

Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, July 9, 2013 at the Accokeek Branch.

Board Members Present

Sylvia Bolivar, President
A. J. Christy Wright, Vice-President
Wanda M. Arrington
Mark Polk
Rey Robles

Staff Present

Kathleen Teaze
Michael Gannon
Evelyn Tchiyuka
Koven Roundtree
Lamont Corprew

Absences

Cormekki B. Whitley
Sam Epps

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

The Board meeting was called to order at 8:33 pm by Board President, Ms. Bolivar.

Minutes

Ms. Bolivar acknowledged receipt of the June 11, 2013 Board meeting minutes. Ms. Arrington made the motion to approve the minutes. The motion was seconded by Mr. Polk. The minutes were approved by a unanimous vote.

Financial Statement

Ms. Bolivar acknowledged receipt of the financial information.

Chief Financial Officer Report

June 2013

Revenues

YTD Revenues thru the month of June were \$27MM which was \$1.68MM favorable compared to budget due to:

- County Support was flat to budget
- CIP Reimbursement was positive by \$2.4M because it was unbudgeted
- Grant Proceeds were positive by \$19 due to higher utilization of the CIG from the State
- Branch Revenue had a negative variance of (\$722k) as revenues were lower than anticipated

Expenses

YTD expenses thru the month of June were \$27MM which were (\$1.68MM) unfavorable due to:

- Salary & Fringe had a favorable variance of \$446k because of various open positions
- Library Materials were positive by \$423k due to order reduction
- Operating Services & Supplies were unfavorable by (\$415k) due to higher risk management insurance activity and the accrual for the reserve
- Computer software was positive by \$26k due to less computer equipment purchases

- Public Relations were positive by \$22k due reduction newsletter expenses
- Travel was negative by \$(2k) which was more than anticipated
- Building & Equipment was positive by \$96K due to less activity charged to South Bowie than anticipated (was charged to CIP)
- Utilities were positive by \$227k due to greater use of energy efficient equipment and mild winter
- Vehicles were also (\$11k) negative due to greater fuel and parts
- Capital Outlay was unfavorable by (\$2.48MM) because it was unbudgeted

Net Surplus

YTD net surplus thru the month of June was \$13k favorable primarily due to cost management initiatives; various open positions offset by salary increases and risk management accrual.

Correspondence

NONE

Director's Report

Kathleen Teaze reported:

- The end of Fiscal Year 2013 closed on a very positive note with the passing of the County budget that returned \$2.5 million to the library system. This amount is within \$640,000 of what the library proposed in November, 2012. There are two primary requirements attached to the added dollars:
 1. Sunday hours to be restored in at least 3 branch libraries
 2. Collaboration with Maryland-National Capital Park and Planning (MNCPP) to bring library services to several neighborhoods near the Oxon Hill Branch.
- Work has begun on hiring additional staff to work on Sundays and scheduling the hours on Sunday from 1-5 pm.
- We have met with MNCPP to enhance our existing services plan for the Oxon Hill area so as to do more outreach to community centers and housing complexes.
- Our end-of-the-year statistics show that FY2013 was successful. The numbers of registered borrowers increased by nearly 19%, with new registrations more than double those in 2012. Library visits were slightly down, but customer interactions increased overall, with the use of materials used in the library growing by more than 22% and materials borrowed increasing to almost 5.3 million. Program attendance was very slightly down, but additional programming for teens boosted their participation by 35.5%. Meeting room usage grew by about 9%.
- Self-service checkouts increased by 28% and downloads of materials was up by close to 35%. Although the number of people using public computers decreased from 1.06 million to 998,000, it is difficult to tell if this is the result of requiring a library card to use the computers, or because of branches closed for renovation for several months. Likely it is a combination of the two.
- Trends are in line with public libraries throughout the country. Increasing numbers of people are interested in using their public libraries, as shown by the large number of new PGCMLS cards issued this year. The slightly downward trend in number of visits reflects the increase in services that are available online and downloadable. When people do come to the library, they are using more of our materials in the building.
- We continued to restructure management for increased efficiency and effectiveness by moving all branch Buildings and Groundskeepers under the supervision of the Chief of Facilities instead of Area Managers. This will allow more direct oversight by Administrative Services of support staff and for Area Managers to focus on the public services aspects of their work.

Associate Directors' Report

Michael Gannon:

- The Library has signed an agreement with Baker & Taylor for their new e-book product, Access 360 that includes an app which makes it easier to use.
- PGCMLS will be a beta site for Polaris integration with Overdrive.
- The Library has been in discussion with Park & Planning about the coordination of the Hyattsville branch renovation and the new Prince George's Plaza Community Center. The Library is ready to move forward but Park & Planning are not. Grimm & Parker, who is the architectural firm for the Laurel branch project has been retained for the HY project.
- The Fairmount Heights renovation started on Monday, July 1. Mr. Gannon mentioned that the Beltsville and New Carrollton branch are the next renovation projects for the coming year.

Requests to Address the Board

- Several residents of the Accokeek community and supporters addressed the Board requesting the installation of a sculpture created by renowned sculptor Lenore Thomas Straus (Accokeek resident 1935-1968) at the Accokeek branch library. The sculpture would be donated by the Straus family and the costs for moving and securing it would be covered by donations.

Ms. Bolivar thanked Mr. Strauss (son of the artist) for considering the Library for the donation and thanked those who spoke for their advocating for the placement of the work in the Accokeek branch. She stated that the Board will take their request into consideration and will let them know their decision. She explained that due to several request for naming of spaces and donations of art, the Board has been working on policies regarding these requests and will be voting on them later in the meeting

- **Committee Reports**

Audit Committee - Ms. Arrington reported that the Audit Committee & Lamont Corprew, CFO met with the audit firm, SB & Company. They obtained some preliminary information about the audit.

Unfinished Business

- The Board approved the adoption of the proposed **Policy on Naming of Spaces in Libraries**
- The Board approved the adoption of the proposed **Policy for Donations of Art/Exhibits**
- The Board approved the proposal for the recognition of the original Stanley Memorial Library now the Laurel Library.
- Proposal for the dedication of a large meeting room in the new Laurel Branch Library to Dr. Dorothy Height was tabled.
- Change in Social Media Policy-No Action Necessary

New Business

- The Board granted authority to the Director to change limit amounts on Procurement Cards.
- The Board tabled the request from the Philippine Nurses Association of Metropolitan DC, Inc. for the installation and dedication of a plaque in the Oxon Hill branch library.
- The Board voted to hold the September and October 2013 board meetings on the second Tuesday of the month.

Ms. Bolivar adjourned the meeting at 9:22 pm.

Prepared by the Executive Assistant

Respectfully Submitted By,

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

**Kathleen Teaze
Director**