

# Eastern Shore REGIONAL LIBRARY

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Eastern Shore Regional Library  
Board of Trustees Meeting Minutes  
March 21, 2022 1:00 pm  
ESRL / Zoom Virtual Meeting

**In attendance:** John Venditta, Amanda Watson, Sam Eddington, Jennifer Ranck, Ed Goyda, Dana Newman, Debby Bennett, Crystal Henningsen, Arnessa Dowell, Janet Salazar, Carolyn Armstrong, Audrey Orr, Carol Visintainer, Susan Sherman, Vicki O'Mara, Mary Rayme, Erin Counihan, Maida Finch, Talibah Chikwendu

**Call to Order:** The meeting was called the meeting to order at 1:18 pm.

**December 20, 2021 Minutes:** Ed Goyda made motion to approve the December 20, 2021 meeting minutes. Carol Visintainer seconded the motion. The minutes were approved.

#### **Financial Report (John Venditta):**

- A Budget Comparative was given out to the board. All income sources are on track for this fiscal year. There are two more State Appropriations due on March 31<sup>st</sup> and May 31<sup>st</sup>. There are two IT costs in the Capital Budget that hasn't been spent yet; we are working on getting those taken care of. All Grants are on track except for Caroline County.
- A Balance Sheet was given out to the board. Right now, we have \$1,680,000.00 in the bank. This is due to two years of Covid causing us not spend as much. John will be using up some of this money in the FY-23 budget. He proposes that once we find out what our funding will be for next year, to meet with the Finance Committee and put together a new budget with the group. John will have this ready for review at our next board meeting in June.

**The Financial Report was filed for audit.**

#### **Administrator's Report (John Venditta):**

- John has been working with the MAPLA Legislative Committee. What is of interest to us is the current funding formula that is working it's way through Legislature. It has passed the Senate unchanged with a 4% increase for public libraries and 5% for regionals. When it came out of the Committee and the House, it was different; it stated that both would just get a \$.20 increase per year. We are not happy with this. When the House and the Senate meet with their committee, we are hoping that the Senate bill will win out.

- We are running a Facilities Master Plan through HBM Architects. John contacted them to get a report on where things are as of now. This includes all eight counties on the shore plus St. Mary's County. So far, Talbot County has been given a completed and final Master Plan to meet their March 15<sup>th</sup> grant deadline. For Caroline, Dorchester, Kent, Queen Anne's, Somerset, Wicomico and Worcester Counties; HBM has drafted their observations and recommendations sections, compiled information from staff questionnaires and is wrapping up the spacial analysis for how the buildings are currently being used. The next step will be to dive into the usage data and refine their recommendations based on how the buildings have been used both pre and post pandemic. Drafts will then be issued to each Library Director for review in early April. After that, they will refine and make modifications based on feedback. They anticipate multiple reviews before the final version is issued at the end of May. Please let HBM know if you need your Plan by a certain time.

**Library Services (Amanda Watson):**

- A Library Services report was handed out to the board. This highlights all updates in the Information Services and Information Technology departments.
- We will be evaluating databases and subscriptions for the next year. There is an attached document that lists cost per use totals.
- IT has been working on an email update, equipment updates, eRate and Inter-Library Loan.
- Our newest IT employee, Joanna Davidson, has left to work for Dartmouth College as of March 15<sup>th</sup>. We will be planning future positions for this department soon.

**Outreach and Collections (Sam Eddington):**

- We have the "Intro to ESRL" training on April 19<sup>th</sup> coming up.
- Directors, please email Sam with your three top training priorities for his FY-23 needs assessment.
- There is an upcoming Branch Manager's meeting on May 17<sup>th</sup>. Sam would like to invite the directors to come from 10:00-11:00 am, during which we will have a presentation from Justice Murals. They are an arts organizations that have partnered with a lot of community organizations.
- ESRL will be having its Staff Day on Friday, May 27<sup>th</sup>. There will be no delivery on that day.
- We will be working on another shot at a Combined Staff Day for the future.

**Maryland State Library Agency (Mary Rayme):**

- We used to be known as the "Maryland State Library" but we are now re-branded as the "Maryland State Library Agency." This is primarily to distinguish that we are not a public facing library.
- We are currently waiting on the LSTA Federal Award. This year, the budget has been a little slow to be finalized.
- There will be a grant training for any library system that is interested in applying for a competitive grant. This will be on April 21<sup>st</sup> from 10:00 am - 12:00 pm.
- We are almost near the end of our current grant cycle. This ends on June 30<sup>th</sup> and all final reports will be due by July 30<sup>th</sup>.

- We are currently working on developing a new website for the MSLA. This will be a 12-14 week project.

**Old Business:**

- **Selection of FY-23 Board Officers:** We had a discussion at the last board meeting about how we would like to select future board officers. Since it is already worked into our By-laws that we go in reverse alphabetical order, we will stick with that system. This means that starting in July, Jennifer Ranck or her Board President at Worcester County will be our next board President and Seth Hershberger or his Board President at Wicomico County will be the Vice President. We will find out at our June board meeting which person from each county has decided to take the position. The new officers will start their term at our September board meeting, which is the first meeting of the new fiscal year.
- **Regional Governance:** John has an update for the board. We have the new documents and in the section that discusses board composition, it states that our board will consist of one trustee from each library system and no more than two members of the public at large from each area served by the Resource Centers. These will be defined by the By-laws of the Governing Board for each Regional Resource Center. This means that we can have our board made up by a Trustee from each County System and a member of the public each from the Upper, Middle and Lower Shore areas. This would give us an 11-member board. This won't start until Legislature has agreed on this and the Bill gets passed (by January of 2024).

**Next Meeting: Thursday, June 16th at 1:00 pm am. Location: ESRL/Virtual**

**The meeting was adjourned at 2:00 pm.**

