



**EASTERN SHORE REGIONAL LIBRARY, INC.
ANNUAL BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, MARCH 9, 2009
10:00 A.M. Talbot County Library
Easton, MD**

In attendance: Jean Del Sordo, George Sands, Renee Croft, Tom Hehman, Jerry Keiser, Charles Powers, Stephanie Shauck, Raineyl Coiro, Andrea Littleton, Kathleen MacCubbin

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

Approval of the October 27, 2005 Minutes: Motion made by Ms. Croft, seconded by Mr. Hehman.

Financial Report: Andrea Littleton – January 26, 2006 ESRL received the first state appropriation in the amount of \$241,767.83. There will be two more appropriations, March 26, 2006 and May 26, 2006. Current checking account balance in Peninsula Bank: \$5,479.32. Current account balance for MLGIP: \$382,687.04. **Motion made to receive the financial report subject to audit; Motion made by Mr. Sands seconded by Ms. Croft.**

Planning Committee Report: Raineyl Coiro – A revised copy of the annual plan was distributed; the revised copy to show the departments responsible for each project. Mr. Sands discussed a statewide study that may be conducted to review delivery needs and requirements statewide. **Motion was made to approve the 2007 Annual Plan; Motion made by Ms. Croft, seconded by Mr. Sands.**

The current strategic plan ends FY2007; we plan to start late winter early spring 2007 with the new strategic planning process for FY2008 – FY2011. Our two facilitators will be Edwin Clay and Diane Mayo.

Finance Committee Report: Raineyl Coiro – The budget and two pie charts were distributed, one shows the new money which is the additional funding that ESRL will be receiving and the second shows the overall budget dollars. **Motion was made to approve the spending of the additional dollars; Motion made by Ms. Croft, seconded by Mr. Hehman. Motion was made to approve the FY2007 Budget contingent on audit and final population counts from MSDE; Motion made by Mr. Sands, seconded by Ms. Croft.**

Personnel Committee Report: Tom Hehman – Inda Gowie in our new Information Services Clerical Assistant. The ESRL Salary Scale was presented for revision, under the former scale there was no reflection of salary adjustments for previous annual cost of living increases. The Singer Group revised the salary scale in March, 2006 to reflect the existing and previous cost of living increases. There are four ESRL employees who, after the salary scale revision, fall below the minimum salary. The suggestion was made to retroactive the salary adjustments to January 1, 2006; one employee is still in probationary period and will be retroed after probation is completed. **Motion was made to approve the revised salary scale – all in favor, no opposed. Motion made to adjust the current salaries of the four employees impacted by the adjustment; Motion made by Ms. Croft, seconded by Mr. Hehman.**

Personnel Committee – Executive Session for ESRL Director's Evaluation. Motion to approve the evaluation of the ESRL Administrator made by George Sands, seconded by Chuck Powers.

Personnel Committee – Executive Session Motion to approve the ESRL Staff COLA at 3% to be effective 7/1/06. Motion made by Chuck Powers and seconded by George Sands. Motion to allow the ESRL administrator to give staff salary increases

on a scale of 1% - 5% based upon performance. This percentage increase will be in addition to the 3% COLA.

Mr. Hehman discussed three new positions that ESRL would like to add; the three positions are Upper Shore Systems Technician, Training Coordinator, and Part-Time Delivery Driver. The Delivery position may only be needed if the Lower Shore Driver is not able to incorporate additional service needs in her current schedule. These jobs will be posted by May. **Motion was made to approve the three new positions; Motion made by Mr. Hehman, seconded by Ms. Croft.**

Discussion was also made to use the ESRL Staff Caravan as a vehicle for the Upper Shore Systems Technician to use for travel to and from the libraries. ESRL would then purchase an additional vehicle for staff usage at ESRL.

Mr. Hehman discussed the new Staff Education Policy; this policy was developed to address the encouraged idea of further education. After completing a degree program, the employee would be required to stay for 24 months after completion of the degree. If the employee leaves prior to 24 months then they will be required to reimburse based on a prorated scale. **Motion was made to approve the Staff Education Policy; Motion made by Ms. Croft, seconded by Mr. Sands.**

Mrs. Del Sordo discussed salary increases for July 1, 2006 for ESRL Staff, there will be a 3% Cost of Living increase effective July 1, 2006, in addition the Regional Administrator is also authorized to provide between 1 and 5%\$ increased based on staff performance. **Motion was made to approve the salary increase for July 1, 2006; Motion made by Mr. Powers, seconded by Mr. Sands.**

Technology Committee Report: Charles Powers – There was discussion regarding on going issues with SAM. Ms. Coiro shared a letter that has been written to Comprise to express the concerns and issues that are taking place. Ms. Coiro would like to have Robin Cockey, Esq. review the letter and make recommendations or changes and also offer an action plan. Ms. Del Sordo recommended having the attorney review the information and make recommendations.

Information Services Report: Kathleen MacCubbin – ESRL Staff Day to be held on April 28, 2006 at will be held at Greenhill Yacht and Country Club. This year's theme is "Communication among Generations"; our speakers are Kathryn Danko-Lord and Teresa Disharoon both with Wor-Wic Community College.

March 2, 2006, eight library staff members attended the Howard County Performers Showcase. At the showcase there was a directory handed out listing various performers. April 4 & 5, 2006 will be the Great Books event, this event is geared toward Children's Librarians. This is a very beneficial program to the children's staff. This year there was not enough interest to attend.

Administrator's Report: Raineyl Coiro – MACo will be held August 16 – 19, 2006 at the Ocean City Convention Center. This year's theme is "The Changing Face of Maryland" and the booth theme is "Wild, Wild West". Regional Libraries are in the Main Hall this year. Also, the MACo website (www.marylandcounties.org) is a very useful site for demographics.

DLDS Report: Ms. Stephanie Shauck. Interviews are beginning for both the Staff Development Coordinator and the Marketing positions. 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 progress of the Capital Funding Bill.

New Business: Ms. Coiro discussed the current Birth to Four Program that is funded through the Local Management Board and the vendor is Wicomico Public Library.

This position may lose funding for next fiscal year. The idea was addressed for thought purposes to possibly consider bringing the Birth to Four under regional.

Future Meetings: June 8, 2006 and the location will be announced.

Adjourned.

Respectfully submitted,

Raineyl V. Coiro, Secretary