

Board Minutes

The meeting of the Board of Library Trustees was held on Tuesday, September 10, 2013 at the Oxon Hill Branch.

Board Members Present

Sylvia Bolivar, President
A. J. Christy Wright, Vice-President
Wanda M. Arrington
Cormekki B. Whitley
Rey Robles

Staff Present

Kathleen Teaze
Michael Gannon
Evelyn Tchiyuka
Koven Roundtree
Lamont Corprew

Absences

Sam Epps
Mark Polk

The Board held an executive work session at 7:30 pm to discuss personnel matters.

The Board meeting was called to order at 8:05 pm by the Board President, Ms. Bolivar.

Minutes

Ms. Bolivar acknowledged receipt of the July 9, 2013 Board meeting minutes. Ms. Teaze noted a correction in the minutes. The item in Mr. Gannon's report which read, "PGCMLS **will** be a beta site for Polaris integration with Overdrive" should read PGCMLS **may** be a beta site for Polaris integration with Axis 360, an ebook service of the vendor, Baker & Taylor. Dr. Wright made the motion to approve the minutes as amended. The motion was seconded by Ms. Arrington. The amended minutes were approved by a unanimous vote.

Financial Statement

Ms. Bolivar acknowledged receipt of the financial information.

Chief Financial Officer Report

August 2013

Revenues

YTD Revenues thru the month of August were \$4.7MM which was \$74K favorable compared to budget due to:

- County Support was flat compared to budget
- CIP Reimbursement was positive by \$188K because it was unbudgeted
- Grant Proceeds were zero YTD
- Branch Revenue had a negative variance of (\$113K) as other revenues were lower than anticipated

Expenses

YTD expenses thru the month of August were \$3.6MM which was \$911K favorable due to:

- Salary & Fringe had a favorable variance of \$671K because of various open positions
- Library Materials were positive by \$213K due to less purchases than anticipated
- Operating Services & Supplies were favorable by \$6K due to new contract for security services resulting in lower cost
- Computer software was negative by (\$7K) due to timing of software licensing
- Public Relations were positive by \$14K due reduction newsletter expenses
- Travel was relatively flat at a negative by (\$7K) due to higher dues payments
- Building & Equipment was positive by \$24K due to a contractual reduction in the cost of service for yard maintenance and timing of other costs
- Utilities were positive by \$55K due to lower use of electricity
- Vehicles were relatively flat compared to budget

Net Surplus

YTD net surplus thru the month of August was \$986K favorable primarily due to cost management initiatives; various open positions and higher revenue.

Correspondence

- Dr. Wright noted the letter thanking Ms. Teaze for agreeing to serve on the State Library Resource Center (SLRC) Oversight Commission.
- Ms. Bolivar asked Ms. Teaze to explain the certification letter from the Maryland State Department of Education (MSDE) for Cooperative Local-State Library Aid Programs for FY'14. Ms. Teaze explained that through the program the state gives a statutory amount of money the County for services provided to county residents. At this point, the amount in Prince George's County is \$12 per capita and has been frozen at this amount for the last few years due to the economy. The amount is derived by a formula based on the wealth of the county. In actuality, the Library gets \$7.41 per capita which computes to \$6,524,208 for FY'14 and is received in payments every other month.
- Dr. Wright asked about the correspondence from The Maryland-National Capital Park and Planning Commission (M-NCPPC) regarding the Prince George's County Planning board's new transit district development. Ms. Teaze explained that M-NCPPC sends copies of proposed projects, budgets and public hearings to the Library regularly to provide it to the public. She noted that The Preliminary Eastover/Forest Heights/Glassmanor Sector Plan includes a plan for a library in that area.
- Ms. Teaze called the Board's attention to the correspondence from the U.S. Department of Justice (DOJ) regarding Project Civic Access Review of Prince George's County, Maryland informing the Office of the County Executive that they were closing the file on the County's ADA compliance. She asked Mr. Gannon to provide the circumstances that led to the letter. He explained that in 2005 DOJ found that there were several County buildings in non-compliance with the American Disabilities Act (ADA). Eleven of them were Library buildings. Over the past years, the Library has worked hard to bring the buildings into compliance. Once the Fairmount Heights renovation is completed all of the buildings cited will be in compliance. Ms. Teaze stated that the work of Mr. Gannon and his staff has set the standard for the County.

