



Prince George's County Memorial Library System

Board of Library Trustees Meeting

June 22, 2023 - 7:00 PM

Zoom Video Conference Call

Minutes

Board Members Present

Angela D. Smith, President

Sylvia Bolivar, Vice President

Toni A. Smith (Virtually)

Dr. Arthuree Wright (Virtually)

Patrice Garnette (Virtually)

Robert Fernandez

Brett Crawford

Prince George's County Memorial Library Attendees

Richard AmRhein, Interim CEO

Michael Gannon, COO for Support Services

Megan Sutherland, Interim COO for Public Services

Blane Halliday, Director for Collection Strategies

Jessica Freeman, Executive Assistant

Nestor Diaz, Communications Manager

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

March 16, 2023 and April 13, 2023 Meeting Minutes:

President A. Smith opened the meeting and called for the approval of the meeting minutes from the March and April meetings. No corrections or comments were raised. Ms. Bolivar motioned to accept the minutes, which was seconded by Mr. Crawford. All were in favor, and the motion passed.

Board Report:

President A. Smith thanked the board members for their dedication and support during the CEO search process. Special thanks were given to Dr. Wright for leading the CEO Search Committee.

President A. Smith provided an overview of the CEO search process, which began in January 2023. With assistance from Bradbury Miller Associates, four candidates were initially considered, but two dropped out. The remaining two candidates went through in-person interviews and public presentations. After board deliberations and considering community and staff feedback, it was decided not to move forward with either of the two finalists.

During this time, Nicholas Brown announced his departure, effective June 2nd. Due to this development and the decision not to proceed with the finalists, the board had to quickly explore options for an external interim CEO.

Michael Gannon, served as co-acting CEO since August 2022, has been instrumental in keeping the system functioning smoothly during the CEO search. However, the board recognizes the need for him and the leadership team to focus on their roles, including the opening of three branches in the coming months. As a result, Rick AmRhein was welcomed as the interim CEO for PGCMLS until the end of 2023.

Ms. A. Smith expressed the board's full support, faith, and confidence in Mr. AmRhein's role as interim CEO. She highlighted his experience, strong listening skills, and assessment abilities. With Mr. AmRhein in place, the board announced the renewal of the search for a permanent CEO, effective immediately. The President thanked Mr. Gannon for his contributions and welcomed Mr. AmRhein to the team.

Questions & Comments from the Board:

President A. Smith opened the floor for any additional comments from the board members. Mr. Fenandez expressed his desire to publicly thank all the members of the search committee, including those who were not present at the meeting and who were not board members.

Board of Trustees Committee Reports:

Personnel and Governance Committee - Toni A. Smith, Chair

The chair reported that there were no updates from the committee, aside from discussions related to the CEO search.

Budget and Planning: Patrice Garnett, Chair

Ms. Garnett stated that there weren't committee updates at the moment. However, the committee would be meeting before the July full Board meeting to discuss significant updates.

Capital Improvement Projects: Michael Gannon, COO for Support Services

Mr. Gannon provided updates on the different library branch construction projects:

Surratts-Clinton: There were issues with the HVAC system, and the architect was expected to provide additional specifications for necessary corrections. Other aspects, such as landscaping, drywall installation, lighting, restrooms, and the permeable parking lot, were progressing well. The installation of two Art in Public Places pieces was expected before August 1st.

Baden: Drywall installation had begun, and the project was moving smoothly. However, there is a 12-week lead time for furniture and shelving, which could potentially cause delays.

Langley Park: There were no updates to provide since the last meeting.

D.R.E.A.M. Lab: Documentation issues with the Department of Permitting, Inspections and Enforcement (DPIE) for the county resulted in delays in interior construction. However, new shelving and furniture were being delivered, and progress was being made.

The Commons: The project is still in the permitting stage, and bids for construction will be obtained once permits are acquired.

Mr. Gannon also mentioned that the Surratts-Clinton grand opening might experience a one-month delay, while Baden's opening could be postponed to spread out branch openings. Bladensburg's progress has accelerated, and is expected to open around mid-September.

He shared that the Behavioral Health Center next to the library had some activity as there were a lot of fleet vehicles parked there today as Mr. Gannon drove past.

The board members were given an opportunity to ask questions.

