Eastern Shore Regional Library
Board of Trustees Meeting Minutes
June 3, 2021 11:00 am
ESRL - Zoom Virtual Meeting

**In attendance: John Venditta, Crystal Henningsen, Debby Bennett, Amanda Watson, Arnessa Dowell, Julie Ranelli, Cheryl Nardiello, Ed Goyda, Sam Eddington, Dana Newman, Jennifer Ranck, Tamar Sarnoff**

**Call to Order:** Crystal called the meeting to order at 10:00 am.

**March 18, 2021 Minutes:**  The March 18 meeting minutes were approved as read.

**Financial Report (John Venditta):**
- A FY-21 Budget Comparative was handed out to the board.  Anything listed that was significantly lower is due to the pandemic.  Our fuel costs were down, as well as the account used for catering, etc.
- On the Balance Sheet, things are balanced and where they should be.

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

**FY-22 Budget (John Venditta):**
- Account 4050 – State Appropriations. Going into FY22, we have a ¼ increase in our per capita.  The population increased so we had a funding increase of $81,220.00.
- Account 4200 – Member Contributions.  John sent out information on this to all of the directors yesterday; it is halved from last year.  That is thanks to the per capita increase, as well as some other things.
- Account 4300 – Income.  We are not doing any eRate projects this year.
- Expenses – We are buying servers and switches, as well as network expansion equipment.
- Accounts 7010, 7011, 7190 – These are new accounts this year, but not new expenditures.  They are part of a re-organization to break things out for transparency.
- Account 7110 – Deep Freeze.  It's a three-year contract, and this is the year that it is up.
- Account 7180 – Internet Access.  The switches that we are getting will have a cellular sim in them so that if you lose power or internet, you will still have some connectivity.
- Account 8070 – We signed a new three-year contract with Polaris.  The cost was an expected increase.
- Grants to Libraries – We are starting over with everyone having $75,000.00.  No carrying over like we did last year during the pandemic.
- Account 9110.28 – EBSCO. This includes Novelist and Novelist Select.  Amanda is still negotiating with them.  John expects the number to be lower than what is listed now.

- Hoopla – Usage is still strong. John expects that we will overspend this year's budget by almost $20,000.00. John has plumped that account to get us by.
- Account 9120.07 – An account we created last year to do some video stuff. That never happened, and we don't plan on moving into that this year. We will put that money into OverDrive and Hoopla.
- Training – No changes in the training budget.
- Operating Expenses – We have bumped up recruitment (9545) because we will be hiring for a Full Stack Developer this year.
- Personnel – Raises this year averaged 4%. This is higher than John would normally make it, but we have done some reorganization in our departments. This is all in line with our salary scales. Health Insurance is down this year due to losing Rick (Renee was on his plan as well).
- Account 9730 – Unemployment. John is not anticipating a need for unemployment this year. If someone files, we will be ok with what we have in reserve.
- The FY-22 budget is balanced. Income and expense should equal out by the end of the year.

**Dana Newman made motion to approve the FY-22 Budget, pending a possibly change with EBSCO. Ed Goyda seconded the motion. All were in favor. The FY-22 Budget was approved.**

**Administrator's Report (John Venditta):**
- Staffing – Restructuring started as a result of losing Rick in March. We have basically gotten rid of the Information Technology and Information Services departments and focused these aspects into a Library Services department, headed up by Amanda. Sam has taken on the additional roles of maintaining our physical collection and supervising our Delivery department. We feel like this makes a lot of sense for serving our libraries. John has accepted Kacey's resignation. Her final day of July 30th is still under negotiation.
- The Tri-County building is officially opening back up this month. At that time, the meeting rooms will be available to us and we can start to plan some in-person meetings.
- ESRL is officially calling staff back to the office on August 2nd. At that time, we will offer employees one tele-commuting day per week, to be scheduled with their supervisor.
- This is Crystal's last meeting as board president. Starting July 1st, Debby takes over as president and Jennifer will be vice president.

**Information Services Report (Amanda Watson):**
- Mira is now located in the ESRL office, so if you have physical items to send to her, forward them to ESRL.
- Our eGroup met at the beginning of May to talk about the databases. The literary reference product from EBSCO that we subscribe to had little to no use over the past year. We talked with EBSCO about other resources that they might be able to offer us. We will take some time to go over the options. It does look like we will be dropping the literary reference; right now, it is averaging about $41.00 per use and that is too much.
- The Building Lifelong Learners Act – Lori sent an email out to get everyone on board with that. If you need help, please follow up with her as soon as possible.
- Changes in Polaris and ILS – Lori and Amanda now have the ability to create accounts that Rick was managing before. They have full access, so if you have any requests, please email the Polaris Helpdesk or Systems email.

