

Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, May 13, 2014 at the New Carrollton Branch Library.

Board Members Present

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

Staff Present

Kathleen Teaze
Michelle Hamiel
Michael Gannon
Lamont Corprew
Robin Jacobsen

The Board meeting was called to order at 7:30 pm by Ms. Bolivar, Board President.

Minutes

Ms. Arrington made the motion to approve the April 8, 2014 Board meeting minutes. The motion was seconded by Ms. Brown-Whitley. The minutes were approved with a unanimous vote.

Financial Statement

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

Chief Financial Officer Report

YTD Revenues thru the month of March were \$21.4M which was \$774K favorable compared to budget due to:

- County Support was flat compared to budget
- I Net Support was negative by (\$375K) compared to budget due to timing
- CIP Reimbursement was positive by \$1.5M because it was unbudgeted
- Grant Proceeds were positive by \$163K as it was not budgeted
- Branch Revenue had a negative variance of (\$515K) as overdue fines and other branch revenues were lower than anticipated slightly offset by meeting rooms
- Other Revenue was negative by (\$1.5K) compared to budget due to lower E-Rate Rebate which was moderately offset by higher non budgeted loss recovery revenue

YTD Expenses thru the month of March were \$19.4M which was \$893K favorable due to:

- Salary & Fringe had a favorable variance of \$1.4M because of various open positions
- Library Materials were positive by \$440K due to less purchases than anticipated with change of Chief of Materials Management
- Operating Services & Supplies were favorable by \$1.3K due to lower insurance, collection services, and supplies significantly offset by higher consulting fees, security service, and bank charges
- Computer software was negative by (\$14K) due to higher cost of software licensing & support and ILS Support moderately offset by computer repair and computer equipment.
- Public Relations were positive by \$35K due to reduction in newsletter expenses
- Travel, Training & Membership was negative by (\$2K) higher local travel, conference registration fees and dues & subscriptions which was partially offset by lower training and long distance travel

- Building & Equipment was positive by \$103K due to lower building repair & maintenance, carpet & drapery cleaning, equipment rental lightly offset by janitorial and yard maintenance costs
- Utilities were favorable by \$206K due to lower use of electricity and natural gas offset slightly by telephone, refuse removal and non-budgeted tenant fees
- Vehicles were positive compared to budget by \$20K due to lower vehicle lease (purchased new vehicle) fuel & oil cost, parts which was slightly offset by maintenance
- Capital Outlay was unfavorable by (\$1.3M) because CIP/CIG projects were not budgeted also vehicles were higher, slightly offset by I-Net and equipment costs
- **YTD Net Surplus thru the month of March was \$2.0M which is \$1.7M favorable primarily due to cost management initiatives; various open positions and higher revenue.**

Director's Report

Ms. Teaze reported:

- **State Aid for Libraries**

The 2014 General Assembly passed unanimously SB 430, restoring the increases in per capita state aid. Public libraries lost the last two years of the four year increase that was originally awarded in 2005: with SB 430 increases have now been restored

The increase will give PGCMLS added \$497,000 for FY 2016, increasing to \$873,000 by FY 2019.

The increase was the only revenue bill passed in the session. However, it is probable that the library community will have to fight to retain the increases in light of the reported \$400 million deficit in the state budget.

The Governor will be signing this bill on Thursday, May 15. Ms. Teaze will be attending the signing.

- **Open Meetings Act**

Legislation passed during the 2012 Session ([HB 139](#), Open Meetings Act-Training for Public Bodies) created several new training requirements on county governments with respect to Maryland's Open Meetings Act. The new requirements became effective October 1, 2012.

HB 139 requires a public body to designate at least one individual who is an employee, officer, or member of the public body to receive training on the requirements of Maryland's open meetings law. The public body must forward the name of the designated individual to the Board. That can be done by an e-mail to OpenGov@oag.state.md.us, with a subject line specifying "Open Meetings training designee(s) of [name of public body]."

Ms. Teaze completed this training on April 18, 2014 and asked the Board to approve sending her name to the state as the Library's designee.

