



Prince George's County Memorial Library System

Board of Library Trustees Meeting

July 20, 2023 - 7:00 PM

Hybrid (Zoom Video Conference Call and at Largo-Kettering)

Minutes

Board Members Present

Angela D. Smith, President

Sylvia Bolivar, Vice President (Virtually)

Toni A. Smith

Dr. Arthuree Wright (Virtually)

Patrice Garnette (Virtually)

Robert Fernandez

Brett Crawford

Prince George's County Memorial Library Attendees

Richard AmRhein, Interim CEO (Virtually)

Michael Gannon, COO for Support Services

Megan Sutherland, Interim COO for Public Services

Dereje Salehudres, Director of Finance

Blane Halliday, Director for Collection Strategies

John Pfeifer, Donor Engagement and Grants Officer (Virtually)

Jessica Freeman, Executive Assistant

Nestor Diaz, Communications Manager

Melanie Townsend Diggs, South Area Director

Heather Jackson, West Area Director

Welcome and Call to Order by President Angela Smith: 7:06 PM

June 22, 2023 Meeting Minutes:

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

Board Report:

President A. Smith reported that the Board met with the Interim CEO on July 11th for an overview of the first 30 days with PGCMLS. A 90 day review is scheduled in September. Ms. A. Smith reported that the Board is engaging Bradbury Miller to continue the CEO search.

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.

Talent & Culture Report, Aishar Pinnock, Director of Talent & Culture

Ms. Pinnock provided that 3.5% merit and 3% general wage adjustment reflected in the recent pay on July 20. There will be upcoming negotiations for FY 25 general wage adjustments with management and the Union. In terms of staffing, Ms. Pinnock indicated that there have been 25 new employees brought on board since late April, with an expected 5 to 6 more hires by the end of August. Ms. Pinnock also announced the annual All Staff Training Day on August 7, featuring in-person training with 2 facilitators.

Budget and Planning: Patrice Garnett, Chair

Ms. Garnett reported that the committee met on July 11 to primarily discuss the proposed budget reallocation for FY 2024.

Proposed FY 2024 Budget Reallocation: Dereje Salehudres, Director of Finance

Mr. Salehudres provided an overview of the internally re-allocated fiscal year 2024 budget. He discussed the deficit in the operating budget and potential changes in higher level staffing structures to address the issue. After brief discussion, a motion was made by Mr. Crawford and seconded by Mr. Fernandez, which was approved unanimously.

Capital Improvement Projects: Michael Gannon, COO for Support Services

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

Surratts-Clinton: Mr. Gannon was at the branch yesterday and it is not yet ready for a final punch list and failed the use and occupancy inspection. Based on this, staff won't likely be sent to the branch until around the end of the month in August.

Bladensburg: There is now carpeting on the second floor of the branch. The shelving installation will take place the first week of September. Following that, furniture will be delivered and installed. Staff will be able to go in after that, likely in September.

Upper Marlboro: A compressor is in transit to the installer. A crane will be scheduled once the compressor is in the vendor's warehouse in order to get it onto the roof of the branch. The hope is that by next week, the branch will be back online.

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.

Proposal for Purchase Cards : Michael Gannon, COO for Support Services

Mr. Gannon proposed to add three purchase cards with \$5,000 spending limits for the positions of Communications Manager, Program Services Manager, as well as the Donor & Grants Officer. Mr. Fernandez made a motion to authorize procurement cards with a \$5,000 a month limit for the positions of Communications Manager, Programming Services Manager, and the Development and Grants officer, which was seconded by Dr. Wright. The motion was approved unanimously.

Community Engagement : Robert Fernandez, Chair

Mr. Fernandez reported that Heather Jackson, West Area Director, has agreed to be the new liaison to this committee.

Public Services: Megan Sutherland, Interim COO for Public Services

Ms. Sutherland shared that Kim Day has recently joined PGCMLS as the new Branch Manager for the Bowie Branch. Ms. Sutherland also highlighted the Library's partnership with the University of Maryland School of Nursing. They will be providing free drop in health assessments for library customers. It's going to be piloted at Spauldings branch Library for 10 weeks this fall. If it's successful, the Library hopes to expand it to other branches starting in the spring. Ms. Sutherland mentioned that services will likely be expanded to the Central Area but the nursing program may not have the capacity to take on the whole system.

Communication & Outreach: Nestor Diaz, Communications Manager

Mr. Diaz provided highlights from the successful programming that has taken place thus far this summer, including the book crawl series. The department is now fully staffed with the addition of a Communications Specialist and Graphic Design Specialist. Mr. Diaz played the newly released video collaboration with former President Barrack Obama in support of the freedom to read.

Chief Executive Officer Report: Interim Chief Executive Officer, Richard AmRhein

Mr. Amrhein acknowledged the quality and diversity of the various programs presented throughout the system. On July 10th, Mr. Amrhein made some reporting changes, moving Talent and Culture, Finance, and Public Services back under the CEO. Mr. AmRhein recognized the outstanding work that Mr. Gannon has done in keeping everything moving forward. As of today, Mr. AmRhein has visited half of the branches and the remaining visits are scheduled within the next ten days. While the Maryland State Library Agency has collected numerous intellectual freedom resources on their website, they still do not yet have an official intellectual freedom statement or policy. It's key for the state to have a statement on intellectual freedom and their own policy so that the county systems can follow suit and be consistent.

Friends & Foundation Report: John Pfeifer, Donor Engagement and Grants Officer

Mr. Pfeifer highlighted that the PGCMLS Foundation Board was able to meet in person at the Hyattsville Branch for a standards for excellence program through the Maryland nonprofits with the financial assistance of Employ Prince George's. As a follow up to this initial training the Board is in the planning process of scheduling a full day retreat.

Although \$2.2M has been appropriated for the library to fund a mobile library, there is still a two step application process that is required. The Library's goal is to get the application completed and turned in quickly so that the funding can be received.

Mr. Pfeifer informed the Board of the upcoming October 21st Citizens for Maryland Libraries annual meeting that will be held at the South Bowie Branch.

Questions from the Board

Mr. Fernandez inquired about the monies being used for digitization equipment. Mr. Pfeifer explained that some materials within the Library's special collections need to be digitized to reduce the space taken up by the collections.

Area Director Presentations: Melanie Townsend Diggs, South Area Director & Heather Jackson, West Area Director

Ms. Townsend Diggs and Ms. Jackson both gave highlights and demographics of the branches in the South and West areas of the county.

Requests to Address the Board

No requests were made to address the Board.

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: 8:32 PM