- The last day for printing requests is June 18th. We will follow up with additional marketing details after that.
- Our last re-opening meeting is scheduled for this month, before it transitions back to the Branch Manager's group and the weekly Director's catch-ups. The group has done well over the past year and a half and did a lot of good for the people that attended.
- Amanda gave out a year-to-date statistical comparison and some database facts. There is nothing major to report. OverDrive saw a huge increase, as well as Hoopla and Beanstack. Amanda expects those services to keep growing.

**Information Technology Report (Amanda Watson):**
- Equipment ordering has resumed. We can order and have quotes processed for you. Items can now be delivered at the office again. We now have a direct account with Apple, so we can place your orders for you.
- Our Techs are back to their regularly scheduled branch visits. We are a little short staffed right now, since Jeff is covering for Kristi while she is on maternity leave. Right now, there is a lot of work trying to coordinate updates and re-deployment of machines that weren't used during Covid. We appreciate everyone's patience during this.
- There is an ongoing issue with the PrinterOn print release. It is something that is on the vendor's end, we can't fix it. There is basically a proxy issue that states the site is insecure. We are working with libraries for a work-around until it gets resolved. We are also looking for a possible replacement for Deep Freeze, since this is where it is clashing.
- Upcoming projects are a big piece for IT. Part of this involves an ESRL Helpdesk for IT tickets. A lot of the network infrastructure will be upgraded and the eventual project will be a single sign-on client and identity management so that you can put all of your ESRL services behind one layer. We are hoping to have this live by the end of FY-22.
- Developer Position – We are currently writing up the job description for a Full Stack Developer. That means that they will be doing both front end and coding work. We would like to hire for this as soon as possible.

**Training & Programming Report (Sam Eddington):**
- Sam's training report was handed out to the board.
- We have one training left for the fiscal year, which is Accessibility and Virtual Programming panel. Sam has over 60 people registered for this so far.
- We had to cancel our Gender Identity training due to scheduling issues, so it will now be held in September.
- Sam hopes to put together a Polaris Refresher in the September/October timeframe.
- Sam did his first in-person program as an outdoor children's sing along. He has more scheduled.
- We did not have a children's author this year, nor did we hire a children's performer due to Covid. We hope to reinstate those things next year.
- Sam presented a virtual program on Outsider Art for Worcester County, and he is happy to present this for any of the other counties who are interested.
- Sam is supervising the professional collection now, so let him know if there are any materials that you would like him to add.
- The delivery drivers are also under Sam's supervision now. If there are any issues or closings, let him know. The drivers are back in the buildings now, which seems to be going well so far. We are also currently looking for a new substitute driver.

**Maryland State Library (Tamar Sarnoff):**
- The Amazon Bill came through, which eliminates monopoly pricing on new materials. This goes into effect at the end of this calendar year.
- Irene announced the State Aid a few weeks ago, you should all have gotten the information on that.  Applications are due June 4th.
- We are going to be hosting an eRate webinar, probably the week of the 21st.
- Effective July 1st, the state has requested that we move towards a hybrid telework model.
- The Capital Grants team is meeting to review applications next Tuesday.
- We will put as much information as we can in the Digest.  If there is something that you don't see, let us know.

**Old Business:**
- Regional Governance – it is moving forward.  John has not heard anything in about a month.  It is still planning to be delivered to the Governor or taken to the State this summer to be discussed.
- The Facilities Grant – John submitted that on Tuesday.  The request for the grant is $445,000.00.  The OverDrive consortium has put in a grant request for a one-time amount of $100,000.00.

**New Business:**
- We have negotiated a new three-year contract with III. The option for a five-year contract would have had smaller increases built into it, but we are leaning towards getting our own server in the next year or two.  We would save significantly by not paying the cost for hosting.  This would also allow us to finally make Tableau work.

**Next Meeting:**
September 16, 2021 at 10:00 am.  Location: ESRL - Zoom Virtual Meeting

**The meeting was adjourned at 11:50 am.**