

Meeting of the Prince George's County Memorial Library System

Board of Trustees

Minutes

The meeting of the Board of Library Trustees was held on Tuesday, November 18, 2014 at the Administrative Offices.

Board Members Present

Sylvia Bolivar, President
Christy Wright, Vice-President
Wanda Arrington
Samuel Epps
Rey Robles
Mark Polk

Prince George's County Memorial Library Attendees

Kathleen Teaze, CEO
Lamont Corprew, CFO
Michael Gannon, COO for Support Services
Michelle Hamiel, COO for Public Services
Koven Roundtree, Director of Human Resources
Robin Jacobsen, Director of Community Engagement
Glendora Hughley CPA from Murphy & Murphy
(Auditor)
Jessica Freeman, Executive Assistant

Absent: Cormekki Whitley

The Board Meeting was called to order at 7:35pm by Ms. Bolivar, Board President.

Minutes

MOTION: Ms. Arrington made a motion to approve the October 14, 2014 Board of Library Trustees meeting minutes. The motion was seconded by Mr. Epps. The minutes were approved with a unanimous vote pending the correction of typographical errors noted by Dr. Wright.

Financial Statements

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

Chief Financial Officer Report

YTD Revenues thru the month of September were \$7.7M which was \$710K favorable compared to budget due to:

- County Support was flat compared to budget.
- State Appropriation relatively flat compared to budget.
- County Correctional Center was flat compared to budget.
- CIP Reimbursement was positive by \$748K because it was unbudgeted.
- Branch Revenue had a negative variance of (\$32K) as overdue fines were lower than anticipated. This slightly offset by meeting rooms, parking space fees and other branch revenue.
- Other Revenue was negative by (\$5K) compared to budget due to there not being an E-Rate Rebate, which was moderately offset by higher non budgeted loss recovery revenue and interest.

YTD Expenses thru the month of September were \$7.2M which was (\$566K) unfavorable compared to budget due to:

- Salary & Fringe had a favorable variance of \$253K because of some open positions and some new hires at lower salaries.
- Library Materials were positive by \$31K due to less purchases of books, serials and processing moderately offset by audio/video and electronic library materials.
- Operating Services & Supplies were favorable by \$23K due to lower auditing, collection service, insurance, legal, security, postage, and printer cartridges. This was moderately offset by higher consulting, temp staff, bank charges, payroll outsource fees and supplies/equipment.
- Computer software was positive by \$22K due to lower audio visual equipment, ILS support, and computer equipment, which was moderately offset by computer repair and software licensing fees.
- Public Relations were \$2K favorable due to reduction in advertising and printing, and was moderately offset by special programs (PR Consultant).
- Travel, Training & Membership was negative by (\$6K) due to increases in local travel, recruitment, and dues & subscriptions, which was partially offset by conference fees.
- Building & Equipment was negative by (\$28K) due to higher building repair & maintenance and uniforms; offset slightly by carpet & drapery cleaning and yard maintenance.
- Utilities were favorable by \$62K due to lower use of electricity and natural gas. This was moderately offset by alarm service, pest control and water.
- Vehicles were negative compared to budget by (\$6K) due to higher fuel & oil cost and vehicle repair & maintenance, which was slightly offset by vehicle lease and parts & accessories.
- Capital Outlay was unfavorable by (\$920K) because CIP projects and equipment outlay were not budgeted.
- **YTD Net Surplus thru the month of September was \$500K which is \$145K favorable primarily due to higher revenue and lower salary & fringe, but was moderately offset by capital outlay.**

There were a number of questions about the September 2014 Financial Statements.

- Mr. Epps asked how many current vacancies or otherwise open positions there are.
 - CEO Teaze and Director Roundtree provided that there are 24 active positions that are open.
- Mr. Epps requested further explanation on the CIP Reimbursement.
 - CFO Corprew explained that the CIP Reimbursement is not budgeted in the Operations budget. It is a separate line item under Capital Outlay.
- Dr. Wright questioned why the vehicle fuel and oil costs are higher than anticipated despite the decrease in national fuel cost averages.
 - CFO Corprew explained that due to billing delays we have not realized the lower fuel costs as of yet.
- Mr. Polk requested an update on FY 2016 Budget planning.
 - CFO Corprew relayed that the budget proposal is due on Wednesday, November 19, 2014 and that PGCMLS will turn this information over the County on time.