Director's Report

Ms. Teaze referred the Board to her written report and noted the following:

- **The Summer Reading Program statistics** that showed high participation numbers in all age categories and a high volume of books read. Noted was the number of adults (764) who participated in the program.
- **The CIP Chart** that outlines the Library building projects by providing project type, the budget, planning date, the estimated start/end dates and the completion date. She noted that the Glenarden branch project was completed in March of this year.
- **Metrics Dashboard** which shows how the Library is doing as a whole and how each branch doing through such indicators as number of cardholders, utilization status for various categories (computers, DVDs, books), and a risk index which indicates how the Library can serve patrons, especially children, who are at risk of not being successful in school. It also shows for example the number of single-parent families, the level of family income and the number of school ready children in a particular area. A Collection velocity chart provides data on the rate materials are moving. The Dashboard is a valuable tool for determining the areas of focus for services.
- A **Youth Services Coordinator** has been hired. She has considerable experience in DC in early literacy and teen literacy and outreach. By having a dedicated coordinator for our services to youth the system, we can develop more robust and meaningful collaborations with and outreach to our schools and other organizations serving children which will put the Library in line with the County goal of improving the education system.
- A new **Chief of Materials Management**, Lynn Stonesifer from the Enoch Pratt Library, has been hired to replace Valerie Piechocki who retired at the end of June. She will be responsible for Acquisitions, Selection, Cataloging, and Processing for the library system.
- The Library has contracted with Hartman Executive Advisors to provide an assessment of our Information Technology department to include analysis of department and library system needs, and the capacity of the department to meet those needs. Recommendations are expected in the middle of October.
- Ms. Teaze has been asked to join the County's "Dream Team" which is a committee of county and school staff working on the education needs of the Transforming Neighborhoods Initiative (TNI) of the County Executive. This is significant because the team specifically asked that the library be invited shows that the Library is making an impact. Working with these committees gives the library many opportunities to connect with the schools and County government, which in turn, gives us the opportunity to show how the public library can help them to achieve their goals.
- **Sunday Hours will begin on September 15** at the Hyattsville, South Bowie and Oxon Hill branches for 1-5 p.m.
- Ms. Teaze referred the board to the current marketing plan developed with consultant, Bonnie Henson, in which monthly goals are listed. Included also was a direct-mail postcard about Library card sign-up that was sent to Hyattsville & Langley Park zip codes; areas where the Library wants greater penetration especially in the Hispanic communities.

Associate Directors' Report

Evelyn Tchiyuka reported:

- As mentioned Sunday service will begin on September 15. It is expected that as customers realize the service has begun, there will be a high volume of visits to the respective branches. They will be staffed with a combination of hourly librarians, associate substitutes and salaried staff. This year will be different from previous years in that a Buildings & Groundskeeper and security guard will be on site. Additionally, there

will be a Sunday Supervisor at each branch. Ms. Bolivar asked that large signs with the Sunday Service information be placed at the branches.

- Recommended that the Board view The Children, Youth and Civil Rights Exhibit at the entrance of the Oxon Hill branch. The exhibit includes images, newspaper articles and other materials that showcase the significant contributions of young people during the civil rights movement of 1951-1965. It is a commemoration of the 50th anniversary of the Children's Crusade and was placed in Oxon Hill to coincide with the 50th anniversary of the March on Washington. A program centered on the exhibit is planned for October, after which the exhibit moves on to Prince George's Community College.
- The Library has been meeting with the Columbia Lighthouse for the Blind about collaboration for some time and will soon begin teen support groups for the visually-impaired at the South Bowie (SB) branch and Hyattsville (HY) branches. A braille reading rally will be held at SB in November. Meetings in HY will take place the first Tuesday of the month from October'13 to June'14.

