



Eastern Shore Regional Library
Board of Trustees Meeting Minutes
March 13, 2023 9:30 am
Zoom Virtual Meeting

In attendance: John Venditta, Amanda Watson, Alicia Blake, Jennifer Ranck, Seth Hershberger, Ed Goyda, Ann Smith, Janet Salazar, Carolyn Armstrong, Vicki O'Mara, Debby Bennett, Arnessa Dowell, Dana Newman, Talibah Chikwendu, Susan Sherman, Erin Counihan, Crystal Henningsen, Carol Visintainer

Call to Order: Jennifer Ranck called the meeting to order at 9:30 am.

Changes to the Agenda: John added *Regional Governance Bill* to "Old Business" and *Create our New Finance Committee* to "New Business."

December 12, 2022 Minutes: Ed Goyda made motion to approve the December meeting minutes as written. Susan Sherman seconded the motion. All were in favor. The December 12th meeting minutes were approved.

Financial Report (John Venditta):

- A Balance Sheet was given to the board. Once we know the cost of ESRL's planned renovations, John will create an account to house that funding.
- On the Budget Comparative we still see an issue on account 7020, with our accountant still putting in invoices that we are being reimbursed by the counties for. John will be talking to them to get everyone on the same page. In 8030 we are over budget. This is due to the architect services for our renovation; but will balance out. Everything else is in line with where we want to be. John will start budgeting for FY-24 as soon as he hears what we are getting from the state. This will probably happen in April.

The Financial Report was filed for audit.

Policy and Procedures Review (John Venditta):

- **Telework** - The board reviewed ESRL's updated telecommuting Policy and Procedure. "Telecommuting is NOT remote work." Currently, staff has the option to telework one day a week. Janet Salazar made motion to accept the document as written. Arnessa Dowell seconded the motion. All were in favor. ESRL's Telework policy was approved.
- **ACH** - John would like to add a required second signature for ACH's totaling \$1,000.00 or more. More of our vendors would like to move to ACH transfers instead of a check. John will alter the policy and ACH form and bring it to the next meeting for approval.

Administrator's Report (John Venditta): John handed out a list of things that he has been working on.

- Intergovernmental Relations Task Force (MAPLA) - weekly
- Directors' Updates - weekly
- Meet with other Regional Administrators - monthly
- Maryland State Library Network - every other month
- MD Library Legislative Day
- Legislative Testimony - House and Senate Committees
- We continue to work on the renovation/expansion project. GMB expects to have the RFP/Bid Document ready in about 3 weeks.
- Regional Governance Bill (details later in the meeting)
 - 2/22 - Testimony in Senate Education, Energy & the Environment committee
 - 3/2 - EE&E returns favorable report to Senate
 - 3/3 - Favorable Adopted in Senate
 - 3/3 - 2nd reading in Senate passed - bill on hold awaiting House results
 - 3/8 - Testimony in House Ways and Means Committee

Library Services (Amanda Watson):

- Polaris - Our IT team had a couple weeks' notice that we were going to undergo major migration issues with the Polaris company itself. We have worked through that by getting people out to each site.
- Upcoming, we have Fusion deployment, which is the accessibility software. We will be scheduling this. We have also upgraded 5 of the Envisionware servers. This should greatly improve the experience of use.
- There are a couple of meetings coming up. eGroup is scheduled for the end of the month to talk about what databases and services we will be offering for the upcoming fiscal year.
- Project Update - Chesapeake College Grant allows equipment to be placed in the libraries to achieve a distance learning network. Right now, we are at the installation phase.
- Amanda is currently working on staff evaluations. There is a member of our team that is graduating from LATI this week.
- Amanda handed out statistics comparisons and an infographic, which explains what ESRL stays busy with.
- The board discussed spam emails. Debby Bennett and Jennifer Ranck are interested in getting staff training on dangerous emails. Alicia and Amanda will come up with something to address this.

Training (Alicia Blake):

- We finished up our webinar series with the Maryland Commission on Civil Rights. We had 5 sessions and wrapped up on January 9th, with a total of 81 participants. Alicia is working to create something for the fall.
- ESRL hosted a 2-day virtual training from Kent State University on Leading the Multi-Generational Team. There were 22 participants, with every county represented.
- Alicia has partnered with SLRC to create a year-long webinar series. These will all be recorded so that they can be watched anytime on Niche Academy.
- Summer Reading Program: This year we are bringing in Didgeridoo Down Under to perform during the week of July 10th.

Maryland State Library Agency (Tamar Sarnoff): No report was given for this meeting.

Old Business (John Venditta):

- ESRL Renovation - We have finished our part of the planning. Because we are part of the Tri-County building, we have been meeting with them and the architects at the same time. We can expect to have the bid document in about two weeks and Tri-County will submit this for us. We still have no time table or total cost for completion at this time.
- Regional Governance -We had testimony in the Senate. The testifiers were John, Ashley Teagle from Southern Maryland Regional, Elizabeth Hulett from Western Maryland Regional and Irene Padilla from the State. That went really well; they passed it along with a “favorable” to the Senate. It has had its third hearing and is waiting now for the cross over from the House. The House testimony was last Wednesday. John was the only one who testified for the Ways and Means Committee. John will ask Ed Goyda to help draft Bylaws to match what passes in the bill. John asked the board’s permission to change his title to CEO moving forward, to line up with these changes.

Talibah Chikwendu made motion to approve John’s title change to CEO. Ed Goyda seconded the motion. There was one dissenting vote.

- Collective Bargaining bills are out for libraries. The bill with amendments might still hold until next year. This will get unions into libraries. The regular funding bills will probably pass.

New Business (John Venditta):

- Future Board Meeting Dates - We will go with the previously set date of June 12th at 9:30am for our next board meeting. We will decide FY-24 dates at the next meeting.
- Finance Committee - Jennifer Ranck, Susan Sherman, Dana Newman, Ed Goyda, Arnessa Dowell, Erin Counihan, and Talibah Chikwendu will make up the ESRL Finance Committee for FY-24.
- Personnel Committee - Jennifer Ranck will email invitees to ask for volunteers for FY-24.

Next Meeting Date: Monday, June 12th at 9:30 am.

Ed Goyda made motion to adjourn the meeting. Talibah Chikwendu seconded. The March 13, 2023 Board Meeting was adjourned at 10:23 am.