



# Prince George's County Memorial Library System

**Board of Library Trustees Meeting  
April 13, 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

Megan Sutherland, Interim COO for Public Services

Aishar Pinnock, Director of Talent & Culture

Blane Halliday, Director for Collection Strategies

Dereje Salehudres, Director of Finance

Jessica Freeman, Executive Assistant

Colin Khem, Business Analytics Manager

Sara Mitchell, Project Manager

## **Welcome and Call to Order by President Angela Smith: 7:03 PM**

### **Master Facilities Plan: Michael Gannon, Acting Co-CEO**

Mr. Gannon introduced the Library staff members Colin Khem, Business Analytics Manager and Sara Mitchell, Project manager, as well as the Gensler presenters for the evening. Ms. Simi Marinho opened the presentation of the recently completed Master Facilities Plan that was completed by Gensler for PGCMLS. Gensler representatives discussed the discovery and findings (background research), evaluation criteria, strategies, as well as the implementation plan.

Questions & Comments from the Board: Ms. Bolivar inquired about if the study included an assessment of building new branches based on need and elected officials' interest. Ms. Marinho shared that yes, there was a statistical analysis of demographics and socioeconomic need across the county to identify the areas that have the highest community need. According to the analysis, the Library should be considering adding branches to the Langley Park and Brandywine areas within the next five years. Ms. Bolivar followed up and asked how does the Library address competing priorities and needs of the community moving forward? Not only with Langley Park, but other branches. Ms. Lindsay Nier added that Gensler looked at all the branches in aggregate, and took a look at similar branches that may be experiencing situations that the community has brought to light. For example, evaluating what services and programs have benefited the New Carrollton Branch Library

community, which also has a large non English speaking population, and see if any of those services or programs could be applied to Langley Park. Mr. Crawford raised the question if any forecasting or analysis was done to help predict how the populations in each of the areas will change over time. Ms. Cheng provided that Gensler, through this project and others within the county, have industry knowledge about the county and its population. In the Master Facilities Plan, Gensler considered the possibilities for the branches and what they could become in the future. Ms. Cheng recommended that prior to a new build that the Library engage the community to help determine needs rather than rely on information from 2023. Mr. Crawford inquired about there being differences in utilization based on other correlations that are specific to the community that a branch is located in and if that was considered during the planning process. If so, Mr. Crawford requested that Gensler add an appendix to provide this data. Mr. Crawford then asked why a Central Branch Library was not included in the Master Facilities Plan that was presented as there has been political support for one to be built. Ms. Marinho explained that based on the research and findings, the county doesn't have a real need for a Central Branch Library. She also noted that there is a county goal to further develop downtown Largo and should that materialize, then it would make sense to shutter the Largo-Kettering Branch and relocate to the new downtown Largo area in a Central Library capacity. Ms. Bolivar asked for next steps and who the Master Facilities Plan will be shared with in order to plan for the future of the Library. Mr. Gannon responded that if there are questions or requested changes following this meeting, that he will send them to Ms. Marinho to include in the final document for the Board that will be voted on at the May Board meeting. Mr. Gannon requested questions or other requests by Friday, April 21st, COB in order to allow Gensler the time needed to make any changes. Since the State of Maryland provided a third of the funding, they will receive a copy as proof of completion. The plan will be available on the Library's website and will be discussed with the County Council, the Office of Management and Budget, as well as the Office of Central Services. Additionally, Mr. Gannon plans to discuss the plan with the Office of Economic Development and The Maryland-National Capital Park and Planning Commission. Mr. Gannon also indicated that he believes that there will be questions from the electeds, which will need to be prioritized. The plan will also be used to inform the Library's philosophy of design standards, which is given to architects to begin to design a PGCMLS library. Both the President and Vice President expressed their thanks to Mr. Gannon and the Gensler team for their work on this Master Facilities Plan. Mr. Gannon also gave his thanks and recognition to the Gensler team for their work on this and the Commons projects.

### **Board Report**

President A. Smith provided that the search for a new PGCMLS CEO is moving forward. The committee met on Monday to select the candidates moving onto the semi-finalist round of interviews occurring at the end of the month. President A. Smith thanked all of the staff that had participated in the various focus groups and to those fellow Board members who facilitated the focus groups.

