollars, that \$.27 increase, translates to roughly \$155K.

PGCMLS Performance Data FY 2015 – Q1 & Q2

The usage of digital materials has increased throughout the months. We currently have a high of

507K borrowers in the system. There has been an increase of visitors to the library as well.

FY 2016 Budget

PGCMLS met with the County Executive, Chief Administrative Officer, Deputy Chief Administrative Officer, and County Office of Management and Budget staff on our FY16 budget proposal on Tuesday, January 27, 2014. The County Executive is proposing a \$155,400 decrease in our requested budget of \$26,460,600 to be taken from PGCMLS Fund Balance.

In Mid-March the County Executive will pass his budget to the Council. There will be public hearings on the budget. In April or May, PGCMLS meets with the County Council regarding the budget and by May 31st the Council is required to approve a budget.

Employee Service Recognition

Alice Plaster from the Bowie branch was honored for her 35 years of service and Bertha Lockett from the Spauldings branch was honored for her 45 years of service.

Correspondence

The Board of Library Trustees did not have any questions with regard to the Correspondence Log.

- **Chief Operating Officers Reports: COO of Support Services – Michael Gannon**

Administrative Offices

The contractor will be complete (except for the installation of the new boiler and roof top units) by 2/27/15. The furniture vendor will be installing the case work, shelving, systems units, and furniture during the month of March. Depending on the HVAC installation, we are expecting to start moving in by the end of April.

Bladensburg

The County Real Estate Office is negotiating for purchase of the site.

District 7

The County Real Estate Office is negotiating for purchase of the site.

Hyattsville

Currently in the Design/Development stage – this should take another six (6) months before they begin to prepare the construction documents.

- We have been in talks with the Planning Department and the Parks and Recreation Department about locating the branch closer to the Metro station. Since currently there is no funding except what is in the Library's CIP and the cost of a multistory structure (including a parking garage) co-located with an 80,000 SF multi-generational community center is many times that, we are continuing with the design at the current location until we are informed otherwise.

Langley Park

The County Real Estate Office is negotiating for purchase of the site.

Laurel

The first construction meeting was held last week – the construction trailers should be on site by the end of February and demolition of the existing building should proceed shortly after that.

- An official groundbreaking will be scheduled for the end of March. PGCMLS is currently working with the County for a date.
- Construction is estimated at 18 months.

New Carrollton:

The project is at DPIE (Department of Permitting, Inspections and Enforcement).

- If everything goes as planned, a construction can start in early summer.
- Construction is estimated at 14 months.

Surratts-Clinton

The Scope of Work, architectural program and materials collection allocation have been completed.

- This has been sent to the County's Office of Central Services with a request to solicit
- proposals for architectural services from the County's list of indefinite-delivery architects. Once an architect has been engaged, the design phase should take twelve months.

• **Chief Operating Officers Report: COO of Public Services – Michelle Hamiel**

U.S. Passports

The Largo-Kettering staff have were trained recently on accepting U.S. Passport applications and the Accokeek branch staff is scheduled to be trained on Wednesday, February 18th. There have been some concerns that were brought to COO Hamiel's attention from the staff at Largo-Kettering who have gone to the Union with their concerns. The passport program is still scheduled to be piloted.

Summer Meals

In an effort to improve PGCMLS' program, Ms. Hamiel contacted other library systems throughout the United States that have experience with Summer Meals programming. The following library systems responded:

- Los Angeles Public Library, Ca
- DC PublicLibrary
- Oakland Public Library, Oakland, CA
- Mid-Continent Public Library
- Independence, MO.,
- Dallas Public Library, Dallas, TX
- San Francisco Public Library, San Francisco, Ca.
- Lexington Public Library, Lexington, KY

PGCMLS was the only Maryland library to have participated in the Summer Meals Program in 2014. PGCMLS will again offer Summer Meals in 2015 Monday through Friday with the Transforming Neighborhood Initiative and other communities that serve Title 1 schools. Summer Meals will be provided at the following branches:

- Beltsville,
- Hyattsville
- Greenbelt

- Oxon Hill
- Spauldings
- Surrats-Clinton

These locations were determined by areas where the Prince George's County Public School System (PGCPS) is not serving lunch during the summer. The branches for the Summer Meals program will be finalized once PGCPS announces which schools will offer summer meals. PGCMLS will not offer lunches in branches that do not open on Fridays. There were difficulties faced last year offering lunches at branches that weren't typically open on Fridays.

