



Board Minutes

The meeting of the Board of Library Trustees was held on Monday, March 12, 2012 at the Spauldings Branch.

Board Members Present

Mark Polk, President

Dr. Alease "Christy" Wright, Vice President

Sylvia Bolivar

Samuel Epps

Rebecca Gitter

Staff Present

Kathleen Teaze

Larry Broxton

Lamont Corprew

Michael Gannon

Koven Roundtree

Evelyn Tchiyuka

Absences

Michael Howard

The meeting was called to order at 8:11 pm by Board President, Mark Polk.

Minutes:

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

Financial Statement

Mr. Polk acknowledged receipt of the financial information

Correspondence

Director Teaze referred the board to the submitted correspondence log and noted the following correspondence:

- Women's History Month Luncheon Committee's invitation to 27th Annual Women's History Month Luncheon on March 8, 2012. The Library sent five staff members who reported that they enjoyed the event.
- Dr. Wright asked if the Library had responded to Item #5 - A request from the County Office of Management & Budget for the Library to provide further spending reductions by noon Thursday, February 23 to give their staff time to finalize the packet for the County Executive on Friday. Ms. Teaze's reply was yes, the Library met the request by the deadline.
- Dr. Wright also asked for clarification on item #7 - FY 2013 Budget Work Session - staff review on Wednesday, April 4, 2012 at 9:30 am; Budget work session on Wednesday, May 9, 2012 at 10:30 am. Ms. Teaze explained that the staff review is held with County staff.

Director's Report

Kathleen Teaze reported:

- The Leadership Workshop, *Can You See It?* was conducted on March 1 for all Branch Managers and Department Chiefs. A follow-up workshop will be held on April 5.
- A new Training Coordinator, Jaleen Flippen, has been selected and begins work on March 12, 2012. The position has been moved from Public Services to Human Resources. The training activities of the library system will now be coordinated from Human Resources. Ms. Flippen will focus on developing a new staff orientation program, a curriculum for employee training, and approving and recording continuing education activities for those employees who must maintain state certification under Maryland State Department of Education.
- The kick-off for the annual *Radical Readers* program was held on February 29 at the Spauldings Branch. Classes from Andrew Jackson Middle School and Walker Mills Middle School attended, as well as the County Executive who delivered remarks, Angie Ange, a popular local radio personality and Tray Chaney, who performed his original *Radical Readers* rap.
- Procurement has been moved from Administrative Services to Finance so that purchasing activities and budgets will be more closely coordinated.
- The County Executive will transmit his proposed budget to County Council on March 15.

Associate Directors' Report

Evelyn Tchiyuka reported:

- On February 16 she met and spoke with an archaeologist who is on a 'dig' at the Bladensburg branch. Effort was made to engage community children in observing the 'dig'. There was a media event at the site and Larry Broxton, Chief of PR & Marketing attended.
- She attended an event for children held at the Fairmount Heights branch which is part of a series of programs the Library is presenting in collaboration with the National Children's Museum (NCM). She found the NCM's staff interactions with the children engaging and interesting. Mrs. Tchiyuka credited Larry Broxton and Marsha Quarles with cultivating the relationship with NCM.
- Dr. Bo Xie, professor at the University of Maryland, who conducts educational classes, in the Hyattsville and New Carrollton branches, to train older adults to use information technology, gave a gift of \$5,000 in appreciation for the Library's support of her program.

Michael Gannon reported:

- In the past the Library has not applied for E-rate (The Schools and Libraries portion of the Universal Service Fund) because it was thought PGCMLS didn't qualify. However, with the assistance of a consultant, an application for an E-rate is being submitted this year. The Library will receive an 80% reimbursement of fees paid for internet and telecommunication services.
- The South Bowie branch is scheduled for a late August opening.

Public Relations & Marketing Office Report

Larry Broxton reported:

- The press release for the board vacancy went out to 6 media outlets including those which are Spanish-speaking.

Human Resources Office Report

Koven Roundtree reported:

- Jaleen Flippen, new Training Coordinator, starts work today. She has strong experience and brings fresh ideas to the position. He anticipates she will be an asset to HR and the system.

Requests to Address the Board

NONE

Committee Reports

- Mr. Polk reported the Board has almost completed its restructuring of the board committees and will have it finalized by the end of the week.

Audit Committee

- Dr. Wright stated it has been suggested that the Audit & Budget committees be combined and that committee be chaired by Michael Howard.

Nominating Committee

- Ms. Gitter reported that according to Beverly Howard, Executive Assistant, the Library branches have given out a significant amount of applications for the Board vacancy. However, to-date none have been submitted.

Unfinished Business

NONE

New Business

- Approval of purchase cards for staff to replace commercial credit cards - Action Requested. Lamont Corprew, CFO, explained that the consideration for use of purchase cards is a result of looking at the elimination of the late fees and finance charges associated with credit cards. In addition to this saving, purchase cards can be customized on the basis of the individual job description, provide more control over use of the cards and improve account management.

After a brief discussion, Ms. Bolivar made the motion to approve the purchase cards. It was seconded by Mr. Epps and approved by a unanimous vote.

Ms. Tchiyuka recognized the branch managers Yvonne Harris (Hyattsville) and Vicky Johnson (Spauldings) who were at the meeting.

Ms. Teaze mentioned the County Executive's reading initiative, *Read Across Prince George's County*.

Mr. Polk adjourned the meeting at 8:37 pm.

Prepared by the Executive Assistant

Respectfully Submitted By

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Kathleen Teaze".

**Kathleen Teaze
Director**