

## Board Minutes

The meeting of the Board of Library Trustees was held on Monday, January 9, 2012 at the Administrative Offices.

### Board Members Present

Mark Polk, President

Dr. Alease "Christy" Wright, Vice President

Sylvia Bolivar

Samuel A. Epps, IV

Michael J. Howard

Rebecca Gitter

### Staff Present

Kathleen Teaze

Larry Broxton

Lamont Corprew

Michael Gannon

Koven Roundtree

Evelyn Tchiyuka

### Absences

John Peter Thompson

The meeting was called to order at 8:22 pm by Board President, Mark Polk.

## Minutes:

Mr. Polk acknowledged receipt of the December 12, 2011 board meeting minutes. Sylvia Bolivar made the motion to approve the minutes as submitted; the motion was seconded by Alease "Christy" Wright. The minutes were approved by a unanimous vote.

## Financial Statement

Mr. Polk acknowledged receipt of the financial information.

## Correspondence

Director Teaze noted the following correspondence:

- Letter from Paul A. Forster, Surratts-Clinton (SR) Customer, in which he acknowledged the SR staff for their "superb" work and their kindness in helping he & His wife "with our many strange requests...We especially appreciate your Marina system...Please convey our deep thanks to all your staff for being so helpful. Cheerful and efficient-rare commodities in our Type A World!"
- Letter from Jenny Huh, National Children's Museum, thanking Marsha Quarles, Program Specialist, for participating in the National Children's Museum's Launch Zone's Launch into Literacy Program.
- Letter from Heidi Gillis and Natalie Burclaff, MLA, thanking the Library for renewing its corporate membership.

## Director's Report

### Kathleen Teaze reported:

- Submission of FY2013 Proposed Operating and CIP Budgets to the County OMB on December 16, 2011.
- PGCMLS Operating Budget Meeting with County OMB is scheduled for Tuesday, January 17, 11am – 12pm.
- PGCMLS CIP Budget Review is scheduled for Monday, January 30, 3:30pm – 4:00pm
- PGCMLS Budget meeting with County Chief Administrative Officer and Deputy Chief Administrative Officer is scheduled for Tuesday, January 31, 2-3pm.
- Completing trainings in branches for staff on electronic readers and downloading to them.
- Two librarians who work with our Boys Read Club Program will present their experience at the January meeting of the Local Management Board (Commission for Children, Youth and Families). This program, which began as a program of the Local Management Board under a grant, was taken over by PGCMLS when the grant funding ran out. It has continued to be a very successful program for boys in grades 3-6 who might be reluctant readers.
- We have rescheduled the County Executive's tour of some of our branches for Thursday, Feb. 16, 10 am-12 pm. We will start at the Oxon Hill Branch and will try to get to Bladensburg and Fairmount Heights.
- Provided a report of where the Library is statistically.

## Associate Directors' Report

### Michael Gannon reported:

- December 12, 2011 closing of the Hillcrest Heights Branch for renovations, expected to last 6 months.
- Submitted FY13 CIP Budget to County on December 27. Only changes from FY12:
  - Requested more funding for Library Branch Renovations
  - Requested \$500K for unanticipated South Bowie expenses
  - Requested a replacement Bladensburg Branch in the out years of the CIP (post 2017)
- F&L Construction awarded contract for the renovation of Hillcrest Heights Branch – preconstruction meeting scheduled for 1/9/12
- ADA compliance renovations completed at Laurel and Surratts-Clinton Branches
- South Bowie Branch's materials collection has been contracted to Baker & Taylor for selection (with guidance from PGCMLS), cataloging and processing.
- The purchase of the furniture and fixtures for South Bowie has begun.
- Internet bandwidth from Sailor was doubled from 100 to 200 mbps.

Mr. Gannon also presented a display of the "Circus" themed design elements for the Hillcrest Heights renovation. He described the improvements and new features which include, 61 new public computers, an early literacy station, a group study room, a teen room with a big screen TV for gaming, new service desks, new lighting and rubber tile flooring. All the windows, the generator and air conditioning in the building are being replaced. In addition, a ramp is being built to the front door, the restroom entry ways have been widened and a unisex ADA restroom has been added to meet ADA requirements.

## Public Relations & Marketing Office Report

### Larry Broxton reported:

- The \$5,000 donation from Dr. Charles Ogletree was received with a commitment to return to the Oxon Hill branch in the spring.
- The Library has formed a new partnership with Tray Chaney from the TV series, "The Wire". Mr. Chaney lives in Prince George's County and would like to work with the Library on increasing the number of young men and boys participating in the "Boys Read" and after-school programs.

## Requests to Address the Board

NONE

## Committee Reports

- On behalf of the Nominating Committee, Rebecca Gitter presented the 2012 Slate of officers: Mark Polk, President and Alease "Christy" Wright, Vice President and made the motion to accept it. Sylvia Bolivar seconded the motion and the vote was unanimous in favor of the slate.

## Unfinished Business

NONE

## New Business

- Presentation of Proposed FY'13 Operating Budget – Information Only

Robin Jacobsen, Senior Administrator for Public Services, introduced Devon Holland, librarian from the Surratts-Clinton branch. Ms. Holland passed out various brands of E-readers to the board and explained the different features. She also provided a demonstration of the process for uploading E-books and audio books to E-readers from the Library website.

Mr. Polk adjourned the meeting at 9:00 pm.

**Prepared by the Executive Assistant  
Respectfully Submitted By**



**Kathleen Teaze  
Director**