- **FY15 Budget**

The hearing on our FY 15 operating budget before the Health, Education and Human Services Committee (HEHS), chaired by CM Obie Patterson, was held on April 30, 2014. There were a few questions but for the most part it was a very positive meeting. The budget should be approved on May 27, 2014.

The library senior staff met had a work session today on the CIP budget. The budget was presented and there were a few questions from the Council. It is anticipated that the District 7 and Langley Park and District 7 library projects will go forward in the near future.

Cooperation with County Agencies

Ms. Teaze mentioned that the Library has been meeting with the various TNI groups (the County Executive's Neighborhood Initiatives) in the County. On April 29, 2014 the County opened the new Langley Park Multi-Service Center in La Union Mall, 1401 University Blvd E., in Langley Park. This One-Stop Shop for Health and Human Services is the first of its kind in the County and housed offices from the Health Department, Department of Social Services (DSS), Department of Family Services (DFS), and the Prince George's County Economic Development Corporation (EDC) Workforce Services Division. Prince George's County Court system will provide Domestic Violence resources. ***PGCMLS has provided a children's book section in the facility.*** Ms. Teaze thanked Robin Jacobsen for putting the section together.

MSDE/DLDS

Maryland State Department of Education/ Division of Library Development & Services is providing online courses for Library Trustees.

PGCMLS New Employee Orientation

Dr. Wright stated that she reviewed the new PGCMLS Employee Orientation program distributed by Ms. Teaze and she thought it was very thorough and well done!

Associate Directors' Report

Ms. Hamiel reported:

- **Summer Foods Program**

The following branches will host the Summer Foods Program: Glenarden, Bladensburg, Hyattsville, Spaldings, Fairmount Heights, Hillcrest Heights and Oxon Hill. These branches were selected because they are located in the TNI communities. We will only need to alter or vary the branch opening schedules slightly. All locations can support the event with the exception of Bladensburg. Bladensburg will need a tent to accommodate the children. All other locations will need to have coolers provided.

- **Bowie**

Bowie staff hosted 120 Glen Dale Elementary children where they learned about the Summer Reading Program, and completing a library scavenger hunt and the children checked out books using self-check.

- **New Carrollton**

Thirteen children, ages 8-15, attended the New Carrollton library's first cartoon animation class on Monday. The class will meet once a week for three weeks to learn basic software and techniques used by animation companies like Pixar and Disney. The classes are led by Steve Barker a librarian. They are taught by George Kochell who teaches a similar program through the nonprofit Greenbelt Association for the Visual Arts.

Mr. Gannon reported:

- The contractor has received the 377 PCs the County purchased for the Library. IT has started installing them in the branches.
- Customers can now stream 3 hours of music per day through Freegal.

- The County is evaluating the architectural submissions for the Hyattsville branch. It is expected that a firm will be chosen shortly.
- The New Carrollton branch renovation plan is moving along. There will be another community meeting the end of next month, Tuesday, June 24, 2014 at 7:30 pm. The architect's will have the designs completed to present.

Committee Reports

- Personnel: Dr. Wright reported that the Board is recommending a six-month pilot of the telework program. The program will then be assessed and the results will determine whether the program will continue. Dr. Wright made the motion for board approval accordingly. It was seconded by Mr. Epps and passed by a unanimous vote.
- Budget & Audit: No Report
- Development Committee: Mr. Polk reported that has the Articles of Incorporation for the Prince George's County Memorial Library Foundation, Inc. for review by the board members. He added that the committee is recruiting for people to sit on the Library Foundation Board and encouraged the Library Trustees to make recommendations. Ms. Teaze interjected that Veronica Jeon, development consultant, has commitments from several people who are willing to serve on the Foundation Board.

Mr. Polk made the motion that the Board approve the incorporation of the Prince George's County Memorial Library Foundation. It was seconded by Dr. Wright and passed by a unanimous vote.

