

Eastern Shore Regional Library  
Board of Trustees Meeting Minutes  
December 9, 2025 4:30pm  
Zoom

**In Attendance:** Erin Counihan, Kathy Culbertson, Sarah Dahl, Ed Goyda, Sarah Guy, Hillary Lindeman, Linda Prochaska, Susan Sherman, Patti Tingle, Lori Milach, Amanda Watson

**Call to Order:** Susan Sherman called the meeting to order at 4:30pm.

**Susan Sherman added “Nominating Committee” and “Change to the Bylaws” to the agenda.**

**September 9, 2025 Meeting Minutes:** Susan asked if anyone had changes to the September minutes. Sarah Dahl made motion to approve the minutes. Erin Counihan seconded the motion. All were in favor of approving the minutes as written. The September 9, 2025 board meeting minutes were approved.

**Financial Report (Lori Milach):**

- **Statement of Financial Position:** At the time I pulled this report, we had not yet received our state aid, which is paid out every other month. For this report, our current assets are \$599,285.00 in the bank account and \$458,486.00 in our MLGIP investment account. I checked today before our meeting and the state aid has been deposited, bringing us back up to over \$1 million. We are still learning about the total impact of our renovation. At this time, we are in a good financial position. We will be seeing dips as we are paying the accounts and then back up to the \$1 million as the state aid comes in.
- **Budget vs Actual:** Account 4999 (Non-Governmental Income) is over budget, but this is where our accountant temporarily parks any income that he is unclear where it goes, until it is assigned. This overage is due to our health insurance premium rebate for any employees who have dependents on their policy. We will be reimbursing staff who qualify with their portion of the rebate. Account 9230 (Summer Reading) is over budget. Payment for our summer reading presenter’s expenses had gotten recorded twice but not paid twice. Lori is waiting to hear back from the accountant on how this happened. At our next meeting, \$8,013.00 will show deducted from this account, which will put us back into budget. Account 9515 (Worker’s Comp) is increased. We learned that the audit on staff salaries that we do each year for worker’s comp affects the amount. What we receive at the beginning of the year is actually an estimate until the audit is final. We have learned that we can get an accurate estimate before the beginning of the new fiscal year if we send them salary information beforehand. This will help us to budget the correct amount needed going forward. Even with these overages, our total expenditures are at 42%, which is good for being at the 6-month mark for the year. This still keeps us on target for the rest of the fiscal year.

**Erin Counihan moved to accept the Financial Report. Susan Sherman seconded the motion. All were in favor of approving the Financial Report for audit.**



#### **CEO's Report (Lori Milach):**

- **Coaching Update:** We have been working with Jabbar HR for coaching. Lori, Amanda and Tracy have all met with Randy, our executive coach, individually. We have learned more about what we are looking for as far as support from each other. After that, we met as a group with our project lead CJ and learned more about our communication styles and working within our communication preferences. We are also working closely with Lauren, our HR consultant, to help us find “swim lanes” which essentially tells us who does what. We are also working to potentially revise our job descriptions to reduce confusion on who is responsible for what. The next step is for Jabbar HR to meet with all staff on December 16<sup>th</sup>. CJ and Lauren will meet with staff as a group to better understand what the staff needs from us. The goal is to take all of this information and work with CJ to develop a “Change Management Plan” to ensure that we have a clear direction of what we need to do to continue moving forward after the contract has ended.
- **Advocacy Efforts:** The Inter-Governmental Relations Committee is working to encourage supporting legislation to require annual increases to the per capita, which is why we are guaranteed to receive the amount that we do as it is written into code. We would like to see it written in that for the next ten years, we would also to continue seeing those increases. Right now, it is due to end after FY-27 and we would be flat funded after that. Lori will report back if IGR needs letters of support. This will affect all libraries across Maryland, including the Regionals.