Correspondence

- Dr. Wright asked if a contribution would be made to the Governor's Legislative Reception to be held in January.
 - CEO Teaze indicated that a contribution would be made and that each library can decide on their contribution account. The funds come from the gift fund.
- Dr. Wright would like to hear more details on Item #6 on the Correspondence Log.
 - CEO Teaze indicated that this information needed to be kept confidential since it involves an ongoing complaint/case.
- Ms. Bolivar requested more detailed information on Item 17 on the Correspondence Log.
 - CEO Teaze deferred to COO Gannon. COO Gannon indicated that he had responded with to the letter from Myles Admirall, Managing Director of Accent Architechrtural dba Synergi that

indicated that the South Bowie branch is County owned and that Nardi Construction issued a report of their lien releases after construction showing all sub-contractors had been paid. PGCMLS is not a responsible party in Accent Architectural's claim.

- Ms. Arrington requested more detailed information on Item 12 on the Correspondence Log.
 - CEO Teaze indicated that the letter referred to a customer complaint that is now being handled by the County attorney's office.
- Ms. Arrington requested more detailed information on Item 11 on the Correspondence Log.
 - CEO Teaze indicated that the money that was awarded in the grant is federal money and is to be used to fund the Library Associate Training Institute (LATI) 2015's coordinator and online assistant. CEO Teaze is the chairperson for LATI and the fiscal agent for the grant money.
- Ms. Arrington requested more information on Items 2, 7, & 8 on the Correspondence Log.
 - CEO Teaze indicated that grant audits were sent to PGCMLS to be distributed to the branches as we are a hub of information and a way for the audit reports to be disseminated.

Chief Executive Officer's Report

CEO Kathleen Teaze reported:

Prince George's County Public Schools

- In anticipation of a partnership between Fairmount Heights High School IT Academy and the Fairmount Heights branch, PGCMLS has signed an MOU with PGCPs that outlines how we will use interns from the Academy to help our customers use the DREAM Lab.
- December is Computer Learning month. In support of this the students will be at Fairmount Heights to provide coding training to customers.

Outreach

- 9th grade card sign-up promotion was completed, a winner drawn and an Xbox One awarded.
- 2,200 students received library cards, including 500 9th graders.

PGCMLS Policies

- Staff has completed a review of all existing PGCMLS policies in order to ensure that they are current, workable, and fulfill the PGCMLS mission and vision. A review of Board of Trustees minutes shows that the Board has never adopted a comprehensive set of policies at one time, but has added individual policies to a small set of original set of policies, for which there is no official record. Staff requests that the Board of Trustees review, approve the proposed set of policies, and include them in the official records of the Board of Trustees.

Telework Pilot

- The telework pilot began on October 1.
- Three Materials Management staff members started teleworking one day each week; 2 selectors telework on Fridays, and the Chief teleworks on Thursdays. One Digital Services staff member started teleworking on Wednesdays each week. One Human Resources Staff member is teleworking.
- While there hasn't been enough time to analyze this pilot yet, a report will be provided to the Board in six months, when Management has had an opportunity to analyze and make a recommendation.
- Mr. Epps requested more information on how one teleworks within PGCMLS.
 - The Director of HR replied that there isn't a formal way to track work being done remotely. We are able to track work via the various programs the employees use to complete their work. They are also communicative with their supervisors when working remotely.
- Ms. Arrington asked if StaffNet is not accessible to employees outside of our networks at the branches, how will telework employees access it?
 - CEO Teaze replied that the test group has PGCMLS owned laptops that allow the teleconnection and access to StaffNet. Although moving forward, the hope is to bolster the IT network to provide wider access to StaffNet without the need to use PGCMLS laptops to do so.

