



Prince George's County Memorial Library System

**Board of Library Trustees Meeting
March 16, 2023 - 7:00 PM
Zoom Video Conference Call**

Minutes

Board Members Present

Angela D. Smith, President

Sylvia Bolivar, Vice President

Toni A. Smith

Dr. Arthuree Wright

Patrice Garnette

Robert Fernandez

Brett Crawford

Prince George's County Memorial Library Attendees

Michael Gannon, Acting Co-CEO

Nicholas Brown, Acting Co-CEO

Megan Sutherland, Interim COO for Public Services

Aishar Pinnock, Director of Talent & Culture

Blane Halliday, Director for Collection Strategies

Carla Moore, Director of IT

Dereje Salehudres, Director of Finance

Jessica Freeman, Executive Assistant

Welcome and Call to Order by President A. Smith: 7:11 PM

January 17, 2023 Board of Trustees Minutes

Ms. Bolivar moved to approve the January 2023 Board of Library Trustees with Mr. Crawford seconding the motion. When put to a vote, the minutes were approved with a unanimous vote.

2022 Audit Report: Brandy Walker, Senior Auditor with Blanc, Murphy & Murphy

The audit was conducted in accordance with auditing standards accepted in the United States, which includes the GASB standards. As part of the Library's audit, the auditors performed tests of control that includes cash receipts, cash, disbursements, payroll and journal entry testing to test the internal controls and the procedures that are being followed. Ms. Walker reported that they encountered no difficulties during the audit, and found no uncorrected misstatements. Funding from the county, which includes capital improvements, were \$36 million for fiscal year 2022 in comparison to about \$29.8 million for fiscal year 2021. Overall total revenue did increase by about \$2.9 million or 7.2%, while total expenditures increased about \$621,000, which is roughly 1.4%, and the main increase for that increase is the capital improvement projects, depreciation, and related costs. The total year fund balance was a negative \$32M, which reflects a \$1.4M decrease as compared to fiscal year 2022 where there was a \$3.7M decrease in the fund balance. Overall it was found that the library's policies, and accounting procedures, are operating effectively. Management demonstrates commitment to integrity, objectivity, and competence in financial reporting. Mr. Crawford

thanked Deblanc, Murphy & Murphy for their work this year and in years past. Mr. Crawford moved to approve the Library's audit report for 2022 with Dr. Wright seconding the motion. When put to a vote, the motion passed unanimously.

President's Report

President A. Smith provided that the Board is recognizing the concerns of staff and stakeholders. The search committee, made up of the full Board, Friends groups, Foundation, Community, Staff/Union, and State Library, is charged with evaluating applicants and making recommendations to the Board a set of candidates to be considered finalists in the process. Input from staff and stakeholders will be gathered throughout the search. Once finalists are selected, there will be candidate presentations followed by Q&A in a town hall setting. Staff and stakeholder ratings will be gathered. The Search committee is committed to conducting a thorough search to help fill this important position quickly and with the best quality candidate.

Board of Trustees Committee Reports:

Personnel & Governance - Toni A. Smith, Chair

Committee Chair Smith reported that at the last monthly committee meeting that the Acting Co-CEOs provided updates on staff progress and partnerships in a timely manner with details. Ms. T. Smith thanked the Acting Co-CEOs for their reports. The committee reviewed the by-laws and is working to update the by-laws. Ms. T. Smith attended the Library Legislative Day on February 15th and thanks Ms. Sutherland for her preparation and organization efforts for the day.

Talent & Culture Report - Aishar Pinnock, Director of Talent & Culture: All eligible staff received merit and GWA increases, which was reflected in the first March paycheck. Based on the new Collective Bargaining Agreement, a subcommittee was formed from the LMRC to accept applications for tuition reimbursement. There were 10 applicants and they will receive their funding (up to \$1000) by the end of June. The department is also focused on recruiting for many of the leadership positions that are currently vacant as well as the new Security & Safety Coordinator position. This position will be in charge of all aspects of the safety and security for the system, and this position actually will work under the support and services and report to Michael. Both County and system-wide COVID-19 cases are continuing to decline, which has allowed conversations to take place regarding removing the mask mandate for staff but still allowing those staff who wish to continue to wear them. A proposal will be made at the next Board meeting. Ms. Pinnock also recognized the loss of a colleague, Theresa Graham-Johnson. An EAP grief counselor was on site to provide counseling and grief recovery tips.

Budget & Planning - Patrice Garnette, Chair

Ms. Garnette shared that at the most recent committee meeting the FY 2022 audit and the impending updates to the Library's procurement policy was discussed. Additionally, the Library has received an update on the FY 2024 budget increase request, which will fall short by roughly \$125K for current budget needs. Finally, ways of streamlining the role of the Library's Finance Department in the Foundation was discussed.

Financial Report: Dereje Salehudres, Director of Finance

Year-to-date operating revenues were \$20.5M, which is 57.8% of the budgeted amount, compared to \$19.2M, or 57.6% in the fiscal year 2022. The higher revenue is primarily due to higher revenue received from both the state of Maryland and Prince George's County. Year-to-date operating expenditures were \$19.9M, which is 56.1% of the budgeted amount, compared to \$18.9M, or 56.7% a year ago. Expenditures

were higher due to higher expenses in the operating services and supplies, building equipment and utilities lines. These costs were offset by compensation savings. Overall the physical year to date net change in fund balance for budgetary bases was a surplus of \$579,000. Overall fund balance increased by \$345K, due to the net effect of the year-to-date surplus, less the use of fund balance in the amount of \$579K. The Library has incurred \$2.9M through January 2023 in CIP expenditures and submitted reimbursement requests to the County. Grant related revenue and expenditure were about \$483K respectively. Grant related revenue and expenditure were about \$713K and \$730K respectively.

