

Eastern Shore Regional Library
Board of Trustees Meeting Minutes
June 11, 2024 4:30 pm
Zoom

In Attendance: John Venditta, Amanda Watson, Tamar Sarnoff, Gloria Urban, Susan Sherman, Ann Smith, Seth Hershberger, Maida Finch, Sarah Guy, Linda Prochaska, Erin Counihan, Irene Padilla, Kathleen Lyons

Call to Order: Maida Finch called the meeting to order at 4:32 pm.

March 12, 2024 Minutes: Kathleen Lyons made motion to approve the March 12th meeting minutes. Susan Sherman seconded the motion. All were in favor. The March 12, 2024 minutes were approved as written.

Financial Report (John Venditta):

- Balance Sheet: We are \$195,000.00 into the office renovation and still looking good financially.
- Budget Comparative: Our "Uncategorized Income" is up 598% due to selling our passenger van, but not buying a new one to replace it. Under "Training" there is an incorrect percentage. Account 9200's subtotal should be at 62.8%. "Personnel" is over due to the hiring of new staff, with an increase in health insurance, retirement and payroll because of this.
- FY-25 Budget: Under "Income", the \$10,500.00 for the LSTA Grant is tentative. At this point, we don't know what the final number is for that yet, so John listed what we received last year. "Interest Income" has \$6,000.00 which is less than we currently get, but after our renovation the number will be less than before. "Capital" has \$50,000.00 budgeted, which is what we had for last year. All of the equipment in our new server room will be paid for through the renovation, under "Construction in Progress", which is not listed. Grants to Libraries will remain at \$80,000.00 per county. We have not dropped any databases; OverDrive and Hoopla amounts have been increased. The budget is balanced. The board voted to approve the FY-25 proposed budget.

Ann Smith made motion to accept the proposed FY-25 Budget as presented. Gloria Urban seconded the motion. All were in favor. The FY-25 Budget was approved.

Susan Sherman made motion to file the Financial Report for audit. Kathleen Lyons seconded the motion. All were in favor. The Financial Report was filed.

CEO's Report (John Venditta): John's CEO report was written out and given to the board. Alicia's training report was included.

Library Services (Amanda Watson): Amanda handed out her report to the board. Highlights on our updates/changes in the last quarter:

- Collection HQ audit still has us ranked at higher than the national average on DEI materials.
- Princh wireless printing is taking the place of our other Envisionware provided wireless printing service. The Ocean City branch piloted this for us, and it will be rolled out to everyone over the summer.
- We have upgraded our Helpdesk that is available to all the counties to submit support tickets; this integrates with all the Teams and Microsoft 365 products, so that it is a seamless one login way to get help.
- We have deployed new network equipment, starting with Smith Island. We are continuing with the network rollouts at other locations throughout the summer.
- IT staff have been communicating with vendors and our libraries on outreach products and kiosks. This includes things like lockers and traffic counters.
- IT staff have also served on interview committees for member libraries and served as back-up coverage for libraries that have their own IT staff.
- Databases and Streaming: we have renewed all our products for this year. We still offer all the same services that we did and have added money to Hoopla and OverDrive to be able to sustain offerings well into the next year. Ancestry is our most popular traditional database aside from streaming. It continues to be the highest despite the fact that it is only available inside of the libraries. In OverDrive this year, we have had about 320,000 check-outs from the Eastern Shore. Because of the consortium that exists at the state-wide level, we are able to leverage that with about \$145,000.00 worth of contributions. This is for belonging to that consortium and our own money that we put into a collection account, so that we can pick out our own titles. By comparison, Hoopla has seen about 95,000 check-outs; but we have spent over \$20,000.00 per month, which is significantly more. This reiterates that while Hoopla is very popular, it does come with a great expense. Nationally, there are a number of libraries struggling with this. Hoopla offers options, but not any that are detrimental to the patrons.
- Ongoing initiatives: installations for the new product updates, network upgrades, and we are expanding and working with Alicia to create more how-to videos and instructional aides for these products and for common needs and questions that the libraries have. We are also preparing for our ESRL server room implementation, and the renovation in general.

