Eastern Shore Regional Library
Board of Trustees Minutes
September 16, 2014  10:30 a.m.
ESRL, OSJM Room 13
Salisbury, MD

**In attendance:** John Venditta, Mark Thomas, Gail Sheldon, John Walden, Rick Simpson, Frances Cresswell, Rachael Stein, Jackie Adams, Debby Bennett

**Call to order:** Debby Bennett called the Annual Meeting to order at 10:30 a.m.

**Committee Reports (Debby Bennett):**

**Personnel Committee** – This past year, Debby has chaired the Personnel Committee with John Walden and Andrea Berstler as members. Their task was the Annual Evaluation of John Venditta. They met and the evaluation was signed. Debby will be sending out a copy to each of the board members. Debby has assigned John Walden as this year’s Personnel Committee chair, leaving him to choose it’s members.

**Finance Committee** – The Finance Committee met on May 22nd to work on the FY-15 budget. Moving forward, the committee will have minutes taken at their meetings.

**Mark Thomas made motion to adjourn the Annual Meeting. John Walden seconded the motion. The meeting was adjourned.**

**Call to order:** Debby Bennett called the General Meeting to order.

**June 16, 2014 Board Minutes:** The board discussed item four of “Old Business” from the minutes and decided that October 15th would be the deadline for the counties to turn in their FY-14 grant annual reports to John Venditta. John Walden made motion to accept the minutes. Jackie Adams seconded the motion. The minutes were approved.

**Financial Report (John Venditta):** A Budget sheet and Comparative were handed out. There are no changes to the budget. E-rate has changed the amount of account 4999 unexpectedly. The fund balance is still reasonable at approximately $500,000.

**John Walden made motion to file the Financial Report subject to audit. Mark Thomas seconded the motion. The motion carried.**
**Administrator’s Report (John Venditta):**

- On July 1st, John and Mark Thomas met with representatives from the Delaware State Library to discuss possible reciprocal agreements, i.e. borrowing and inter-library loan. This concluded with several of the Delaware libraries being against the proposal.
- This summer’s MACo conference was held in mid-August. It went very well, and there was a strong contingent of library advocates in attendance. John thanked everyone who came and was involved.
- John attends an OSJM tenant meeting every other month. Two items to report so far are that we will be receiving some art from the Ward Museum to place in the hallway leading to our suite. They are clearing out for some space and need to place them in a public building. Also, construction has started on the cafeteria area to make a full service cafeteria and food service training facility. They will also be available to cater in-house meetings.
- On September 4th, John attended the Rural Maryland Council Legislative meeting. The biggest concerns for the shore continue to be agriculture, the phosphorus management tool, and the raiding of the Transportation Trust Fund. The group will be setting their legislative priorities at the next meeting.
- The MLS Legislative Panel met for it’s first meeting of the year. The main target will be to protect the funding bill that was passed last year and is to take effect in July 2015. Also, last year a bill to make it illegal for publishers to sell ebooks to libraries for a cost more than charged to consumers was created. At the time, ALA strongly recommended that we not support this. We did not and the bill died. Art Brodsky, who was the force behind the bill, addressed the panel and asked us to support the re-filing of the bill in the upcoming session. He made a very strong case and the panel decided to bring this before the directors at the MAPLA meeting next month.

**IT Report (Rick Simpson):**

- The upgrade to Envisionware has been started in three counties and didn’t work. The library Internet policy won’t display. Rick can remove the accept/decline option not come up for now. Envisionware multi-ILS is the best option currently for multi-county library patronage. The board discussed not having Envisionware, instead using guest passes for any out of county patrons. Rick said that the program would be able to be fixed, and suggested that it is best to keep the Envisionware. It was discussed whether displaying the policy in a different manner would be sufficient. The board will review the DLDS report to verify allowable changes to how the policy is displayed.
- By next July, all computers operating on XP will be gone from the libraries.
- The Zimbra upgrade is in preparation for the end of October, possibly November. This will move up to Zimbra 8, which will require some user adjustment. Sam Eddington will be sent out to do training with prepared materials.
- There has been a problem with the website Craigslist being blocked from library computer by the Craigslist site. Rick believes this is due to all of the shore computers being on the same IP address. For now, Craigslist can be emailed when needed to get the site unblocked.

**Information Services (Rachael Stein):**

- Reference USA went live in July. There were two training sessions in Denton last week. There are additional training modules and online webinars for anyone who missed them.
Novelist Select was discussed at the last e-group meeting. It is a module that integrates with your OPAC so that when you search for a book, it will give you read-alikes, other books in that series, like authors, recommended e-resources, etc. An online demo was done and had positive feedback. Also, each ILS can customize how they want it to appear. The price for everything is $9,995.00. Rachael recommended that we move forward with this, and put it to a board vote. John Walden moved to initiate Novelist Select. Mark Thomas seconded the motion. All were in favor. The motion carried. Since Sam will be doing Zimbra training for the libraries, Rachael will go along to demo this for everyone.

ESRL will start putting out a print newsletter on a quarterly basis. The main goal is to let staff members who don’t normally interact with us know what it is we do and can do for them. John Venditta will have an article in each issues, also some fun things will be included. The first issue should be out in October.

The Bob Mankoff visit details are getting finalized. The mid-shore visit will take place at the Avalon Theater and the lower shore visit will be at Salisbury University. Wicomico Library will partner with their art department. The room location is still undetermined.

Old Business (John Venditta): The GIS Grant has been rebooted. Towson’s planning committee has added the Dean of Libraries. She has been helpful in making things easier with translation between GIS and us. There is a focus group planned to gather information. There will be an invitation email sent out with things to think about before you come in and will include readings on the use of data segmentation. This will help find out what decisions libraries are making and what GIS can do to help. The focus group is scheduled tentatively for October 22nd in Easton. Each director can bring up to two people with them.

New Business:
- Rachael handed out a draft of ESRL’s annual assessment, which was based on SLRC’s needs assessment from last year. This will gauge how we are doing, who is using which services and what we need to address, and will help with Strategic and Annual Planning. If approved, she hopes to get it out to as many library staff members as possible. The board made suggestions on wording and question items on the survey.
- John proposed creating the ESRL FY-16 Strategic Plan internally, including the board. Sam Eddington could facilitate, and the Annual Assessment responses will be helpful as well. The board agreed to start thinking about goals for the plan.

Future Meeting Date: Monday, December 15 at 10:00am. Location: Denton Library

Mark Thomas made motion to adjourn the meeting. John Walden seconded the motion. The meeting was adjourned.