

Board Minutes

The meeting of the Board of Library Trustees was held on Thursday, October 11, 2012 at the Administrative Offices.

Board Members Present

Mark Polk, President

Dr. Alease "Christy" Wright, Vice President

Rebecca Gitter

Michael Howard

Absences

Sylvia Bolivar

Samuel Epps

Staff Present

Kathleen Teaze

Larry Broxton

Lamont Corprew

Michael Gannon

Koven Roundtree

Evelyn Tchiyuka

The meeting was called to order at 8:25 pm by Board President, Mark Polk.

Minutes

Mr. Polk acknowledged receipt of the September 13, 2012 Board meeting minutes. Mr. Howard 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.

Chief Financial Officer Report

Mr. Corprew referred the Board to the Audit Report distributed earlier.

Correspondence

Director Teaze noted the following correspondence:

Letter from Ms. Irene M. Padilla, Assistant Superintendent for Libraries, stating the DLDS is pleased to present PGCMLS with a grant for the Beltsville Branch Renovation in the amount of \$489,000.

Email message from Andrea D. Anderson, Appointments Liaison in the Office of the County Executive to the Board of Library Trustees regarding the Appointment/Confirmation Process for Mr. Rey Robles, appointee for the Board.

Director's Report

Kathleen Teaze reported:

PGCMLS Market Analysis Progress

In two half-day workshops for the Director's Staff facilitated by Orange Boy, we used data analysis to begin to set general priorities for services to the behavioral clusters described at last month's Board Meeting. These priorities, in conjunction with our Strategic Plan 2011-2015, will drive our delivery of programs and services, for the remainder of this fiscal year and guide our proposal to the County for the FY14 budget.

Floating Collection

PGCMLS began floating our collection on Wednesday, September 5th. Until now, borrowed items would be returned to the owning location. In a floating collection materials "float" freely among system libraries rather than being "owned" by a specific location.

The benefits of floating are that:

- we can respond faster to public demand
- provide more equitable access to materials, stretch the materials budget
- reduce ergonomic strain on staff
- dramatically cut the volume of delivery among libraries
- lessening the number of times an item goes through delivery reduces wear and tear, extending circulation life.

Management Update

The Management Update is the official notification vehicle for administration to communicate with staff. It is posted on the PGCMLS Intranet and all staff are required to read it within 3 days. In the future, each Management Update will be emailed to Board Members.

Associate Directors' Report

Evelyn Tchiyuka reported:

- Hillcrest Heights branch had a grand reopening on Wednesday, October 10, 2012. From the attendance (over 60 people), it was a wonderfully successful event. The new Branch Supervisor, Kendra Harris, has been in charge for a month and has already made the community aware of the new services and programs available for customers of all ages. As people realize the branch is open, the expressions of satisfaction are pouring in. The branch is fully staffed with 7 staff members.
- The staff at South Bowie (SB) has been putting the branch together (shelving books) for the last two weeks. To say they are motivated is an understatement. The building is beautiful and the teamwork is great. We expect to be finished and ready to open on October 25. Programs have been planned. SB will be the only branch open on Thursday nights until we re-evaluate the current hours for all branches. The new hours for SB are Mon., Wed., Fri. 10am – 6pm and Sat. 10am – 5pm.
- Bowie and Oxon Hill will serve as Early Voting Centers and will be open for voting 10 am to 8 pm, Saturday, October 27 – Thursday, November 1, 2012 (Sunday hours: Noon – 6:00 pm). Four years ago, our five branches (AK, HY, BV, OH, and BW) that served as polling places were over-run with voters and it is expected the same will be the case for this November.

Michael Gannon reported:

- The South Bowie Branch grand opening will take place on Thursday, October 25 @ 2:00pm the invitations are being printed and will be mailed out soon.
- CML (Citizens for Maryland Libraries) is having Trustees' Day on November 3. He urged the Board to attend because he is serving on a panel about re-purposing Library spaces and he will talk about the PGCMLS' renovations.

Public Relations & Marketing Office Report

Larry Broxton reported:

- The Branches have launched *The Journey Stories* series with the offering of related programming. The series will culminate with the official opening of the Smithsonian exhibit in the Oxon Hill Branch on December 6. It is comprised of 14 cases of various art forms depicting local, Prince George's County, regional and some national culture. All of the programs are listed in the CURRENT.

- The Library will host the *Kids Euro Festival*, beginning on October 17. Performers from all over Europe including France, Germany, and the Scandinavian countries will present programs in our branches for all age groups.

Requests to Address the Board

NONE

Committee Reports

Nominating Committee

- Ms. Gitter reported that the County Executive has appointed a new board member. She will report the result of the County Council hearing in the November meeting and there should be 2 new board members by the end of the year.

Audit Committee

- Mr. Howard reported that the committee met with the auditors, SB & Company, to review the June 30, 2012 Audit report. They were advised that the Library will receive a clean opinion and overall the Library is in sound fiscal health. The only issue is the OPEB liability in the amount of \$3.3 million. In the past the County has pushed this liability onto the Library's books. This year the County notified the Library that they are going to absorb the liability.

Mr. Howard thanked Mr. Corprew, CFO and his staff as well as the leadership for efficient management "especially during these tough economic times".

Unfinished Business

- Resolution – Action Requested: The Board voted to authorize the Director or her designee to transfer funds from PGCMLS investment account to PGCMLS operating account temporarily in case of an emergency.(e.g.; the County does not send our bi-weekly appropriation needed to fund payroll and related tax expenses). These funds will be returned to the investment account as soon as the situation is resolved.
- Resolution – Action Requested: The Board voted to authorize the creation of a new patron code for K-12 students which would allow students to check out 3 items at a time, with no fines or fees, and unlimited use of electronic resources and PGCMLS computers. These cards will be issued by the schools, will require only parental permission and limited personal information and not require an ID check.

Mr. Polk adjourned the meeting at 8:48 pm.

Prepared by the Executive Assistant

Respectfully Submitted By,



**Kathleen Teaze
Director**