

Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, March 11, 2014 at the Bowie Branch Library.

Board Members Present

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

Staff Present

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

Absences

Sam Epps

The Board meeting was called to order at 7:36 pm by Ms. Bolivar, Board President.

Minutes

Dr. Wright made the motion to approve the February 11, 2014 Board meeting minutes. The motion was seconded by Ms. Brown-Whitley. The minutes were approved by a unanimous vote.

Financial Statement

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

Chief Financial Officer Report

YTD Revenues thru the month of January were \$17M which was \$588K favorable compared to budget due to:

- County Support was flat compared to budget
- I-Net Support was negative by (\$292K) compared to budget due to timing
- CIP Reimbursement was positive by \$1.268M because it was unbudgeted
- Grant Proceeds were positive by \$3K as it was not budgeted
- Branch Revenue had a negative variance of (\$392K) as overdue fines and other branch revenues were lower than anticipated slightly offset by meeting rooms
- Other Revenue was positive by \$0.5K compared to budget due to higher loss recovery revenue which was offset by lower E-Rate Rebate.

YTD Expenses thru the month of January were \$15.6MM which was \$183K favorable due to:

- Salary & Fringe had a favorable variance of \$721K because of various open positions
- Library Materials were positive by \$289K due to less purchases than anticipated with new Chief of Materials
- Operating Services & Supplies were unfavorable by (\$29K) due to higher consulting fees, security service, and bank charges slightly offset by collection services, insurance and supplies
- Computer software was negative by (\$30K) due to higher cost of software licensing & support and ILS Support moderately offset by computer repair and computer equipment.
- Public Relations were positive by \$27K due to reduction in newsletter expenses

- Travel, Training & Membership was positive by \$6K due to lower training, long distance travel and conference fees which were slightly offset by higher dues & subscription expenses and local travel
- Building & Equipment was positive by \$26K due to lower building repair & maintenance and carpet & drapery cleaning slightly offset by janitorial and equipment rental costs
- Utilities were positive by \$166K due to lower use of electricity and natural gas offset slightly by telephone, fuel oil and refuse removal
- Vehicles were positive compared to budget by \$21K due to lower fuel & oil cost, parts and maintenance
- Capital Outlay was unfavorable by (\$1.014M) because CIP projects were not budgeted also vehicles and equipment were higher, slightly offset by I-Net

YTD Net Surplus thru the month of January was \$1.3M which was \$771K favorable primarily due to cost management initiatives; various open positions and higher revenue.

Correspondence

- Ms. Teaze referred the Board to the Correspondence Log and asked if there were questions. Ms. Bolivar asked that the letters regarding the Laurel Library be added to the Log.
- Dr. Wright asked for clarification on the correspondence regarding the Novel Endings Bookstore (located in the New Carrollton branch) in which concern about the future of the Bookstore was expressed. Ms. Teaze explained that the renovation of the branch included the Bookstore but the location would probably be changed.

Director's Report

- Ms. Teaze introduced Ms. Michelle Hamiel, the new Associate Director for Public Services.
- February 19, 2014 was designated as Library Legislative Day in Annapolis. It is coordinated by the Maryland Library Association (MLA) in both the House and the Senate. PGCMLS staff were joined by Stephen Miller, Associate Vice Provost, University of Maryland University College Library (and library director) for visits to the 30 members of the Prince George's delegation.

In the afternoon, Ms. Teaze testified before the Senate Budget and Taxation Committee in support of Senate Bill 430 which restores the increases in state aid per capita that have been frozen at 2011 levels. As of February 25, the bill has passed second reading in the Senate.

In the evening MLA hosted a reception for legislators and their staffs in the Senate building where Library attendees were able to talk with legislators in a more social setting.

- Human Resources has developed a new, improved New Employee Orientation Program, which debuted for 18 employees on February 11, 12 and 13. The goal of the revised Orientation is to engage all new employees from a strengths-based perspective that includes opportunities for mentoring and shared experiences so that we can all work on shared goals and expectations.
- Negotiations for the Collective Bargaining Agreement have concluded and the agreement was ratified by the union on February 28, 2014.
- For several months PGCMLS has hosted a Teen Group in partnership with Columbia Lighthouse for the Blind at our Hyattsville Branch. We have agreed to expand our services to visually impaired children by providing selected small collections of Braille books in three of our branches. Columbia Lighthouse for the Blind has identified where their highest concentration of clients are located as:
Teens -- Capitol Heights, Largo, Hyattsville, Clinton, and Temple Hills
Under -- Fort Washington, Suitland, Clinton, Accokeek, and Bowie

We will use this information as a guide in determining where to locate the collections and hope to provide three locations that will be accessible for all areas of the County.

Ms. Bolivar expressed her support of this program and asked about the cost and handling of the braille materials by staff. Ms. Teaze explained that the Library, like most public libraries, has limited experience with these materials. However, the Chief of Materials Management does have some experience and will be working on the project. Ms. Teaze suspects the braille materials are more costly and added that a donation of 100+ books will be to the Library. Ms. Bolivar asked that the Columbia Lighthouse for the Blind be invited to attend a board meeting.

- We have purchased a vehicle for outreach in the areas in the Oxon Hill/Glassmanor area, which has been identified in the County Executive's Transforming Neighborhoods Initiative and by Council Member Patterson as being in need of library services. The car is a Nissan Cube and has been "wrapped" with a colorful design that will be appealing to children. We held a contest among staff to name it and we will call it the Curiosity Cube. A public launch will take place near the end of March. The Curiosity Cube will be available for library staff to take on outreach visits to community centers, schools and other venues as a way of promoting the value of PGCMLS for early literacy.
- The Library will be participating in the County's Summer Meals Program. Ms. Teaze listed the requirements the Library must meet in order to operate the program. The County is in the process of looking at the Library locations to determine which ones meet the requirements.
- The Library is approximately 2 1/2 years into the 5-year Strategic Plan and is 95% on target for goals met. The 2014-15 activities will be presented in another meeting. Dr. Wright asked if the new employee orientation program was a part of the Strategic Plan. Ms. Teaze answered affirmatively and added that there were a number of HR goals achieved including, updated job descriptions, a revised performance appraisal system. In addition a salary survey and compensation study will be conducted.

