



Eastern Shore Regional Library
Board of Trustees Meeting Minutes
June 12, 2023 9:30 am
Zoom Virtual Meeting

In attendance: John Venditta, Alicia Blake, Amanda Watson, Janet Salazar, Carolyn Armstrong, Dana Newman, Seth Hershberger, Arnessa Dowell, Jennifer Ranck, Crystal Henningsen, Ed Goyda, Vicki O'Mara, Susan Sherman, Debby Bennett, Tamar Sarnoff, Maida Finch, Taliba Chikwendu, Erin Counihan

Call to Order: Jennifer called the meeting to order at 9:20 am.

March 13, 2022 Minutes: John mentioned to the board that he would work on previously talked about policies for the next meeting.

Seth Hershberger made motion to approve the March 13th meeting minutes. Ed Goyda seconded the motion. All were in favor. The minutes were approved as written.

Financial Report (John Venditta):

- FY-23: Interest on our MLGIP is up. We currently have \$50,000 in interest because of renovation money being held. Our accountants have been rotated on us and we have been running into issues with how our accounts are logged.
- FY-24: John met with the Financial Committee for the FY24 Budget. Hardware for our new server room will be using Capital funds during renovation. There is an increase in subscription software and databases this year. We are also planning to give a 5% COLA increase to staff this coming year. We will be spending \$45,000 for a new delivery van. We have our annual audit with UHY coming up.

Talibah Chikwendu made motion to approve the FY-24 Budget as presented. Crystal Henningsen seconded the motion. All were in favor. The FY-24 ESRL Budget was approved as written.

The Financial Report was filed for audit.

Administrator's Report (John Venditta):

- Governance: The Governor signed the requirements on May 16th. John, Elizabeth Hulett (Western MD Regional) and Ashley Teagle (Southern MD Regional) will meet at the end of this month to discuss next steps from Irene's point of view.
- Staffing: We are down again in IT. We are currently interviewing and hope to fill the empty positions soon.
- Renovation: We are running into snags with our engineering firm and Tri-County on how best to purchase a generator that could benefit everyone.

Library Services (Amanda Watson):

- Amanda handed out a list detailing database changes for the new fiscal year.
- Microsoft Office Products: There is a contract awarded every five years and this year there is a change that means our existing suite will not work. August 1st is the start of the new contract, with a 30-day grace period. We will have to then roll out Office 365. Right now, we are working internally to figure out what this will look like. Updates on this will be coming as we know more.
- We now have a HelpDesk for our IT Systems group. Caroline and Dorchester Counties have been testing this with us and we will now start opening that up to the other counties.
- Amanda shared infographics on database statistics and things we have been doing at ESRL.

Training (Alicia Blake):

- Summer Reading will be pretty busy, so we won't be having a lot of scheduled trainings.
- In our partnership with SLRC, we have done some trainings over the last few months. These were open state-wide and uploaded to Niche Academy. Our Teen Readers Advisory will be postponed to the fall due to our presenter having an unexpected emergency. We will have more trainings upcoming with SLRC.
- We had a really successful Staff Day in May. We had 13 staff members get certified in Adult and Pediatric CPR/AED First Aid Training.
- Alicia continues to do the monthly Branch Manager and Children's Librarian meetings. We all voted to take a short break for the summer, but will resume those in the fall.
- Our Summer Reading performer, Didgeridoo Down Under, will be in branches around the shore on the week of July 10th.
- Alicia will fill everyone in on her fall trainings lineup at the next meeting.

Maryland State Library Agency (Tamar Sarnoff):

- Tamar gave her report to the board. This included information on funding from the State for the Regional Resource Centers; Funding went up to \$9.39 per resident and public libraries received an increase to \$17.90 per resident.
- MSLA: Tamar talked about upcoming Legislative activities being enacted. Four bills have passed, including the Young Readers Program Expansion Act.

Old Business (John Venditta):

- Regional Governance: John sent out a copy of the bill that was signed with markups of everything that had been removed. Moving forward, we have to change our Bylaws. This has to be done by a meeting of the board. John asked for volunteers to take part in this. We will also need to have a Finance Committee with a treasurer that is bonded. We should also determine if the Advisory Board needs to have a charter.

New Business (John Venditta):

- John proposed to have an annual board meeting all in-person at a different location at each time. We could make it on the first meeting of the new fiscal year, in September. The board can decide at the next meeting.

Next Meeting Date: Thursday, October 5th at 11:00 am. Location: Easton, MD

The meeting was adjourned at 10:41 am.