Master Facilities Plan: Michael Gannon, COO for Support Services

The proposed Master Facilities Plan was discussed, and it was mentioned that some changes were required. One change was to correct the number of branches from 23 to 22. Additionally, the plan needed to include the approval date and a mention of funding received from the State Library. Once these changes were made, the final version would be posted on the website, shared on Connect (internal communication platform), and sent electronically to the County Council, County Executive's office, and the safety delegation. The plan was praised for its quality and the hard work and leadership put into its development.

The plan is seen as a guide for future growth opportunities, potentially leading to new branches, increased staff, and operational adjustments. The plan will also help identify infrastructure needs and support economic development in the community. It was noted that an updated needs assessment should be conducted, potentially involving an engineering firm visiting each branch to evaluate various aspects such as roofing, parking lots, elevators, and windows. The assessment would provide a roadmap for necessary renovations and repairs, helping to secure adequate budget allocations.

The Budget Committee expressed interest in pursuing these discussions during their upcoming meetings in July.

The need for periodic evaluations and reviews of the Master Facilities Plan and facility assessments was acknowledged. It was suggested that amendments may be required in less than five years due to the rapidly changing county landscape. The next step mentioned was conducting facility assessments for existing buildings to better understand future needs. President Smith wanted it noted that in the master

facilities plan it recommends a review of the plan and assessment in 5 years, since the Board and Library leadership could look differently then.

A motion was made by the Vice President to accept the proposed Master Facilities Plan with changes, which was seconded by Mr. Crawford. The motion passed unanimously, and congratulations were extended to Mr. Gannon and his team for their efforts.

Proposed Amendments to the Procurement Policy: Michael Gannon, COO for Support Services

The policy amendments were proposed to the Budget & Planning Committee. After many revisions the final draft was proposed to the Board for review and approval. Ms. Garnette made statements in support of policy. After no further discussion Ms. Bolivar moved to accept the new procurement policy and Dr. Wright seconded the motion. When put to a vote, the motion was approved unanimously.

Community Engagement - Robert Fernandez, Chair

Mr. Fernandez did not have a report to provide.

Communication & Outreach: Nestor Diaz, Communications Manager

Mr. Diaz provided highlights from the Communication and Outreach Department. He mentioned the successful launch of the 2023 Book Club, the Pride Bingo event, the participation in the Reading Culture podcast featuring Pam Hamlin, and the upcoming Rainbow Fest. He also highlighted the team's participation in the ALA events and award received for the Library's Hard Hat Librarian series. PGCMLS was approached by the Obama Foundation to collaborate to have a talk with the former president, which will focus on the Library's Rock Banned campaign. Mr. Diaz mentioned the upcoming presence at the ALA conference and the Summer Prince George's program which was recently launched for this year. He also introduced the newest staff members Creative Media & Content Specialist and Marketing Specialist.

Questions & Comments from the Board

President Smith expressed interest in being kept apprised of the summer meals program.

Vice President Bolivar shared that she plans to attend some of the summer meal times. At the state level there is discussion around an intellectual freedom policy. Ms. Bolivar requested for the CEO to keep the Board updated on this.

CEO Report - Richard AmRhein, Interim CEO

Mr. AmRhein thanked the staff for their warm welcome and support. He mentioned his ongoing meetings with area directors and staff members. Mr. AmRhein expressed his commitment to learning about the library system and helping it become even better. He discussed collaborations with the Union and plans for the future. Mr. AmRhein also addressed questions from the board and shared his excitement about the CEO search process.

Friends and Foundation Report - Michael Gannon, COO for Support Services

Mr. Gannon presented in lieu of John Pfeifer, Director of Development & Donor Engagement since he is attending the ALA annual conference in Chicago and accepting the award the Hard Hat Librarian received. At the last Foundation Board meeting, the Board approved an ask to match a planned gift in order to purchase smart boards in underserved areas. Glenarden, Hillcrest Heights, Bowie, and Laurel Branches will receive smart boards. Moving forward there is planning for all branches to receive smart boards as there are valuable uses for STEM and workforce development. President Smith attended the last Foundation Board meeting and noted that one of the committees may be planning an upcoming holiday fundraiser.

Requests to Address the Board

Lorraine Griffin, Library Associate II, Surratts-Clinton Branch

The board opened the floor for public comments, and Lorraine Griffin asked about the hiring process for the Director of Public Services position. The President of the Board clarified that the position would be considered once a permanent CEO is in place.

Adjournment

With no further business to discuss and no executive session, a motion to adjourn was made by Mr. Crawford and seconded by Dr. Wright, and carried unanimously.

Adjourned: 7:48