



**EASTERN SHORE REGIONAL LIBRARY, INC.  
ANNUAL BOARD OF TRUSTEES MEETING MINUTES  
THURSDAY, APRIL 28, 2005  
10:00 A.M. Queen Anne's County Library  
Centreville, MD**

**In attendance:** Gloria Urban, Jean Del Sordo, Charles Powers, Robert Horvath, George Sands, Tom Hehman, Mark Thomas, Jean Johnson, Raineyl Coiro, Andrea Littleton

**Call to Order:** Board President, Gloria Urban called the meeting to order at 10:00 a.m.

**Approval of the February 17, 2005 Minutes: Motion made by Mr. Horvath seconded by Mr. Hehman.**

**Financial Report:** Andrea Littleton – March 26, 2005, ESRL received fifth state appropriation in the amount of \$241,125. One more appropriations are expected in May 2005.

Current checking account balance in Peninsula Bank: \$7,226.31. Current account balance for MLGIP: \$564,136.12.

There was discussion of having a finance committee to plan for the year end budget.

ESRL is in need of replacing both delivery vans, we would like to do it this fiscal year. **Motion made to solicit bids for two replacement delivery vans at a cost of \$50,000 and expense the funds in FY2005. Motion made by Mrs. DelSordo seconded by Mrs. Johnson.**

ESRL would like to help the counties by upgrading their meeting rooms with the necessary equipment and internet needs to enhance the meeting rooms. **Motion made to research the needs and scope out the equipment necessary to proceed with the process and spend no more than \$65,000 and expense the funds in FY2005. Motion made by Mr. Horvath seconded by Mrs. Del Sordo.**

**Administrator's Report:** Raineyl Coiro – Kathleen MacCubbin was introduced as the Manager of Information Services. Kathleen will oversee the day-to-day duties of ILL; oversee the reference and children's groups. Gloria Urban on behalf of the board welcomed Kathleen.

E-rate reimbursement guidelines were distributed. These guidelines outline the procedures for requesting reimbursement, board meeting approval date, request of director's signature. Mr. Powers addressed how much the counties appreciated the grant funds from ESRL; these grants really help the counties to better their services. Other members of the board also added comments as to how these funds also offset the funds from LSTA grants and keep these grants running.

Summer Reading (\$250.00) grant guidelines were distributed. These guidelines outline the procedure for requesting reimbursement, board meeting approval date, request of director's signature.

Craig is contacting Bob Hoontz from Carroll County to find out how they set up the DLDS online grant reimbursement form. ESRL would like to set up this same process for the ESRL County Grants, the information could be requested online and then the backup documentation could be sent to ESRL.

SAM update: estimated completion date is March 8, 2005. At that time all counties except Wicomico (different situation) will be using SAM. Ms. DeSordo commented on how helpful the Comprise representative was and the work of Mike Rakowski and Jeff Cross. There was discussion as to what do to with the funds left by patrons sitting in the SAM Card funds account; the recommendation was to contact Baltimore County.

The Project Adelante II grant copy was distributed. The purpose behind the grant is to help with marketing needs for the counties. We plan to partner with Eastern Shore AHEC to cover the health materials selection as a part of Project Adelante.

There will be a reference group meeting on March 1, 2005 at 10:00 at Dorchester Library. The mission of the reference group is to help in the selection of databases, seeing demos from vendors; there was a recommendation to preview CD/DVD restoration equipment; IMPERL; and materials selection in conjunction with the materials selection group.

May 2 -3, 2005 will be Legislative Day in Washington, D.C.; libraries will be meeting with the legislative aides.

There was a hearing on HB200; a member of the house committee introduced the bill, there were several good speakers, very effective message and representation from the library community.

MLA has sent a recommendation to the Lt. Governor to add Kathleen Reif to the Commission on Quality Education.

George Sands, Mary Baykan, Irene Padilla, met with Delegate Shelia Hixson.

Gloria Urban took a moment to commend on record, which was already done by letter, Raineyl Coiro and Andrea Littleton for there superb efforts in pulling together the Legislative Luncheon and thank you to Mr. Horvath for hosting the event at the St. Michael's Library.

**DLDS Report:** Stephanie Shauck – Irene Padilla met with the State and City lawyers, and the Pratt Representatives. The MOU has moved to this point that there is legal agreement and there is agreement in principle. So hopefully the MOU should be signed soon.

Andrea Lewis has been talking with the marketing group designing the State Library Card and they are still pushing for the date of release to be April 14, 2005.

At this point there are three applicants who have applied for Michael's position.

March 16, 2005, Irene Padilla and Stephanie Shauck will go before the MSDE Executive Team to show the support for the MMSR (testing for kindergartners) they will give stats on stories times, anecdotes, and number of readers.

**New Business:** Mr. Horvath announced that they finally have wireless in Talbot County at the Easton Library and the Town, now they are trying to get it in St. Michaels.

The topic of Certification for Directors was addresses with the idea of putting together some workshops/training specifically for directors to meet certification requirements.

**Future Meetings:** Board Meeting, April 28, 2005 place to be announced (possibly Stevensville, MD).

**Adjourned.**

Respectfully submitted,

Raineyl V. Coiro, Secretary