



**EASTERN SHORE REGIONAL LIBRARY, INC.  
ANNUAL BOARD OF TRUSTEES MEETING MINUTES  
THURSDAY, JUNE 8, 2006  
10:00 A.M. Talbot County Library  
Easton, MD**

**In attendance:** Jean Del Sordo, George Sands, Tom Hehman, Jerry Keiser, Robert Horvath, Daria Parry, Irene Padilla, Raineyl Coiro, Andrea Littleton, Kathleen MacCubbin, Craig Abresch and Rick Simpson

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

**Approval of the March 9, 2006 Minutes: Motion made by Mr. Sands, seconded by Mr. Hehman.**

**Financial Report:** Andrea Littleton – May 26, 2006 ESRL received the sixth state appropriation in the amount of \$241,767.83.

Current checking account balance in Peninsula Bank: \$6,989.04. Current account balance for MLGIP: \$483,741.14.

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

**Financial Report Line Transfers:** - Andrea Littleton

- Transfer \$16,043.00 from Carry-forward to Patron Management to cover for annual support agreement.
- Transfer \$235.72 from Carry-forward to Director's Certification Training
- Transfer \$63,308.15 from Electronic Resources – Gale Group to Facts on File \$6,741.50; Grolier \$2,969.02; Info USA \$3,303.00; OCLC \$36,294.63; Webfeat \$14,000.00 – these are transfers within the database line to cover for additional databases or changes in the vendor.
- Transfer \$3,404.01 from Equipment Maintenance Truck & Auto to Fuel Expense to cover for additional fuel expenses.
- Transfer \$4,419.20 from Carry Forward to Newspaper Advertising to cover the cost of ads placed for job announcements (Asst. Systems Manager, Training Coordinator, Systems Technician, Library Assistant).
- Transfer \$5,162.36 from telephone to cell phone to cover additional cellphone cost.
- Transfer \$22,557.78 from Carry-forward to non-auto travel to cover additional travel and training costs.
- Transfer \$1,342.51 from Carry-forward to travel and training to cover the cost of additional training costs.
- Transfer \$9,237.08 from Carry-forward to Health Insurance to cover additional health care cost associated with the additional employees and increase in premium.

**Motion made to accept the line transfer report Mr. Horvath seconded by Mr. Sands.**

**State Retirement Report** – Andrea Littleton – The staff from the ESRL Systems staff and Delivery Staff are all currently enrolled in the Employees System which is considered to be a Participating Governmental Unit within the Maryland State Retirement System. This means that ESRL is billed for and pays the State Contribution on behalf of these employees, which is separate from their current contribution of 2%. The remaining ESRL staff fall under the Teacher's System. With

the current changes taking effect July 1, 2006 with the State Retirement System ESRL would like to take advantage of the opportunity of moving the staff that are in the Employees systems to the Alternative Contributory Selection Plan. Those who are currently in the Teacher's System will automatically roll into the new Contributory System. To move the employees that are affected we are required to complete and election form and make a motion for Board Approval to allow ESRL to enroll these employees in the Alternate System. This would also raise their current contribution from 2% to 3%.

**Motion made to accept and allow Raineyl Coiro to sign the election for to enroll the staff currently in the Employee's System into the Alternative Contributory Ssystem by Mr. Sands seconded by Mr. Hehman**

**Van bid report** – Andrea Littleton – There was prior discussion at the last ESRL Planning meeting to allow ESRL to purchase a new van to replace the Caravan which is available for staff use. The Caravan will not be detailed to the Upper Shore for the Systems Technician who will be mainly working on the Upper Shore and traveling to the many branches on the Upper Shore. We need to make it a matter of record to allow ESRL to put out bids for a new vehicle in the amount of \$25,000.00

**Motion made to allow ESRL to go out on bid for a new van to replace the Caravan which will be detailed to the Upper Shore by Mr. Horvath seconded by Mr. Keiser**

**State Retirement Information Report** – Andrea Littleton – Ms. Littleton, on June 7, 2006 had a phone conversation with Mr. David Fisher, Enrollment Unit Supervisor with Maryland State Retirement. We discussed the Employee System and some to staff we have within the Employees System. Mr. Fisher shared some ways that may allow ESRL to transfer eligible staff members from the Employees System to the Teacher's System. This could also have an effect on future employees that we may hire. Part of the criteria given for a new hire job description was that the job description and ad must state "undergraduate degree required" and their can be no exchange for experience. The person must also attend the LATI training within the first two years of employment or hold an MLS. For current staff, if they were hired with the job ad stating that "experience allowed" they can not be transferred but if they are transferred to a new position or a position (promotion/lateral transfer) that requires undergraduate only, along with LATI or MLS then they may qualify for the transfer.

**Grant balances** – Andrea Littleton – Current balance reports were distributed to the counties for a list of expenditures as of June. The request was made to review the documents and submit any outstanding grant requests.

**Personnel Committee Report:** Tom Hehman – Introduction of Rick Simpson, Assistant Systems Manager. Rick has a MLS and an Undergraduate with a concentration in Human Resources; he has been an Interim Director of a library in Ohio and also worked with the technology department with the Regional Library in Ohio.