Two-way radios

- Two-way radios were purchased for the larger branches where a combination of librarians, security officers and B&G staff will use radios during operations. This 'preparedness provision' is designed to ease communication among key staff during emergency events

FY 2016 Budget

- The County has requested two scenarios.
 - Scenario 1: A flat budget proposal with no change in requesting funds from the FY 2015 budget.
 - Scenario 2: a 2% decrease proposal; this equates to \$370K.
- The proposal is due on Wednesday, November 19, 2014.
- It is anticipated that in early January PGCMLS will meet with the County Executive's Staff to discuss the proposed budget and hear their thoughts.
- In March the County Executive will give the budget to the County Council and PGCMLS will meet with the County Council.
- In May, the budget will be finalized.

Committee Reports

Budget & Audit

Glendora Hughley, CPA from Murphy & Murphy CPA LLC, provided the audit report to the Board of Trustees.

- Murphy & Murphy conducted the audit in accordance with auditing standards generally accepted in the U.S. and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the U.S. Those standards require that the audit is planned and performed to obtain reasonable assurances that the financial statements are free from material misstatements.
- Murphy & Murphy believe that the audit evidence is sufficient and appropriate to provide a basis for their audit opinion.
- No significant difficulties in dealing with management in performing and completing the audit.
- There was one misstatement of the accrual of risk management liability that was noted but has since been corrected. This was primarily due to the fact that this information was only able to be obtained late in the audit.
- As provided in the management letter, a few changes were recommended.
 - Murphy & Murphy suggested stamping all voided checks "VOID" and the Finance Department has implemented this change.
 - It was suggested that the Finance Department implement a reporting system to accurately capture and report an accounts receivable aging report for outstanding fines and fees.
 - It was recommended that the Finance Department conduct its accounts payable and accounts receivable cut-off before the trial balance and supporting schedules are submitted to the auditor for field work testing.
- Ms. Bolivar asked if the reporting for outstanding fines and fees was being addressed by Finance.
 - CFO Corprew reported that PGCMLS has engaged Unique Management in handling all collections and they will provide a monthly report on them.
- Ms. Arrington questioned what is being done by Finance to address the accounts payable and accounts receivable cut-off date.
 - CFO Corprew informed the Board that purchasing is cut-off May 15th so that the purchase orders can be created and the goods will be received before the fiscal year end. However, accounts payable must still recognize those invoices that come in after June 30th, fiscal year end, which creates a change in the journal entries.
- Ms. Arrington asked what can be done to mitigate the likelihood that a misstatement happens next fiscal year in reference to the accrual of risk management liability.
 - Ms. Hughley and CFO Corprew addressed this issue. Essentially, an estimate can be done next year so that if there is a change from the estimated amount, it would likely not be material. There would possibly be less of a difference between the estimate and actual accrual number.

MOTION: Ms. Arrington proposed a motion to approve the Audit & Financial Statements for the FY End June 30, 2014. This motion was seconded by Mr. Epps. The Board unanimously approved.

Development Committee

Mr. Mark Polk reported on the following:

- A small meet and greet to take place in late November for potential foundation members.
- Following the meet and greet for the members in November, there will be a community meet and greet in December.

Chief Operating Officer's Reports

COO Michelle Hamiel reported on the following:

- The first Ready 2 Read center was launched at the Accokeek branch. Pictures will be displayed on Flickr forthcoming.
- The Boys Read programs launched at Spauldings last month. They are reading the *Diary of a Wimpy Kid* and will be receiving a magazine subscription that will be mailed to their homes.
- Bowie, Spauldings, and Hyattsville have partnered with the University of Maryland Educational Opportunity Center (EOC). The EOC provides information and assistance to low-income, first-generation college-bound citizens in Prince George's county age 19 and older to gain admission and obtain financial aid for post-secondary education enrollment.
 - Those branches will be hosting College Goal Maryland in order to provide free professional assistance with:
 - filling out the FAFSA (Free Application for Federal Student Aid)
 - financial aid resources and how to apply
 - information regarding state-wide student services and admission requirements
 - understanding the aid awarded before making college choices
 - Library staff are trained in aiding parents/students fill out the FAFSA forms
- Accokeek and Largo staff are being trained by the State Department so that those locations can soon accept U.S. Passport applications.
 - The library will receive \$25 per application in revenue.
 - Harford County and Howard County offer this service as well. In their first year, Harford County received roughly \$94K in revenue from this service. PGCMLS hopes that we will realize similar profits.
 - Dr. Wright inquired as to how this will be publicized.
 - COO Hamiel indicated that once training has been provided and exact dates have been provided by the State Department, both the State Department and PGCMLS will publicize that U.S. Passports will be accepted at the Library.
 - Training will begin in December.

