Eastern Shore Regional Library
Board of Trustees Meeting Minutes
June 9, 2026 4:30pm
Zoom

In Attendance: Kathy Burtman, Kathy Culbertson, Sarah Dahl, Ed Goyda, Sarah Guy, Hillary Lindeman, John Murphy, Linda Prochaska, Susan Sherman, Ann Smith, Pattie Tingle, Alicia Blake, Jeffrey Cross, Jim Gifford, Lori Milach, Alex Roper, Cody Thompson, Nick Venditta, Amanda Watson

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

Susan announced that there will be a closed session at the end of the meeting to discuss Personnel matters.

June 9th Meeting Minutes: Ann Smith made motion to approve the June 9th meeting minutes as written. Hillary Lindeman seconded the motion. All were in favor. The June 9, 2026 meeting minutes were approved.

Addition for Minutes: The Board had a closed session meeting on April 16th at 10:00am to discuss ESRL's Jabbar HR staff meeting.

Financial Report (Lori Milach):

- **Lori reviewed the Statement of Financial Position.** We are ending the year at around $1 million in our account. Our goal was to stay at that total because the majority of our budget spending occurs at the beginning of the fiscal year, due to one-time fees for subscription services, etc. Our total assets are around $2 million. We are in a good financial position to close out the fiscal year.
- **Lori reviewed the Budget vs Actual statement.** We are expended for the rest of this fiscal year, for the most part. We have a couple of libraries that have waited until the very end of the fiscal to send in their final Grant to Libraries request, so we are waiting on those. There are some anomalies between March and June; some accounts had been adjusted at the recommendation of the audit, which caused amounts to reflect in the budget inaccurately. We have scheduled a discussion with our accountant about why this was happening without communication to ESRL. Due to perpetual communication issues, we are currently looking for a new CPA firm.
- **Auditor Meeting:** Sarah Dahl suggested to meet with ESRL's auditors to talk about the FY25 audit, 990 and accountant recommendations. It was agreed that the next Board President will schedule this meeting with the Board's Executive & Finance Committees. **John Murphy and Hillary Lindeman volunteered to serve on the Finance Committee with Sarah Dahl and Linda Prochaska.**

Instead of accepting and filing for audit, the Board requested to hear back on the solution to this, along with corrections.

CEO Report (Lori Milach):

- Lori had sent out her Board Report for everyone to read over. She shared that we are making headway with the new CPA search. After letting our current accounting firm know that we have been unhappy with their service, we have met with three external firms for interview and quotes. Judi has been thorough in going over our books and making notations for the new CPA when they come on board. Lori has made sure to budget additional funds for FY27 so that we can get everything in a good position, once they are chosen and hired.

Operations Report (Amanda Watson): Amanda handed out her report, which included some staff happenings, statistics and highlights.

- **Resources:** We have replaced Hoopla with Blackstone Unlimited (unlimited audiobooks), Kanopy (movies and documentaries) and LuckyDay through OverDrive (allows patrons to bypass the wait queues on popular titles). These started on June 1st. Everything was live and operating by 10:30am.

Director Liaison (Ed Goyda):

- Summer Reading was officially kicked off this past Saturday.
- Queen Anne's has put out their survey for the North County.
- Hurlock's book locker is live.
- Parsonsburg had their ribbon cutting two weeks ago.
- St. Michael's branch has opened.

Old Business (Susan Sherman):

- **Bylaws Approval:** The Bylaws, with changes noted, were sent out to the Board previously. There are some changes that need to be added in. Lori reviewed the new changes with everyone. These include added information on Board Responsibilities, Committees and the office of Treasurer. The Board discussed these and decided to hold off on voting until final revisions are finished and dispersed. Linda Prochaska will send out the finalized changes before our September meeting, for Board approval.

New Business:

- **FY-27 Budget (Lori Milach):** ESRL's proposed FY27 budget was reviewed by the Board for approval. Items of note are:
    - The Non-Governmental Income account has been removed. This was previously used by the accountant to put any reimbursements or refunds, which was skewing our income accounting.
    - We do not need to purchase a new delivery van this year. We have notated this on the budget and will absorb the $60,000.00 that would have been used for a van into other projects for the year, including a launch of our Library of Things for library staff.
    - We are approved to get our LSTA funds year. They will all be paid up front and we will provide receipts as we expend them, which will be a much easier process.
    - Cataloging Support costs went up due to adding Text Services for patrons.

- We will need a re-approval of the FY27 Budget after Lori gets updated costs and adjusts for the State Health Insurance program, which will begin in January. In the meantime, we chose a low-deductible Health Insurance option for the next 6 months with our current carrier.
- We have to join the FAMLI plan with the state and will cost $3,000.00 to join the Cooperative. The Cooperative allows us to not have to pay for the FAMLI plan until it actually starts in January 2028. If we were to go on our own, we would have to start contributing in January 2027. They also give us notifications on when we have to start filing paperwork and provide training for us and staff.
- State Retirement is going up in cost. This is because we are now required to pay for 50% of the increase, as well as an administrative fee.

Hillary Lindeman made motion to approve the FY27 Budget as presented. John Murphy seconded the motion. All were in favor. ESRL's FY27 Budget was approved.

- **HR Policy Update (Lori Milach):**
  - Our previous Problem Resolution policy was re-added from the original wording, to ensure proper reporting structure.
  - A Whistleblower and Non-Retaliation policy was added.
  - We re-added the original COMAR language in.
  - Also added were language/statements about Staff Development Coordinator's role, Part Time Staff, Vehicle Operation and Compliance, and Jury Duty.

The Board voted and all were in favor. The HR Policy Handbook updates were approved.

- **Collection Development Policy Update (Amanda Watson):**
  - We added the state required Freedom to Read Act language more explicitly; stating what the act is and that we affirm it. We used standard language from that COMAR.
  - Under Selection Criteria, we have added language covering AI; stating that we have a "*Primary focus on acquiring works that are the result of human creation and labor*" instead of a blanket statement saying that we will avoid any AI content. This will allow for potential needs, for example any human created content with AI narration, if that is the only option available or if there is a specific patron demand for certain content.

Sarah Dahl made motion to approve the Collection Development Policy updates. Kathy Burtman seconded the motion. All were in favor. The Collection Development Policy updates were approved.

- **New Officer Appointments (Susan Sherman):**
  - We had voted at our last meeting to extend Linda Prochaska's term as Middle Shore At-Large member. She has agreed to become the next Board President. **Ann Smith made motion to elect Linda Prochaska as FY27 Board President. Sarah Dahl seconded the motion. All were in favor.**

- At our next meeting, we will have the new Board Orientation Packet to review. We would like the whole board to come if they can.
- Becky Amaral was appointed and will replace Susan Sherman as Talbot County's Board Trustee.
- Eva Paxton was appointed as the Lower Shore At-Large member.
- Sarah Dahl will remain the Board Treasurer. **Hillary Lindeman made motion for Sarah Dahl to remain Board Treasurer. John Murphy seconded the motion. All were in favor.**
- The Board will add in a process for the appointment of new Board Members. They will discuss this in the September meeting.

Staff Introductions: Some ESRL staff members had joined the Board meeting. Nick Venditta, Jeff Cross and Jim Gifford introduced themselves and asked clarifying questions.

Next Meeting: September 8, 2026 at 4:30pm. Location: Talbot County Free Library, Easton.

The Board adjourned at 6:15pm for closed session.