



**EASTERN SHORE REGIONAL LIBRARY, INC.
ANNUAL BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, OCTOBER 27, 2005
10:00 A.M. Wicomico County Library
Salisbury, MD**

In attendance: Jean Del Sordo, George Sands, Renee Croft, Katherine Harting, Tom Hehman, Jerry Keiser, Mark Thomas, Kathleen MacCubbin, Craig Abresch, Rainey Coiro, Leslie Michalik, Andrea Littleton

Call to Order: Board President, Jean Del Sordo called the meeting to order at 10:00 a.m.

Introduction made of all Board Members and New Board Members

Approval of the June 16, 2005 Minutes: Motion made by Mr. Sands seconded by Mr. Hehman.

Auditor Report: Leslie Michalik from Pigg, Krahl, and Stern, CPA presented the audit. In the opinion of the auditor, the financial statements of Eastern Shore Regional Library present fairly all material respects the financial position of the library as of June 30, 2005. This is an unqualified opinion/clean opinion and is the highest level of assurance given on a financial statement. The Management Discussion and Analysis written by the ESRL Administrator, provides a narrative of significant fiscal highlights and recommendations for the year. ESRL finished out the year with net assets of \$960,000.00. Mrs. Michalik finished her report by saying that the ESRL is in good financial condition. **Motion made by Mr. Sands seconded by Mr. Thomas.**

Financial Report: Andrea Littleton – July 26, 2005 ESRL received the first state appropriation. September 26, 2005 ESRL received the second state appropriation both in the amount of \$241,767.84

Current checking account balance in Peninsula Bank: \$6,399.17. Current account balance for MLGIP: \$483,334.47.

Line transfer request: Ms. Coiro requested transfer of \$15,000.00 from Contractual Services to a new line titled "Director's Certification Training". **Motion made by Mr. Hehman seconded by Ms. Croft.**

Ms. MacCubbin requested to transfer \$1,000.00 from Materials to Electronic Resources to cover additional database services which were not budgeted for in the current budget. **Motion made by Mr. Sands seconded by Ms. Croft.**

Ms. Littleton requested to transfer \$150,859.00 from Carry-forward to a new line titled FY2005 Grant Extension to separate the FY2005 90-day Grant Extensions from the FY2006 Grants to Public Libraries; this is a total lump sum calculation per Leslie Michalik. **Motion made by Mr. Sands and seconded by Mr. Hehman.**

Ms. Coiro requested, after sharing the draft of a meeting room policy, that ESRL open its Technology Training Center facilities during normal business hours to "for-profit" companies to use for training. We would charge "for-profit" companies a fee. **Motion made by Ms. Harting seconded by Ms. Croft, Mr. Keiser - opposed.**

Ms. Littleton requested a new income line for the Meeting Room Income to offset expenses for supplies for the room. **Motion made by Ms. Harting seconded by Mr. Sands.**

Motion made to accept the financial report Mr. Sands seconded by Mr. Hehman.

ESRL purchased for all County Libraries two locked cloth bags. The bags are to be used to transport important/urgent documents, invoices, and checks, between ESRL and the Libraries.

Mrs. Coiro discussed the memo from June 23, 2005 addressing some of the modification made for FY2006 Grants to Public Libraries. ESRL has now grouped all categories of the Grants to Publics Libraries into one lump sum amount instead of breaking down into specific categories. Funds are to continue to be expended on service enhancements, programs, and staff development.

Technology Committee Report: Craig Abresch – The Technology Committee will be having a meeting, no date has been announced. Topics of discussion will include: disaster planning for ESRL and the core services being provided to the Counties; Wireless portion of the SAILOR Network and maintenance agreements connected with this project; SAM issues and problems.

Personnel Committee Report: Tom Hehman – The Personnel Committee will meet. Date and location TBA. Topics of discussion will include: addition of two new positions at ESRL, a marketing/training position and an additional systems technician, review of current employee handbook and updates; plus the implementation of offering optional benefits programs to staff.