Chief Operating Officer Michael Gannon reported:

- PGCMLS has contracted with Counting Opinions to gain a better understanding of customer insight, operational improvements, and advocacy efforts.
 - The Library Data Analyst Anita Kinney will be doing the surveys.
 - The first survey should be released next month.
- The Grand-Reopening of the Beltsville Branch was a success.

New Carrollton

- The construction documents, or plans and the specifications, are at 100% completion. The next step will be for the construction documents to go to the County permit office and County procurement.

Hyattsville

- The architects for the Hyattsville project have completed schematic designs and those shall be received by PGCMLS on Friday. Having these schematics will allow for construction costs to be estimated.

- In another 3-4 months when design and development is finished PGCMLS will hold another community meeting to show them the progress.

Largo-Kettering/The New AO

- A construction meeting was held this week at the Largo-Kettering site.

Laurel

- Michael spoke with the Vice President of the construction company today. The construction company and the County legal office are in talks.
- Asbestos abatement is complete
- Instructions to turn off the water for the building have been received.

Committee Reports

None

Unfinished Business:

Approval of increased rates for meeting room rentals – Action Requested-**TABLED**

- Robin Jacobsen, Director of Community Engagement reported that the increase in room rental fees will likely only impact the larger organizations that utilize the conference/meeting rooms for longer periods of time.
 - The required amount of time that one must rent rooms for will decrease to 2 hours, which will allow for more customers to utilize the rooms throughout the day.
 - The only actual increase in rates would be for the larger auditorium spaces, which are now at \$150 and have the fee increase to \$225.
- In January the Board of Trustees will be having a work session. This action will be tabled until this work session.

New Business

Approval of Revised PGCMLS Policies –**INFORMATION ONLY-TABLED.**

- This action will be tabled until the work session in December.

Foundation donation for calendar year 2015 at the request of Mr. Polk – **INFORMATION ONLY**

- Mr. Polk requested that, as the Foundation is approaching potential contributors, that they are able to indicate 100% Board of Trustees fiscal contributions.
- Each Board member would contribute at their discretion but Board Member participation is requested in conjunction with the Foundation.

MOTION: Mr. Polk proposed a motion and the motion was seconded by Ms. Arrington. The Board approved unanimously.

Approval of Procurement Cards –**INFORMATION ONLY**

- Auto Mechanic in the amount of \$2,500.00 – Currently the COO of Support Services purchase card is used for items purchased by the mechanics. The procurement card for the mechanic would allow them to make purchases independently.
- Director of IT in the amount of \$5,000.00 – The prior IT Director held a procurement card and it is requested to allow this for the current IT Director.

MOTION: Dr. Wright proposed a motion for the two new procurement cards and Mr. Epps seconds the motion. The Board of Trustees approved this action unanimously.

- A list of current purchase card holders is requested by Ms. Arrington.
 - Finance to send a listing to Ms. Arrington

Agenda for Next Board meeting

- Tabled items
- Foundation Items
- Update on Budget

- List of any EEO complaints
- Updates that are needed to provide to the County Ethics Office.
- Nominations Timeline
- Action items to discuss with the Union
- COO Hamiel – Summer Meals for CY 2015.

Request to address the Board

None

Adjournment: 8:59PM

Prepared by the Executive Assistant

Respectfully Submitted By

Kathleen Teaze
Director