

Board Minutes

The meeting of the Board of Library Trustees was held on Thursday, January 10, 2013 at the Administrative Offices.

Board Members Present

Mark Polk, President

Sylvia Bolivar

Samuel Epps

Rey Robles

Alease "Christy" Wright

Staff Present

Kathleen Teaze

Michael Gannon

Evelyn Tchiyuka

Koven Roundtree

Lamont Corprew

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

The Board meeting was called to order at 8:01 pm by Board President, Mark Polk.

Minutes

Mr. Polk acknowledged receipt of the December 13, 2012 Board meeting minutes. Mr. Epps made the motion to approve the minutes as submitted; the motion was seconded by Dr. Wright. The minutes were approved by a unanimous vote.

Financial Statement

Mr. Polk acknowledged receipt of the financial information.

Correspondence

NONE

Director's Report

Kathleen Teaze reported:

FY14 Budget Proposal

PGCMLS FY14 Budget Proposal is attached. Significant among the increases we propose are:

- Funding for up to a 3% wage increase for all salaried staff.
- Bonus payment in for all salaried staff in the amount of \$1,300.00 (pro-rated for part-time salaried staff).
- Retirement Incentive Plan in the amount of \$1.5m.

The amounts for the wage increase and bonus are included to ensure that PGCMLS will have funding to enable meaningful negotiations when the current Collective Bargaining Agreement expires in November, 2013.

The Retirement Incentive Plan has been developed that will help PGCMLS to plan for succession when long-term employees retire, as well as cover the financial liability of cash payouts for accrued leave that are required by our Collective Bargaining Agreement. If the plan is funded by the County, those employees who state that they will retire as of a certain date will be eligible for a payment of 3 months' salary in addition to cash payouts for annual and floating leave (and for those employed before 1996, a percentage of unused sick leave). Going forward, PGCMLS may be able to replace outgoing, high salary employees with those coming in at the lower end of the salary scale, and who have less accrued leave to be paid out.

Area Managers

All 8 internal candidates have been interviewed for the 5 Area Manager positions. Telephone/Skype interviews with 4 external candidates are scheduled for January 7 and 8. The plan is to have the Area Managers in place by March, 2013.

Administrative Services

Hillcrest Heights Renovation - PGCMLS received a certified letter from Aegis Security, the bonding company for F&L Construction informing us that several sub-contractors have made claims for non-payment. We have been instructed not to pay anything further to F&L without the prior written authorization from them. We have not received any pay applications from F&L since receipt of the letter from Aegis. We have retained about \$70,000 to finish and correct work from the project at Hillcrest Heights. To date we have paid D&A Construction approximately \$17,000.

At the 2/18/12 Laurel Branch Replacement community input meeting, the mayor of Laurel wanted to know if the replacement branch would continue to be called the Stanley Memorial Branch. This could become an issue in the future. Sam Epps was there and understood that this was a matter for the Board of Trustees.

A replacement for one of the 4 delivery vans has arrived – it has been wrapped and is now only awaiting the installation of a safe before being put into use.

Public Services

Prince George's County police officers are now scheduled at the Hillcrest Heights Branch on Mondays and Wednesdays from 4-6pm. This brings to three the number of branches with routinely scheduled hours, OH, LK and HH. Fairmount Heights is more sporadic because of a lack of officers to meet that schedule. Incidents are down because of police presence.

A major change to the Summer Reading Program has been presented to the branches for 2013. The emphasis is on reading, of course, but with a decrease in the number of paid entertainment for young people. This should allow for Friends' funds to be spent assisting with the purchase of effective incentives for participation. Details in branches will be worked out with Friends groups.

Human Resources

Open Enrollment has been completed. All carriers have been notified of employee changes and all employees have received confirmation of their selections.

Staffing throughout the system continues. Interviews for the Procurement Specialist will begin Thursday, January 4th. Three candidates were selected for interviews but only two candidates accepted interviews. The candidate that declined felt the salary was not high enough for the assigned duties; she is making more in her current position in the Prince George's County School System.

Performance Indicators

Attached are performance indicators for the first half of FY13 (July-December). Circulation has increased by almost 16% over the same period in FY12, in spite of slightly fewer hours at our branches. The number of hours open is reduced over last year because of closures for renovations and power outages caused by weather conditions. Computer usage numbers are down but this is likely because of the closing of Hillcrest Heights and then Glenarden for renovations. In each of these branches, computers are heavily used. Programming continues an upward trend, as does usage of our meeting rooms. Downloads of electronic materials show the greatest increase at 47%.

Associate Directors' Report

Evelyn Tchiyuka reported:

- The Journey Stories exhibit at the Oxon Hill branch has been well attended. She gave the Board a report on the exhibit from Martha Ruff, the Sojourner Truth Room Librarian in which there were many approving comments from the public.

Michael Gannon reported:

- In addition to the items in the Director's report, he will be attending the meeting at the County OMB to review the Library's CIP budget.

Requests to Address the Board

- Josh Ardison from MCGEO stated that he was there to introduce MCGEO's newly elected Vice-President, Joe Dickson who was recently elected to replace Steve Dutky.

Committee Reports

- The Nominating Committee presented the slate of officers for information only – Sylvia Bolivar, President and A. Christy Wright, Ed.D for Vice President.

Unfinished Business

NONE

New Business

- Proposed FY'14 budget submitted to the County – for information only

Mr. Polk made commented that after two years as President of the Board he was stepping down and "wished he could have done more". However, he will be staying on the Board. In response, Ms. Teaze commended Mr. Polk for his stable leadership and solid support.

Mr. Polk adjourned the meeting at 8:15 pm.

Prepared by the Executive Assistant

Respectfully Submitted By,



**Kathleen Teaze
Director**