### **Board of Trustees Committee Reports:**

#### **Personnel & Governance - Toni A. Smith, Chair**

Ms. T. Smith reported that the committee meets the first Friday of each month. The committee is currently reviewing updates to the Board's by-laws and management of the Board's email account. There will be more updates to come at the next meeting. Mr. Crawford requested revisions from the Board to the outline of revisions that was provided to the Board last month so that he can put together the drafted language at the end of April.

### **COVID-19 Policy Policy Update Proposal - Aishar Pinnock, Director of Talent & Culture:**

Ms. Pinnock reported that the proposed change is just an ending of the 5 days of administrative leave for COVID-19 positive cases and moving to employees to now use their accrued leave instead of providing the

administrative leave. No discussion was needed and Mr. Crawford moved to accept the proposed change as presented. Ms. Toni Smith seconded the motion and it was unanimously approved.

### **Budget & Planning - Patrice Garnette, Chair**

Ms. Garnette shared that the committee met on April 12th to review the Procurement Policy revisions. A revised policy will be presented for the full Board at the May Board meeting. The next committee meeting will take place sometime in May.

### **Auditor Selection Proposal: Dereje Salehudres, Director of Finance**

Mr. Salehudres indicated that the proposal is to select an audit firm to audit the Library's financials for fiscal years 2023, 2024, and 2025. In early February the Library posted an RFP to select an auditor. Unfortunately not enough candidates submitted proposals. After reposting the RFP and contacting previously interested CPA firms, the Library is recommending Barbacane, Thornton & Company LLP (BTCPA) to be selected as the auditing firm for the Library for fiscal years 2023 - 2025 at a rate of \$111,000 for the three years or \$37,000/year. Comparing BTCPA to competitors, it was found that BTCPA's quote is lower by \$40,000. Mr. Crawford commented on behalf of the committee that there is no discomfort on the part of the committee in BTCPA's ability to perform the audit for the Library and that their proposal is reasonable considering the severe shortage of accountants in recent years, which is driving prices up and decreasing the available providers. After no further discussion, Ms. Bolivar moved to accept BTCPA as the Library's auditing firm for fiscal years 2023 through 2025. Mr. Crawford seconded the motion and when put to a vote, the motion passed unanimously. Mr. Gannon also recognized the Procurement Technician, Tee Bones, for her persistence in obtaining proposals from auditors for the Library.

### **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. The construction company has reported that Pepco has installed the primary and secondary feeders which needed to be done prior to the transformer being installed. Once transformer installation is 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, furniture delivery, and stocking. More should be known in mid-May regarding the stocking permit.

Baden: At a construction meeting held earlier this week, contractors showed that the load bearing wall had been removed and replaced with a load bearing beam instead, which makes the whole space look much bigger. The next construction meeting will be onsite and photos of construction will be posted on the PGCMLS Builds page.

D.R.E.A.M Lab: After the roofing project was completed, Fairmount Heights Branch was reopened to the public on Monday. The D.R.E.A.M Lab expansion project is still underway. Equipment finalization is pending but the furniture order is in. It is expected that the expanded Lab will be opened in early summer.

Langley Park Branch: Mr. Gannon reported to the Director of Central Services that there is a storefront that is available and preferable to position a library but that there is no funding in the current CIP budget to fund annual lease payments. The Office of Management and Budget will need to guarantee the funds

in the Library's budget for the length of the lease as CIP funds are not permitted to be used to fund long-term leases.

### **Community Engagement - Robert Fernandez, Chair**

No report was given as the primary focus of the Board has been on the CEO search as of late.

### **2024 Budget Advocacy Plan - Megan Sutherland, Interim COO for Public Services:**

Earlier in the week on Monday, both Acting Co-CEOs, Ms. Sutherland, and Mr. Salehudres presented to the Education and Workforce Development Committee of the county council. Mr. Early, Director of the Office of Management and Budget was complimentary of the Acting Co-CEOs and their cooperation and collaboration during the budget process noting that it was much smoother than in years past. Ms. Freeman is working to schedule a meeting between the Library's Board, executive team, and union representatives ahead of the County Council's budget meeting on April 20th. Due to the change in leadership on the county council and their transitioning to new members, the Library's leadership is being very mindful of this concerning the budget advocacy planning.