Status of searches for Training Coordinator and Systems Technician Positions; both have deadlines for June 9, 2006 for submitting applications. The Training Coordinator interview may be held on July 5-7, 2006. Applications for the System's Technician are coming in and interviews will be held the end of June.

A copy of the recent ESRL Salary Scale revision to reflect the 3% COLA for FY07 was distributed. A motion is needed to approve the scale.

**Motion made to accept the recent ESRL Salary Scale which includes the 3% COLA by Mr. Horvath seconded by Mr. Keiser.**

At the March 9, 2006 Board Meeting there was discussion during executive session regarding the salary of the ESRL Administrator. Documentation is needed to share the consensus of the approval of the discussion of the salary for the Administrator. Jean Del Sordo, will compose a letter for the personnel file giving more details of the decision.

**Motion made to accept the ESRL Administrator Salary discussed at the ESRL Board Meeting on March 9, 2006 during executive session by Mr. Horvath seconded by Mr. Keiser**

**Technology Committee Report:** Craig Abresch – Packets were handed out about the AquaBrowser product. Mr. Abresch is planning a demonstration of the product and possible dates are July 6 or 11<sup>th</sup>, 2006.

Comprise update: Comprise has come around more in the past three weeks. They have spent a great deal of time at Ocean City; they have been working out some of the bugs and are coming to resolution on some of the problems. There are still some minor problems with reservations and visitor passes. Another problem is staff training and we need to find a way to train all staff to do the process in a consistent manner.

**Information Services Report:** Kathleen MacCubbin – The Reference and Children's Groups had a very good year. Highlights of the years were: trip to the Performer's Showcase at Howard County; presentation for children's group by Kit Bloom from LBPH on children's services for children with special needs; database discussions; summer reading club; EBSCO vendor presentation; AWE Early Literacy Stations demo. The decision was made that the children's group will meet three times a year next year (FY2007) and the reference group will be meeting five times a year next year (FY2007). All meetings will begin in September.

Due to the lack of region-wide support, we will not be pursuing grant funding at this time for AWE Early Literacy Stations. The feeling is that some folks cannot afford the product, space is not available for the product or some already have the product or similar products.

Webfeat goes live July 1, 2006. Another product that has been mentioned recently is downloadable or eBooks. Ms. MacCubbin will be researching this service with vendors over the next few months.

Ms. MacCubbin reviewed the new, current and deleted databases. We have added Gales Legal Forms, Testing and Education Reference Center (replacing LearnA Test) Ancestry Obituaries, Encyclopedia Britannica, Title Source III, and Library and Information Science Abstract. We deleted LearnA Test, Book in Print, and Facts.com.

**Administrator's Report:** Raineyl Coiro – We have received our final calculations report from Mrs. Clapsaddle and there have been no changes to the calculations. Mrs. Coiro also shared a resource that Scotti Oliver shared called Reality Check Plus.

Director's Certification series is over; surveys are requested. Many folks have made suggestions for the next series with topics such as: Intellectual Freedom, Staffing for Results and Developing Policies for Results. Some topics from Sam Clay are: Marketing, Fund Raising, Strategic Planning and Technology. Another suggestion was to have a variety of presenters.

Update on delivery – Worcester will begin to receive delivery at all 5 branches beginning July 5, 2006. We will also be adding delivery to Galena on the Upper Shore.

DLDS is doing a WebJunction Spanish outreach program. The grant runs from June 2006 to June 2007. This grant has very specific goals regarding outreach to Hispanic

Immigrant populations. One specific request is for trainers to participate in the program. The trainer will go to Seattle to the Gates Facility and receive training. They will come back and coordinate the training project and press activities with DLDS including working with a local community and organizations, facilitate progress and support sessions 4-6 weeks after their workshops. The plan is to have our new training coordinator take on this project and bring it to the shore. Our training coordinator will possibly be on board between July and August.

Ms. Coiro will begin working on the strategic plan process soon. Our facilitators will be Diane Mayo and Sam Clay.

MACo is coming up in August, we are located in the Governor's Area. This year's theme is the "Wild, Wild, West".

Ms. Coiro was nominated by DLDS to attend the Kennedy School of Government at Harvard University. She will be attending during the month of July. Thank you to DLDS and Jean Del Sordo and George Sands for letters of recommendation.

**DLDS Report:** Ms. Parry discussed upcoming Leading from Any Position workshops that will be held in September. Nini Beegan is also going to do a Leading from Any Position for Directors.

Ms. Padilla discussed the Rural Sustainability Program. Stephanie Shauck is planning to hold a Statewide Youth Coordinator's Meeting and Paula Isett has been hired at the Marketing Outreach person for DLDS. On July 20 and August 14 2006, there will be LSTA Grant Workshops. Stephanie is also going to be setting up an eVision focus group and Rick Simpson will be sitting in on the group representing the shore.

Capital Project Grant Programs begin July 1, 2008. A project team is working on a program procedure, drafts, regulations etc. Tom Hehman, Darrell Batson, Pat Hoffman, Denise Davis and Irene Padilla are the committee working on the grant program. Draft documents of the program guidelines must be to DBM by August 11, 2006. Notices will be sent out as soon as they have been approved on the application and the process.

Please send individual library news letters to Paula Isett.

**Old Business:** None.

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

**Adjourned.**

Respectfully submitted,

Raineyl V. Coiro, Secretary