Capital Improvement Projects: Michael Gannon, Acting Co-CEO

Surratts-Clinton: Pepco will begin installing the transformer on April 17th. Installation can take up to two weeks. Once completed, a stocking permit can be obtained and both materials and furniture can be delivered. It is the goal to give the branch staff two weeks of notice before having them begin stocking at the branch. Plans for the grand opening are in place and are just awaiting the stocking permit.

Master Facilities Plan: Gensler representatives will be presenting the plan at the April meeting and are making adjustments to the plan as requested.

Community Engagement - Robert Fernandez, Chair

This committee has been focusing on the budget as it impacts the Books from Birth program. Mr. Fernandez asked Mr. Brown to provide an update on the budget in relation to Books from Birth. Mr. Brown indicated that the Budget & Planning Committee provided the most up to date budget information but added that from a state funding perspective there is a \$480M+ delta that could impact several legislative items, which includes the proposed increase to PGCMLS's state per capital formula from FY2027 moving forward. The county council budget review meeting is scheduled for March 29th. Mr. Brown will be assisting in getting items to the Education Workforce Committee as well as scheduling a Community Engagement Committee meeting with the applicable Board members.

Communication & Outreach Report - Nicholas Brown, COO for Communication & Outreach:

Mr. Brown reminded everyone of the first in-person fundraiser since the pandemic, the Mini-golf fundraiser at the South Bowie Branch on Friday night for adults and Saturday for families.

Mr. Brown also reported that President A. Smith represented the Board at last week's State Delegation Briefing and gave some brief remarks. There has been tremendous tangible and immediate results from all of the elected official outreach, going back to last summer, in terms of visibility opportunities and having the elected officials coming out to Library events.

The Library has gathered its passion for digital equity and inclusion into a new one-stop-shop on its website called Technology Corner. NorthStar, is being piloted to promote digital literacy due to the State Library. Customers can get online credentials for digital skills to help them better reach their career goals. Additionally, the Library is also piloting in-person proctoring through NorthStar to allow customers to obtain credentials for employment.

Due to funding provided by the Foundation and Capital One, the Library is able to offer a program at Templeton Elementary School, which is directed towards families with children that are recent refugees to the U.S. who speak Dari, Pashto, and Spanish. Additionally the Library will soon be offering Library cards in Dari, Amharic, Arabic, Chinese, and French, in addition to English and Spanish, which are already

available. These cards will be available at all branches based on population size and needs. The cards are expected to be rolled out by the end of May if there are no design or production standpoint.

Leadership and staff will soon be attending the annual joint Maryland Library Association and Delaware Library Association meeting. Many PGCMLS staff are presenting this year and Michael Gannon is being awarded the MLA Outstanding Member award, which is a lifetime achievement award.

Yesterday, PGCMLS was awarded \$500,000 from the Federal Communications Commission as part of their affordable connectivity outreach program which helps people get access to discounted internet and credits for purchasing technology devices. PGCMLS and New York Public Library were the only library systems funded at this level.

CEO & State of the Library Report - Michael Gannon, Acting Co-Chief Executive Officer

Yesterday Library management had a successful meeting with the Workforce Development & Education subcommittee of the County Council, which was in person at the Wayne K. Curry building. Prior to this, Library management also met with several new delegates in the House of Representatives who are former county council members and have CIP projects that were started while they were on the council.

Moving forward, Mr. Khem, the Business Analytics Manager will be providing the monthly dashboards again. These dashboards were used for the council districts to provide a snapshot of their branches.

Mr. Gannon, Mr. Brown, and Ms. Sutherland visited the Howard County Library System to get a tour of their STEAM Machine mobile library as PGCMLS will soon be investing in one. The staff member in charge of the mobile library was very knowledgeable and helpful. Mr. Brown relayed that PGCMLS has received the first notification from the Department of Labor, which is the agency that the Rover to Go project was funded under. An extensive documentation process will begin no sooner than November to validate the Library in order to transfer the money to the Library. Mr. Gannon is getting estimates so that when the funds are received, the Library is ready to finalize the procurement plan. The Library will not be able to put out an RFP until the funds are in hand. Based on feedback from discussions with surrounding Libraries, supply chain issues have greatly impacted delivery of these vehicles and so preparedness is the key to getting in the queue for construction.

Mr. Brown provided both the former President, Toni A. Smith, and Vice President, Brett Crawford with plaques in recognition of their service as the past President and Vice President.

Questions & Comments from the Board: Ms. Bolivar requested that the Master Facilities Plan one - two weeks ahead of the April meeting.

Requests to Address the Board

No requests to attend the Board.

Closing Statements: President A. Smith indicated that an executive session is not required for this evening. The April 13th meeting is scheduled. The next search committee meeting is on April 10th. Mr. Crawford moved to close the public session with Ms. Bolivar seconding his motion. The meeting closed upon unanimous vote.

- **Adjourn:** 8:06 PM