Associate Directors' Report

Michael Gannon reported:

- The Fairmount Heights renovation is almost complete. Waiting for the release of the funds from the County for the sprinkler system.
- The Beltsville branch renovation is on schedule. The reopening is expected in late summer.
- He met with the architects for the New Carrollton branch project. They are working on a design development submission.
- He attended a pre-bid meeting for Hyattsville at which all of the architects on the County list were given the opportunity to submit proposals by the beginning of April. It is expected that a contract will be issued shortly thereafter and the community meetings will follow.

Ms. Bolivar emphasized the Board's desire that the public meetings be well publicized. Mr. Gannon added that an effort will be made to increase the participation of the Hispanic community in the meetings.

- The Laurel branch closed on March 8. The temporary site is being prepared for opening on March 31 and will have the same hours, 25 computers, popular and children's materials and storytimes for children. He had a pre-kickoff meeting with the architects and the construction firm that built the South Bowie branch. Demolition of the "old" Laurel Library is scheduled some time after April 11 and weather permitting a groundbreaking in May.

- The City of Mount Rainier has an architect who collaborated with the Library in the past on a design development for a new Library in their community. They hope to move forward with it in the near future and understand that the project will have to be fully financed by them.

Committee Reports

- On behalf of the Personnel Committee, Dr. Wright reported that they have not completed the review of the telework proposal but they do plan to present a report at the next board meeting.
- Ms. Arrington reported for the Budget & Audit Committee that she, Ms. Teaze, Mr. Corprew, Ms. Gutierrez, Procurement Specialist, and Ms. Brown-Whitley conducted a set of interviews for the auditing firm with four vendors over a period of two days. They met afterward to review the firms' qualifications, experience and what they had to offer the Library in audit services. They chose Murphy & Murphy, Inc. located in Prince George's County and made a request for approval to contract the firm.

Unfinished Business

- The Board voted unanimously to retain the audit firm, Murphy & Murphy, Inc.

New Business

- The Board unanimously approved the agreement between PGCMLS and UFCW LOCAL 1994 MCGEO.

Agenda for The Next Board Meeting – April 8, 2014

- Strategic Plan Update
- Telework work session
- Update on Summer Meals Program

Requests to Address the Board

- Maureen Johnson, longtime resident of Laurel, MD, voiced her objection to naming the new Laurel Library the Charles H. Stanley Memorial Library. She explained that when she learned about the naming controversy, she decided to go online to do some research. Ms. Johnson discovered that in addition to having a strong political history in Laurel, Mr. Stanley served as a Confederate soldier. She said this information was disturbing to her since the library is located next to Emancipation Park where every year the freedom of slaves is celebrated. Ms. Johnson has contacted the Laurel Mayor, the city Council, the County and local TV station, NBC4. She appeared on the station expressing her opposition to naming the new Laurel Library the Charles H. Stanley Memorial Library.
- Dr. Sidney Moore, anthropologist and archaeologist, also a longtime resident of Laurel, expressed her opposition to the naming the new Laurel Library after Charles H. Stanley. She cited the fact that the Laurel Library name has memorialized Mr. Stanley for 47 years and the new Library's closer proximity to Emancipation Park as reasons to discontinue the name. She is in favor of the Library's plan to hang a picture of the "old" Library to recognition of the Stanley legacy.
- Ms. Evelyn Woods, Bowie resident and a "regular" Bowie branch library patron, presented her concerns about the disruptive behavior of the "unruly" and "aggressive" kids who come into the Bowie

branch from the Bowie High School after school. She noted that many of the kids are dropped off and are in the Library until 7 pm waiting to be picked up. She described incidents she witnessed and experienced that were unsettling to her. She asked that “something be done to protect the patrons and staff.”

In response, Ms. Teaze expressed her awareness of the challenges with the students’ behavior at the Bowie branch. She explained that the Library does have rules of behavior in place and they are enforced. She added that in the past the sheriffs’ deputies who were school resource officers and were assigned to the branch after school. They were effective in controlling the situation. However, when the sheriff’s office no longer had funds in their budget to provide the service, the Library didn’t have the money either. Therefore, the service was discontinued.

Ms. Teaze explained further that recently arrangements have been made to have off-duty sheriff’s deputies to work in the branch during the after school hours. It is hoped to get them on board soon. Also an additional security guard has been added in the afternoons. The Library has been working closely with the Bowie police who are very responsive when called. Additionally, the staff will receive training on how to enforce the rules of behavior.

Sgt. David Redmond from the Bowie Police Department spoke about the efforts they are making to handle the behavior problems.

Josh Ardison of UFCW LOCAL 1994 MCGEO, presented the concerns of the members about this problem and on their behalf asked for prompt action to remedy the situation.

Ms. Maureen Johnson directed a question to Ms. Teaze about the book series available online. She has found that some of the e-books in the series aren’t available. Ms. Teaze explained that the Library can’t go directly to the Publisher to purchase e-books. It uses a service that is authorized to license the e-books to the Library and the Publisher determine which e-books will be available and in what format.

Ms. Bolivar read the Board’s official statement regarding the “Naming of Libraries” which will be posted on the website and on the Library’s Facebook page.

Ms. Bolivar adjourned the meeting at 8:50 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**