

# Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, June 10, 2014 at the Administrative Offices

## Board Members Present

Sylvia Bolivar, President  
A. J. Christy Wright, Vice-President  
Cormekki Brown Whitley  
Sam Epps  
Mark Polk  
Rey Robles

## Staff Present

Kathleen Teaze  
Michelle Hamiel  
Michael Gannon  
Lamont Corprew  
Robin Jacobsen  
Koven Roundtree

## Absences

Wanda Arrington

The Board meeting was called to order at 8:10 pm by Ms. Bolivar, Board President.

## Minutes

Mr. Polk made the motion to approve the May 13, 2014 Board meeting minutes. The motion was seconded by Mr. Epps. The minutes were approved with a unanimous vote.

## Financial Statement

Ms. Bolivar acknowledged receipt of the financial information for April 2014.

## Chief Financial Officer Report

### **YTD Revenues thru the month of April were \$23.8M which was \$921K favorable compared to budget due to:**

- County Support was flat compared to budget
- I Net Support was negative by (\$417K) compared to budget due to timing
- CIP Reimbursement was positive by \$1.63M because it was unbudgeted
- Grant Proceeds were positive by \$286K as it was not budgeted
- Branch Revenue had a negative variance of (\$573K) as overdue fines and other branch revenues were lower than anticipated slightly offset by meeting rooms
- Other Revenue was negative by (\$4.3K) compared to budget due to lower E-Rate Rebate which was moderately offset by higher non-budgeted loss recovery revenue and interest

### **YTD Expenses thru the month of April were \$22M which was \$566K favorable due to:**

- Salary & Fringe had a favorable variance of \$1.5M because of various open positions and new hires at lower salaries
- Library Materials were positive by \$388K due to less purchases than anticipated with change of Chief of Materials Management
- Operating Services & Supplies were favorable by \$20K due to lower insurance, collection services, and supplies significantly offset by higher consulting fees, security service, and bank charges
- Computer software was negative by (\$49K) due to higher cost of software licensing & support and ILS Support moderately offset by computer repair and computer equipment.
- Public Relations was positive by \$7.2K due to reduction in newsletter expenses, moderately offset by special programs (PR Consultant)
- Travel, Training & Membership was negative by (\$5.3K ) due to increase in local travel, conference registration fees and dues & subscriptions which was partially offset by lower training and long distance travel

- Building & Equipment was positive by \$76.8K due to lower building repair & maintenance, carpet & drapery cleaning, cleaning supplies, equipment rental lightly offset by janitorial and yard maintenance costs
- Utilities were favorable by \$163K due to lower use of electricity and natural gas offset slightly by telephone, refuse removal and non-budgeted tenant fees and water & sewer
- Vehicles were positive compared to budget by \$18K due to lower vehicle lease (purchased new vehicle) fuel & oil cost, parts which was slightly offset by maintenance
- Capital Outlay was unfavorable by (\$1.55M) because CIP/CIG projects were not budgeted; also vehicles and equipment were higher, slightly offset by I-Net

**YTD Net Surplus thru the month of April was \$1.7M which is \$1.5M favorable primarily due to cost management initiatives; various open positions and higher revenue.**

## CORRESPONDENCE

- Preston D. Alderman, Jr., CPA, MBA, Director of Audit, MSDE - MSDE acknowledges your notification and approves your selection of the certified public accounting firm of Murphy & Murphy, CPA, LL to perform the FY2014 audit of PGCMLS.
- Diana C. Hirsch –Letter to the County Executive “praising” Douglas Adolphsen (Bowie Branch) for his efforts to bring relevant issues before the community in his “mock trial” programs; and expressing her appreciation of the adult programming in general.

Ms. Teaze made special note of the above letter

- Dietra D. Grant, Director, Stakeholder Partnerships, Education and Communication (SPEC) - Thank you and your affiliates for your support of the Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) Programs.
- Michael B. Gannon, Associate Director for Support Services - On behalf of PGCMLS, a letter of commitment in support of CASA de Maryland’s proposed plan for Langley Park 21<sup>st</sup> Century Community Learning Centers (*Langley Park Centers*).

Ms. Bolivar asked for an explanation of this letter. Ms. Teaze explained that CASA de Maryland has received a grant to setup the Langley Park Centers where comprehensive out-of-school time and family programs will be offered for 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> graders and their parents. Among the program goals are the increase of academic achievement and the enhancement of the life & interpersonal skills of the participants.

- Fern Piret, Planning Director, MNCPPPC - On May 6, 2014, the District Council approved the *Plan Prince George’s 2035*, the general plan for Prince George’s County.

## DIRECTOR’S REPORT

### Ms. Teaze reported:

- **FY2015 County Budget**

Prince George’s County Council approved the County Executive’s proposed operating for PGCMLS which essentially funds the budget proposed by PGCMLS staff. The County contribution is 1.5% over the 2014 level, excluding the one-time funds for computers. The County’s contribution comprises 69.9% of PGCMLS total funding for 2015 and the dollar amount represents a less than 1% increase over from the high point of FY2009.

- **Library Associate Training Institute Graduates Spring 2014**

According to Maryland law, library associates are required to complete 90 hours of approved in-service training within the first two years of their appointment to a library associate position. They are also required to do so in order to participate in the Maryland State Retirement System (see COMAR 22.04.03.06). The Division of Library and Development Services (DLDS), through the Library Associate Training Institute offers a blended approach of online training and face-to-face meetings.