With the conclusion of the General Assembly session earlier this week, the Library's per capita funding passed and will go into effect on July 1, 2023. The Young Readers Program Expansion Act, which will provide a pot of matching funds for PGCMLS' books from birth early literacy program, was also passed. It ended up statewide in the amount of \$350,000 per fiscal year. The minimum wage bill also passed, increasing the minimum wage to \$15/hour in October 2023. Talent & Culture are working on projections on how that increase will impact the Library's budget and staff. Items that did not pass included the aging infrastructure capital improvement grant program and the statewide collective bargaining bill. The Library will continue to monitor those in the future.

### **Foundation & Friends Report - Brett Crawford, Ex-officio Member of the PGCMLS Foundation Board & John Pfeifer, Director of Development**

Mr. Crawford thanked members of the Library's friends groups and members of the Foundation Board who participated in a listening session just prior to this meeting in order to provide feedback that will inform the CEO search. Mr. Crawford also reported impending turnover on the PGCMLS Foundation Board and stressed the importance of recruitment for that board. Additionally, Mr. Crawford announced that the PGCMLS Foundation Board was recently selected by Employ Prince George's to participate in a board development program which is called the Maryland Nonprofits' Standards of Excellence Program. Mr. Pfeifer added that it will be important for incoming Board members to be well connected and be able to parlay those connections into benefiting the foundation and library.

Mr. Pfeifer shared that over the next week or so, the two online giving platforms will be merging into one true donor database, Donor Perfect, which will help build the depth and breadth of PGCMLS Foundation donors. Unfortunately COVID has taken a toll on the numbers of functioning members of the Friends groups but the Library System still has six or seven high functioning Friends groups. Mr. Pfeifer hopes to leverage the Friends' community partnerships to create sponsorships for events, like the mini-golf event at South Bowie. President A. Smith offered her congratulations on the successful mini-golf event at the South Bowie Branch.

### **Area Director Report - Karin Luoma, North Area Director:**

President A. Smith introduced the North Area Director, Karin Luoma. The North Area comprises four branches; Beltsville, Bowie, Greenbelt, and Laurel. Of those branches, Bowie, Greenbelt, and Laurel are amongst the higher used and higher circulating branches in not just the area but the whole Library System. However, with the building of the Commons Life Lab at Beltsville, it is hoped that usage and circulation at Beltsville will increase. The community will have access to interview rooms, flexible workspaces, as well as one-on-one

assistance from multilingual staff trained as certified career service providers. The Beltsville Branch will be working with community organizations, like Employ Prince George's, to bring workforce development resources to the community. Ms. Luoma also highlighted past programming at the Beltsville Branch as well as upcoming events.

Ms. Luoma highlighted that the Bowie Branch neighbors Bowie High School and therefore offers a robust teen zone after school hours. This branch also has a robust teen volunteer service program where they earn service hours to count towards their graduation. Ms. Luoma shared past Bowie Branch programs and upcoming branch events.

The Greenbelt branch is nestled into the heart of the City of Greenbelt. This branch deepens their community connection via outreach at the Beltway Plaza Mall and Spring Hill Lake apartments but once the branch is fully staffed, Ms. Luoma expects for outreach to be expanded.

An American Institute of Architects and American Library Association, award-winning library building, the Laurel Branch has open space, the adjacent park, and nano-tyrannosaurus embedded in the children's area floor. The Laurel branch received a dedicated City of Laurel ARPA Grant to help bridge the digital connectivity gap with hotspot capable chromebooks. On average staff are checking out about 100 Chromebooks monthly. The Laurel Branch seeks out and participates in many community events.

Following Ms. Luoma's presentation, President A. Smith congratulated Ms. Luoma and her staff for their hard work and thanked her for her wonderful presentation.

### **Requests to Address the Board**

No requests to attend the Board.

**Closing Statements:** President A. Smith thanked members of leadership and the public for joining this evening's board meeting. Ms. Bolivar moved to close the public session and move into a closed executive session. Ms. Bolivar's motion was seconded by Mr. Fernandez. The meeting closed upon unanimous vote.

- **Adjourn:** 8:40 PM