- Ms. Whitley questioned the decision to not serve lunches at some of the branches that are not open on Fridays as many of those communities would be most at need.
 - COO Hamiel responded that last year there were other organizations in some of those communities that offered lunches. It is PGCMLS' hope that those organizations will again offer lunches this year. Staff will be permitted to report to those other organizations to assist with the program.
- CEO Teaze reported that other issues were addressed with the vendors used last year to implement the program in order to provide better service for this summer.

The staff at Mount Rainer, Glenarden, Laurel, Bladensburg, and the Hillcrest Heights locations will partner with the outside agencies/programs to offer the summer reading program on their site as Summer Meals won't be offered at their PGCMLS branches.

- Ms. Bolivar requested that an outreach plan that includes planning on how to cooperate with PGCPS to be provided to the Board.

- **Receipt of Financial Information – Acknowledged**

- **Chief Financial Officer Report:** An overview of the Library's financial activities for year-to-date December 31, 2014:

- The Library's Total Revenue FYTD was \$15.9M up approximately 19.8% mostly due to higher CIP Revenue
- The Library's Total Expenses FYTD were \$15.9M up approximately 19.6% mostly due to CIP Expenses, Salary & Fringe, Library Materials and Capital Outlay
- The Library's net revenue over expenses FYTD was approximately \$22K down significantly due to higher Salary & Fringe, Library Materials and Capital Outlay
- Operating Capital FY 2015 December was approximately \$5M up 16.4% because of higher Government Fund Receivable

- **Presentation of Results of Classification & Compensation Study – Information Only**

Mary Rizzuti, CEO of Compensation Resources presented the findings of the Classification and Compensation Study.

Compensation Resources is a national consulting firm established in 1983 and is certified as New Jersey small business that focuses exclusively on compensation and HR consulting. They performed a compensation and classification study for PGCMLS. This study focused on:

- Defining compensation philosophy
- Determining the market competitiveness of base salaries for 61 positions
- Review current salary ranges
- Develop a new salary structure for all positions
- Provide information to inform compensation decisions
- Develop salary administration program

Findings revealed that 80% of the PGCMLS staff, both full and part-time, are within the range, which is indicative of the salary structure being sound. Those that are below minimum or above maximum should be evaluated based on tenure and performance.

- Following the presentation, Board members asked a number of questions and requested that Compensation Resources provide a comparison between current pay levels and suggested pay levels.

- **Nomination Committee Report, Samm Epps, Nomination Chair**

The committee received the resignation letters and were submitted to the record for both Corrmeki Whitley, effective February 28, 2015, and Wanda Arrington, effective May 2015. The letters are to be transmitted to the County Executive’s office. Beginning March 2, 2015 the vacancy of Corrmeki Whitley will be advertised for her replacement. Applications will be received until March 31, 2015. Interviews will be scheduled for April.

- **Proposed Board of Library Trustees Meeting Schedule – Sylvia Bolivar**

Proposed Library Board of Trustees Meeting Schedule		
Date	Time	Location
March 10, 2015	7:30 PM	New Carrollton Branch
April 14, 2015	7:30 PM	Spauldings Branch
May 12, 2015	7:30 PM	Surratts-Clinton Branch
June 9, 2015	7:30 PM	Oxon Hill Branch

Mr. Epps moved to accept the proposed Library Board of Trustees meeting schedule time and locations for March – June 2015. Ms. Whitley 2nd the motion. The schedule was then approved unanimously by the Board.

- **Possible meeting with the Friends of PGCMLS (county-wide)**

The Board of Library Trustees was invited to attend the March 14th Friends of PGCMLS meeting to occur at 10:30AM at the Greenbelt Branch.

- **Possible meeting with the Union**

Joshua Ardinson, Field Services Coordinator for the Municipal & County Government Employees Organization, was present at the meeting. The Union and Board of Library Trustees will meet the evening of March 10, 2015, prior to the 7:30 Board meeting.

- **Requests to Address the Board**

There were no requests to address the Board.

- **Unfinished Business/Agenda Items for Future Board Meetings**

- Addition to Board of Library Trustees By-Laws
- Approval of Revised PGCMLS Policies
- Approval of increased rates for meeting room rentals
- Report on Summer Meals for 2015 – Michelle Hamiel
- Classification and Compensation Study Follow-up – Koven Roundtree
- Disposal of vehicles – Michael Gannon

- **Adjournment: 8:51PM**

Prepared by the Executive Assistant

Respectfully Submitted By



Kathleen Teaze
Chief Executive Officer