



PRINCE GEORGE'S COUNTY  
MEMORIAL LIBRARY SYSTEM

**BOARD OF LIBRARY TRUSTEES MEETING**

**May 12, 2015 – 7:30 p.m.**

**Surratts-Clinton Branch**

**Minutes**

The meeting of the Board of Library Trustees was held on Tuesday, May 12, 2015  
at the Surratts-Clinton Branch.

**Board Members Present**

Sylvia Bolivar, President  
Dr. Christy Wright, Vice President  
Samuel Epps  
Mark Polk  
Rey Robles

**Prince George's County Memorial Library Attendees**

Kathleen Teaze, CEO  
Koven Roundtree, Director of Human Resources  
Macolin Khem – Library Associate at the Surratts-Clinton  
Branch  
Jessica Freeman, Executive Assistant

**Absent:** Wanda Arrington

- Welcome and Call to Order: 7:30PM
- Mr. Epps made a motion to approve the February 10, 2015, March 10, 2015, and April 14, 2015 Board of Library Trustees meeting minutes. The motion was seconded by Dr. Wright. The minutes were approved with a unanimous vote.
- **Nomination Committee – Sam Epps, Nominations Chair**  
Jessica Freeman, Executive Assistant to the PGCMLS CEO, sent a Doodle to the Board of Library Trustees today, May 12<sup>th</sup>, to determine the Board's availability to begin interviews for the vacancy on the Board of Library Trustees. Mr. Epps requested that the Board members provide their availability. Rating sheets for selection of candidates will be distributed to the Board shortly. Once dates are decided upon and candidates are selected by the Board, Mrs. Freeman will begin scheduling interviews with the selected candidates.
- **PGCMLS Foundation Update – Mark Polk, Chair**  
The monthly PGCMLS Foundation Board met on Wednesday, May 6, 2015 at the PGCMLS Administrative Offices at 7:00 P.M. The meeting included discussion about a family friendly bicycle riding event to occur after Labor Day as part of the healthy body and mind initiative. The beginning stages of planning for a gala in December were also discussed.

Since the PGCMLS Administrative Offices are relocating to the Largo-Kettering Branch in June – July, the PGCMLS Foundation Board meetings will also be relocating to the Largo-Kettering Branch. The PGCMLS Board of Library Trustees is encouraged to attend the Foundation meetings as well. All Foundation Board meetings are scheduled for the first Wednesday of each month at 7:00 P.M. at the PGCMLS Administrative Offices.

- **Chief Executive Officer Report – Kathleen Teaze, CEO**

Meeting with Councilwoman Danielle Glaros & Mr. Micah Watson – Hyattsville & New Carrollton Branches Construction Projects

On April 28<sup>th</sup>, Michael Gannon – COO of Support Services, architect Melanie Hennigan – Grimm & Parker, and CEO Teaze met with Council Members Danielle Glaros and Micah Watson – Chief of Staff to Deni Tavares to discuss the Hyattsville Branch replacement and the New Carrollton Branch renovation. Councilwoman Glaros expressed her desire to create a physical connection between the new Hyattsville Branch and the University Town Center. Both Councilwoman Glaros and Mr. Watson requested that PGCMLS involve the public prior to the end of the school year. A Hyattsville Library Community Meeting has been scheduled for June 15<sup>th</sup> at the Hyattsville Meeting Room at 7:00PM.

CIP Review Session

The CIP Review Session was held Monday, May 11<sup>th</sup>. It is likely the CIP will be approved as proposed.

The Langley Park and District 7 Library projects will be included in the FY 2017 CIP. Currently, there is funding available only for the purchase of the property on which the Bladensburg Branch will sit. Funding for the planning of this site will be included for FY 2017.

FY 2015 Budget

The Budget work session with Council occurred on April 29<sup>th</sup> at 1:30PM at the County Administration Building. During the one and a half hour session, Library staff answered many questions about Library services and provided a full picture of what the Library system offers. It won't be until the end of May that the PGCMLS budget is voted on and finalized.

PGCMLS & PGCPs Partnering to Increase Library Card Ownership in Schools

President Barack Obama visited a public library in Washington's Anacostia neighborhood Thursday, April 30<sup>th</sup> to announce two new efforts to bolster reading among children in low-income areas. The first initiative was to get more books into the hands of low-income children. The second effort is to encourage schools to ensure that their student body has public library cards. In the spirit of these efforts, CEO Teaze met with TNI and School Committee, which is made up of high level representatives of the Prince George's County Public Schools, County Officials, and CEO Teaze. PGCPs has agreed to dispense PGCMLS library cards into the school system, likely in the upcoming school year.

Delaware Library Association/Maryland Library Association Annual Conference

At least 10 staff members of PGCMLS attended the annual Delaware Library Association/Maryland Library

Association Conference, which was held May 7<sup>th</sup> – May 8<sup>th</sup> in Ocean City, MD. Evelyn Tchiyuka was honored at the conference with a lifetime membership. CEO Teaze and COO Gannon presented Ms. Tchiyuka's introduction at the banquet.

### Summer Meals

PGCMLS will be working in conjunction with PGCPs to provide the meals for the Summer Meals program. There has been a change in the vendor that provides the meals, which will now require onsite refrigeration. PGCMLS is working with the vendor to find a solution.

President Bolivar will be drafting a letter to be sent out from the Board of Library Trustees to the community to explain and promote the Summer Meals program.

### Correspondence Log

The Board of Library Trustees requested more detailed information on correspondence Items 2, 6, 7, and 12, which CEO Teaze read to the Board Members. President Bolivar requested that an electronic copy of Item 6 be sent to the Board Members for their review as well as the draft response letter. CEO Teaze was not able to attend the event she was invited to in Item 12.

### Report of the Task Force to Study Locating Business in the Prince George's County Memorial Library System

The intent of the task force was to find out if certain community needs can be met by expanding the business model of public libraries in Prince George's County. The task force reviewed the literature on business in public libraries as well as the services offered by PGCMLS. Three general meetings were conducted on January 2, 2014, March 16, 2014, and September 10, 2014. At the request of the Chair, former Delegate Aisha Braveboy, limited its investigation to cafes in the libraries and rented space to businesses.

The draft Report of the Task Force to Study Locating Business in the Prince George's County Memorial Library System was submitted on April 28<sup>th</sup>. The task force's business is considered completed with the submission of the report.

- **Unfinished Business – Disposal of PGCMLS Vehicles**

CEO Teaze provided the list of four vehicles that PGCMLS has elected to dispose of due to age and mechanical failures. A motion was proposed by Mr. Polk, Esq. and Mr. Robles seconded the motion. The Board unanimously voted to approve the action to dispose of the four named PGCMLS vehicles that have reached their end of life.

- **Requests to Address the Board**

There were no requests to address the Board of Library Trustees this evening.

- Adjournment: 8:14PM
- Board entered executive session at 8:14 p.m. to discuss personnel matters. The Board voted unanimously to delegate authority to the CEO/Director to issue Intent to Terminate Employment letters.
- Executive session adjourned at 10 p.m.

Prepared by the Executive Assistant

Respectfully Submitted By

[Redacted signature box]

Kathleen Teaze  
Chief Executive Officer