Unfinished Business

- Approval of Telework Proposal – see vote above in Personnel Committee report
- Approval of Library Foundation – see vote above

New Business

- Ms. Nancy Pope from the *Share Our Strength-No Kid Hungry* program, presented a comprehensive summary of the program citing the reasons and statistics for why free summer meals for children are needed. She introduced a colleague, Charles Smalls from the Family League of Baltimore (FLBC). FLBC works with Share Our Strength to increase the number of summer meal sites, provides training to each site and delivers the meals. There was discussion about the implementation of the program in the PGCMLS branches.
- The Board approved the Director as designee for compliance with HB 139-Open Meetings Act-Training for Public Bodies.
- Mr. Corprew and Ms. Teaze presented an explanation for the request to restrict a Fund Balance for any surplus income resulting from FY 2014, FY 2015 and FY 2016 operations to fund the retirement liability for 106 employees eligible to retire.

CORRESPONDENCE

Ms. Teaze referred the board to the submitted correspondence log and asked for questions.

- Federal Communications Commission Library Team - Thank you to Nestor (Diaz) & Josie (Fiore) for participating in our 11th Annual Library Open House. We are so happy PGCMLS was able to join us for the first time.
- Dennis G. Saunders: Letter in support of retaining the name of Charles H. Stanley Memorial Library for the Laurel Library.

Ms. Arrington asked Ms. Teaze to explain the content of this letter. Ms. Teaze stated Mr. Saunders wrote it in response to a news story in which it was reported that there is a segment of the Laurel community who object to this name because Mr. Stanley was a confederate soldier. In short, Mr. Saunders states it is a “myth” that the Civil War was fought over slavery; and therefore the fact that Mr. Stanley was a confederate soldier has no bearing on naming the Laurel Library after him.

- Fern Piret, Planning Director, MNCPPPC - Transmission of the Preliminary College Park-Riverdale Transit District Development Plan. Public hearing scheduled for May 29, 7:00 pm in the CAB first floor hearing room.
- Jean Hulet, State Chair, Maryland Employer Support of the Guard & Reserve (ESGR) - On March 27, 2014, the Prince George’s County Executive, Mr. Rushern L. Baker, III, signed a Statement of Support for the National Guard & Reserve. In an effort to ensure all directorates are included in this effort, we have attached a statement of support with this letter and request that you sign and display the Star Statement of Support at your location.
- Senator Thomas V. Mike Miller, Jr., President Senate of Maryland - As an early beneficiary of the Prince George’s County bookmobiles, nothing could be more important as my roll of state Senator than to help county libraries. Thank you for your letter and I look forward to our continued friendship.

Ms. Bolivar asked about this item of correspondence. Ms. Teaze explained that the Senator was writing in response to a thank you note she sent to him for supporting SB 430.

- Rushern L. Baker, III, County Executive - Congratulations on beginning construction on a replacement library for the Laurel branch library, also known as the Stanley Memorial Library. For nearly 50 years the library has been called the Stanley Memorial Library. In recognition of the community’s tradition and desires, I have decided that the replacement library should carry the name Stanley Memorial Library.

Ms. Bolivar made note of this letter from the County Executive. Dr. Wright stated for the record that this decision was a clear violation of the Board’s policy on Naming of Libraries. Discussion followed in which various board members expressed their opinions about the County Executive’s decision. Mr. Polk made a motion that the Board write a letter to the State Attorney General asking for an opinion on the legality of the County Executive’s decision. It was seconded by Ms. Brown- Whitley and passed by a majority vote.

- Fern Piret, Planning Director, MNCPPPC - The Prince George’s County Planning Board has initiated a new transit district development plan (TDDP) and Transit District Overlay Zone (zoning) map amendment (TDOZMA) for the Prince George’s Plaza Metro station area.

Mr. Epps asked about the impact of the TDDP for the Prince George’s Plaza Metro station area on the renovation of the Hyattsville branch library. Mr. Gannon stated the Library the plan will not affect the renovation and Ms. Teaze added that the size of the library site was noted in the proposed transit development plan.

Requests to Address the Board

- Diana Comiso, Chairperson of the Philippine Nurses Association of Metropolitan DC (PNAMDC), presented Ms. Teaze with a \$500 check in appreciation for the installation of a commemorative plaque to PNAMDC in the Oxon Hill branch library.

Agenda for the Next Board Meeting – June 10, 2014

- Presentation from Columbia Lighthouse for the Blind
- Schedule future board meetings for FY'15

Ms. Bolivar adjourned the meeting at 8:52 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**