#### **Library Services (Amanda Watson):**

- **Polaris Upgrade:** One of the biggest undertakings in the last quarter has been the Polaris upgrade. This is the ILS that all of the libraries use. The upgrade was planned out, and all went pretty smoothly. We had IT and support staff available after the fact, to touch anything that might need additional help.
- **Lockers:** Another large undertaking that staff have been working on are lockers going live for three counties; at different times between next week and the end of the year. This requires a lot of back-end work from us, both in Polaris and a technical internet perspective.
- **Baker & Taylor:** Something you may have heard about from your libraries is the book vendor Baker and Taylor has gone out of business. They are officially closing operations in January, but a lot of libraries have already experienced issues with getting orders in. ESRL has helped facilitate conversations between different libraries on finding alternate vendors. Right now, B&T supplies our digital book jackets, which you would see if you have logged on to reserve books. We are looking for other vendors for this as well.
- **Windows 10:** IT has been busy making sure that everything is compliant for the October cut-off on Windows 10 devices. Aside from a few older machines that weren't deployed to a public area, they have all been remediated or there is a plan in place among the member libraries to remediate those.
- **Follow-up:** Everything else going on is business as usual with ongoing projects. Amanda included statistics and staff happenings in her report handout to the board.

**Director Liaison Report (Ed Goyda):** St. Michaels branch is anticipating their opening at the end of February and the first week of March. Pocomoke is well under way, looking at a May or June opening.

**Agenda Additions (Susan Sherman):**

- **Bylaws Change:** Sarah Dahl has offered to serve as our Treasurer. Our current bylaws make no mention of a Treasurer, so we do need to add this position in. The Treasurer will also chair the Finance committee. **Hillary Lindeman made motion to add the Treasurer position to the bylaws as an officer and chair of the Finance committee, and a member of the Executive committee. Erin Counihan seconded the motion. All were in favor.** Susan Sherman will draft the update to the bylaws and send it out to the board.
- **Nominations:** Susan asked the board about putting together a Nominating Committee. According to the bylaws, there should be a roster of new officers ready and the committee would meet in March to review and vote in June. Susan asked for volunteers to serve on the Nominating committee. Hillary Lindeman is willing to join, as well as Susan.
- **New Board Members:** The board discussed terms of current members. Erin Counihan will be leaving in December, to be replaced by John Murphy. Lori will ask the library directors for recommendations of At-Large members for July. The Governance committee, comprised of Susan Sherman, Linda Prochaska and Hillary Lindeman, will meet to review and update the Bylaws.

**New Business (Lori Milach):**

- **Audit:** We were required to put in for an extension for our FY-25 audit. The extension was approved by the state, as well as an extension request for the 990. This year, the audit was a little more complicated due to our renovation. The audit is expected to be complete in January and the auditors are willing to report it to the board however they would like. This could be them meeting with the full board in an emergency meeting or just the Finance committee, who can then share with the full board at the March meeting. Either way, all board members will receive the audit packet as soon as we get it. The board discussed and decided for the full board to meet in January at a special meeting. Lori will poll the board for a good date after talking to the auditors.
- **Hoopla:** Lori and Amanda have done a lot of research and talked with the directors. We have decided that we will end Hoopla services in May 2026. We will be using these funds to replace it with increased Libby audiobooks, Lucky Day collection from OverDrive, Blackstone Audio and a subscription-based Kanopy. This was a difficult decision, and we had even reached out to Enoch Pratt Library to talk about their experience in ending services. In the end, the vote was unanimous. We feel this is the best possible way to be of service to our patrons. We are going to be working with the directors to provide a timeline of sending this information out with shared messaging. They requested something from ESRL to explain the decision to change for patrons that can be tailored to each of the libraries. We ask that right now; no one shares out this information. Library staff still need to be informed about the decision and prepared with talking points for if they are approached by patrons.

**Next Meeting: March 10, 2025 at 4:30pm via Zoom**

**Susan Sherman made motion to adjourn the meeting at 5:15pm. All were in favor. The meeting was adjourned.**



**Eastern Shore**  
REGIONAL LIBRARY

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 [www.esrl.org](http://www.esrl.org)

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