Michael Gannon reported:

- The Fairmount Heights renovation project is a third of the way toward completion. It is expected to be completed on time. The branch will house the digital media lab on the 4th floor. The lab will be a benefit to the Fairmount High School which has a digital media program.
- The Beltsville renovation project is still has been in "permitting" since May 24, 2013.
- The two properties adjacent to the Laurel Library have been purchased and the County is in negotiations for a temporary site. The County would like for the Library to be out of the existing building by the beginning of December so that the demolition can be started and completed before the new construction begins in the Spring. The temporary site under consideration is approximately 5,000 sq. ft. and will be built out to the Library's requirements

Requests to Address the Board

- Michelle Cooper, a Commissioner for The Governor's Commission on Maryland Military Monuments, gave a brief overview of Commission's responsibilities. It maintains an inventory of about 400 military monuments throughout the State ensuring they are in good repair, the signage is visible and prepares educational and tourism materials for public distribution. Ms. Cooper asked that the Library consider collaboration with the Commission and offered her contact information to facilitate the effort.

Committee Reports

Audit Committee – The field work for the audit has been completed and a draft of the audit is expected by the end of the month. There were some small recommendations made and they have been addressed.

Unfinished Business

- The Board approved the installation and dedication of a plaque in the Oxon Hill branch library in honor of the Philippine Nurses Association of Metropolitan DC, Inc.
- The Board approved the installation of the Lenore Straus sculpture at the Accokeek branch library.
- The Board approved the dedication of a large meeting room in the new Laurel Branch Library to honor the legacy of Dr. Dorothy Height former President of the National Council of Negro Women.
- The Board voted to hold monthly Board meetings on the second Tuesday of every month for November '13 to August'14.

New Business

- MOU with Friends of the Library: Ms. Teaze explained that for several years the Library has had an arrangement with allowing the Friends to sell books in the branches. Library staff have been accepting the money from the sales mixing them with Library funds. 60% of the proceeds go to the Library and the remaining 40% goes to the Friends by check once a month. In addition, the Library is required to pay sales tax on its share because it's in the business of lending books not selling them. Because regulations have changed, and because the Library and the Friends are two separate 501(c)3 organizations, it is recommended that staff should no longer handle book sale funds.

Mr. Corprew added that continuing the current arrangement could trigger a requirement for an unrelated business income tax. From that perspective, it is recommended that the Friends take full responsibility for the operations and keep 100% of the proceeds.

Ms. Teaze sent a letter to the Friends informing them that the library system is no longer able to sell books for the Friends groups. She will present a draft of an MOU delineating the responsibilities of each organization at the September 14, 2013 meeting of the annual County-wide Friends meeting.

- Ms. Teaze explained a request for the appointment of representatives to the State Task Force on Libraries & Small Businesses in Prince George's County for information only. The task force was created during the 2013 Maryland State Legislature, and is meant to study placing small businesses, such as cafes, in Prince George's County libraries. The Library is responsible for staffing the task force, and for coordinating the meetings. The task force is to be established by October 1, 2013 and make its recommendations by December 2014.
- Ms. Bolivar reported that the Board held a retreat on August 24, 2013 to have the opportunity to review with the new board members the role of the library trustee and to ensure they have the resources needed to be effective trustees. In addition, they reviewed the current board committees, considered creating charters for each committee and adding a policy committee. The latter item will be voted on at the next meeting.
- Ms. Bolivar stated that it is the intention of the Board to set the Agenda for the next board meeting at the end of the current meeting and to be more proactive and transparent in respect to board activity and actions.

Ms. Bolivar adjourned the meeting at 9:14 pm.

Prepared by the Executive Assistant

Respectfully Submitted By,



**Kathleen Teaze
Director**