Old Business:

- ESRL Renovation (John Venditta): Pictures of the site were shared. Our second progress meeting will be held next week. The current proposed completion date is end of August.
- CEO Search (Search Committee): John sent out an announcement on our new CEO, Lori Milach. She will be starting on July 29th, which will be a month after John retires. John and Maida have been discussing on who will act as Interim Director in the meantime. They feel that Seth Heshberger should be involved for overseeing and check signing. John would like Amanda Watson to make more of the actual decisions, which would also follow what is stated in our Bylaws. The board decided to adjourn and go into closed executive session after all agenda items are covered, in order to discuss this.



New Business:

- Election of Officers: We need to elect a new President and Vice President for FY-25. Maida asked the board for nominations or interest in the positions. No one new showed interest in taking the positions. Maida and Kathleen agreed to remain in their current positions. This will be the last year that Maida will be on Wicomico and ESRL's board.
- The board chose to meet in person for the September Annual Board Meeting. It was agreed to have the meeting held at Talbot County Public Library in Easton on Tuesday, September 10th. Susan Sherman will check on availability for a meeting room.

Gloria Urban made motion to keep Maida Finch as Board President and Kathleen Lyons as Vice President. Ann Smith seconded the motion. All were in favor. Maida and Kathleen will remain in their positions for FY-25.

Director Liaison Report (Seth Hershberger):

- The directors continue to meet with John every Wednesday.
- One of the major things that directors are discussing recently is Collective Bargaining. The directors will use their meeting time tomorrow to consult with an attorney on this as it relates to the Eastern Shore.
- Another major topic is, as mentioned previously, the concern about Hoopla.
- A big thank you to John and Irene for their years of service.

Maryland State Library Agency (Tamar Sarnoff/Irene Padilla):

- Irene:
 - Tomorrow is the last State Library Board Meeting for Irene.
 - The Maryland State Librarian position has been filled by Morgan Miller. She will begin on June 26th. Amanda Hutchison has been hired as the Administrator to support the State Librarian and she will start at the same time.
 - The State Aid budget hasn't been put out yet. We haven't gotten the exact amount yet from the State Library Resource Center. The numbers should be out this Friday and will go into effect on July 1st.
 - We have been doing a lot of budget analysis for next year because our 2024 budget from the Federal level has been reduced. We are also taking on some additional costs with the Deaf Culture Digital Library.
 - Our Capital Grants Program has been going great. We have had a number of library branches open, as well as several renovations.
 - We have started a new Capital Grant cycle and are looking to fund some new libraries.
- Tamar:
 - The Freedom to Read bill was passed on April 25th. We have been working to write a regulation and the draft was completed at noon yesterday for board review. It builds into law everything that was passed in the Freedom to Read Act; not only the protection for collections at the school and public library level, but protection for staff at both schools and

public libraries as well. This also includes regional and corrections libraries. Higher libraries will be covered separately.

- Tim Pratt, our Communications Officer, has put out so many press releases in the last three months. These are full of exciting news and Tamar will share the link to those with the board.
- The Summer Reading theme is “Adventure Begins at Your Library” and MSLA will be giving out incentives to the library systems, including tickets to a Baltimore Orioles game, the Maryland Science Center and the National Aquarium. Our celebration at the end of the summer will take place on Saturday, August 24th at the Cow Palace in the Maryland State Fair in Timonium.
- We have been kicking off the Leadership, Innovation and Management Academy, “Project LIMA”, to support the training of managers and supervisors throughout the state.
- Young Readers Program funds have been distributed. This year we were able to give out more than \$400,000.00 in an effort to build programs with a focus on high poverty zip codes. This will provide access to the Dolly Parton Imagination Library to an additional 40,000 children across the state.

Next meeting: September 10th at 4:30 pm at Talbot County Public Library in Easton, MD

Kathleen Lyons made motion to move into Closed Session. Ann Smith seconded the motion. All were in favor.

Maida adjourned the board meeting at 5:40 pm.