Graduating on May 14 were:

Erica Smith-Materials Management, Supervisors-Lynn Stonesifer and Chad Stark

Tiffany Dickerson- Surratts-Clinton, Supervisor-Becky Minetto

Gia Schwatka – Upper Marlboro, Supervisor- Amy Jenkins

- **Educational Opportunity Center**

She and Ms. Hamiel met with Dr. Graham and Q.T. Jackson, Jr. of University of Maryland Educational Opportunity Center, regarding expanding the programs they have been doing at the Spauldings Branch. These are programs targeted toward adults 19 and older who are low income and first generation potential college students. We have agreed to work with them on bringing the programs to Hillcrest Heights, Fairmount Heights and Hyattsville Branches.

- **Summer Reading Program**

She received official notice that the County Executive will serve as the Honorary Chair of the Summer Reading Program

## **Committee Reports**

- Development Committee: Mr. Polk reported that the committee will be meeting this week to finalize the Library Foundation paperwork.

## **ASSOCIATE DIRECTORS' REPORT**

**Ms. Hamiel reported:**

- **UMD-EOC program**

Dr. Graham is very interested in the Dream Lab as an opportunity for program participants to have hands-on computer experience. Consequently,

- **Summer Foods Program**

As of June 11, 2014 all of our branch food sites will have been inspected and the staff members will have been trained. Nancy Pope and Charles Smalls will be visiting sites Monday

- **One Stop Career Center**

A representative from Prince George's County One Stop Career Center set up an information table at the New Carrollton branch. The representative was pleased with the amount of information they disseminated and would like to have the opportunity to set up in other branches.

- **Hyattsville**

Young People from Liberty's Promise - an organization that encourages young immigrants to be active and conscientious American citizens, will be volunteering at HY to assist with story times and outreach initiatives especially in our Hispanic communities.

- **Interns**

We have two Interns from University of Maryland ischool. One intern will be examining the Tugwell Collection (Greenbelt branch) to assist in determining what should be digitized and the other will be working with the Dream Lab.

- **Bowie**

Now that Bowie has children's librarians in place, teen programming has begun. Surprisingly, 50 teens have signed up for the Summer @ Your Library program.

**Mr. Gannon reported:**

- The CIP timeline has been revised in accordance with the changes in the County's approved FY'15 budget.
  - The Bladensburg branch replacement planning has been moved to 2015. The construction start date FY'16
  - Planning for the new Langley Park branch library has been rescheduled for 2015
  - Funds for planning and site of the District 7 Library has been earmarked. The construction start is scheduled for FY'16.
- Currently have an architectural firm that is going to do a feasibility study on where to locate the District 7, Bladensburg, Langley Park and Brandywine branch libraries. They will submit recommendations to the County's real estate office.
- A meeting is scheduled with Councilmember Toles to discuss her ideas about a location for the District 7 branch.
- The County has chosen the Grimm & Parker as the architectural firm for the Hyattsville replacement project. Two community meetings will be held this summer at locations other than the HY branch to allow for wider community input.
- We have the demolition permit for the build out of CSF/Largo-Kettering (LK) in preparation for the move of the Administrative offices there. The materials management staff will be moved to the LK meeting & conference rooms the week after July 4<sup>th</sup>. After that IT and Public Services staff will be moved to the old AV space downstairs in the HY building. The demolition and construction is expected to take 6 months. If all goes according to plan, AO offices should be in CSF by mid-February '15.
- The New Carrollton (NC) project is in the design/development stage. Mr. Gannon expects to have something to present to the board in the next month or two. Supply & Delivery and Central Maintenance will be moving to NC. Everything for the public will be on one level.

- Regarding the Laurel branch, we are still waiting to be notified about the start of the demolition of the building.
- The renovation of the Beltsville branch is on schedule and should be completed by mid-August '14.
- A state capital grant for the will be submitted for FY'16 to renovate the Bowie branch.

### **Unfinished Business**

- The Board approved restricting the Fund Balance for any surplus income resulting from FY 2014, FY 2015 and FY 2016 operations to fund retirement liability for the 106 employees eligible to retire in next 3 years.

### **New Business**

- Schedule of board meetings for FY'15 – Ms. Bolivar proposed that the board meet through the summer (to include the board retreat in August) and not meet in November and December. After a brief discussion, it was decided that the board will schedule monthly meetings on the 2<sup>nd</sup> Tuesday of the month through November '14 and would revisit the decision whether or not to meet in December at another time.

### **Agenda for the Next Board Meeting – July 10, 2014**

No items presented

### **Requests to Address the Board**

NONE

Dr. Wright asked to see the Summer Reading Program tee shirt. There happen to be a staff member in the room who was wearing one. It was explained the shirts were not being sold this year. They will be given away as prizes. Ms. Teaze noted that according to the Library's facebook page as of June 9<sup>th</sup> two thousand customers have signed up for summer reading.

Ms. Bolivar acknowledged the retirement of Beverly Howard, Executive Assistant and thanked her for her six years of service to the Board.

Ms. Bolivar adjourned the meeting at 8:50 pm

**Prepared by the Executive Assistant**

**Respectfully Submitted By,**



**Kathleen Teaze  
Director**