Information Services Report: Kathleen MacCubbin – The Library Assistant position has been filled by Jackie Rebok. This position was vacated after Debbie Malone resigned after 27 years of service. ESRL co-sponsored several workshops: Queen Anne's County the "**Boys Read**" workshop; with SMRLA and WMPL a "**Customer Service**" program featuring keynote speaker Lisa Ford. ESRL also sponsored a workshop with Michael Osborne on "**Valuing Rare Books**". Other upcoming workshops include: "**Early Childhood Literacy**" with Saroj Ghoting, **SLRC Tour** in November and **Statewide Circulation** meeting in December, **Grolier Training, and Reference Training from SLRC**. Other upcoming opportunities would be PLA and the Book Expo.

The Reference and Children's Groups are working out well. Both groups have been providing valuable input on products they have been testing. Information Services has also worked on updating and organizing the puppets and program packages available at ESRL. The database brochures have been completed and distributed. Ms. MacCubbin has been working on the professional development collection and weeding through some of the current collection. There have been a few new additions to our online resources: **Chronicle of Philanthropy** and **Non-Profit Times**. The up-dated ESRL website has been completed and is now live; June Yang and Kathleen MacCubbin have been working on the content and are still working to fine-tuning the content.

Administrator's Report: Raineyl Coiro – Kathleen MacCubbin has completed her six-month probationary period successfully – Welcome Aboard! This year ESRL had both a Local and State audit. The State audit resulted in several findings due to accounting practice changes and GASB. State auditors are very meticulous. Because of the State audit outcomes with all three regional systems this year; Irene Padilla has requested a meeting with the regional libraries and the State Auditor to discuss what we (ESRL and Regionals) need to be doing to change or improve our current practices. Mrs. Coiro distributed the response letter that was submitted to the auditor as a response to the findings.

We have reviewed our current insurance policies with Mat Tilghman from Hanna, Kramer and Tilghman Insurance. It was recommended that we increase our automobile (delivery vans and staff accessible vans) liability insurance from \$100,000 per occurrence to \$1,000,000 per occurrence which will cost an approximately \$600 additional per year. **Motion made by Mr. Thomas and second by Mr. Hehman.**

Another coverage or liability coverage, for consideration, is coverage that would cover the ESRL Board and Staff; this would cover the Board's liability should a staff member sue for any reason. This coverage would cost approximately \$800.00.

Recommendation was made that ESRL join, the cost is \$100.00. **Motion made by Mr. Thomas and second by Mr. Sands.**

Packets for the Director's Certification have been sent out. The record keeping for the credits is very important, Mrs. Coiro wanted to make sure that everyone is keeping record of the courses; ESRL will maintain a database with the information also as backup. DLDS emphasizes that the individuals need to be responsible for their own record keeping and submitting the credit information to DLDS.

Craig Abresch is planning to go to Library School to pursue an MLS either at University of Alabama or Drexel. ESRL is going to apply for a Grow Your Own grant from PLA. Plus DLDS will give an additional \$1,500 - \$2,000 in addition to Staff Development funds for staff pursuing an MLS. Craig Abresch also attended POP-tech courtesy of DLDS.

There is a need to schedule a Planning Committee meeting to discuss ideas for the new money coming in FY2007. Some of the ideas include personnel additions or changes, office upgrades and document imaging project.

The Maryland Library Association Legislative Reception will be held on February 1, 2006, the same day as Maryland Library Day. This year's event will not be in the Governor's Reception Hall because of security concerns. The reception will be held in Senator Mike Miller's Office. ESRL will be preparing the invitations and working with the caterer to assist MLA in arranging this event.

DLDS Report: Mrs. Coiro, on behalf of Stephanie Shauck. Mrs. Coiro was asked to sit on the interview panel for several of the open positions at DLDS. Interviews were held last week and there were six interviews. Irene Padilla will make the decision within the next week.

Old Business: Mr. Sands discussed the efforts being put forth by the Legislative Panel: focus on increasing the return on the retirement and pension system, and Wi-Fi situations or jurisdiction restrictions.

Future Meetings: The date and location for future meetings will be announced.

Adjourned.

Respectfully submitted,

Raineyl V. Coiro, Secretary