

Eastern Shore REGIONAL LIBRARY

31901 Tri-County Way Suite 116-B Salisbury, MD 21801 ph: 410-742-1537 fax: 410-548-5807

Eastern Shore Regional Library
Board of Trustees Meeting Minutes
June 16, 2022 1:00 pm
ESRL / Zoom Virtual Meeting

In attendance: John Venditta, Amanda Watson, Ed Goyda, Vicki O'Mara, Seth Hershberger, Audrey Orr, Crystal Henningsen, Jennifer Ranck, Maida Finch, Janet Salazar, Talibah Chikwendu, Susan Sherman, Dana Newman, Arenessa Dowell, Tamar Sarnoff, Debby Bennett, Ann Smith

Call to Order: The meeting was called the meeting to order at 1:15 pm.

Introduction: Maida Finch, our new appointee from Wicomico County, will be replacing Audrey Orr on the board.

March 21, 2022 Minutes: Ed Goyda made motion to approve the March meeting minutes. Susan Sherman seconded the motion. All are in favor. The March 21, 2022 meeting minutes were approved.

Executive Closed Session: Jennifer Ranck made motion to move into closed session. Crystal Henningsen seconded the motion. The board went into closed session at 1:19 pm. The board reconvened open session at 1:22 pm.

Financial Report (John Venditta):

- A Budget Comparative was given out to the board. This sums up the AP's for the end of the year, so they will be where they should be. The only significant change will be the Grants to Libraries, as everyone is still getting in their requests. In the 6000 accounts, under server upgrades, we haven't been able to get the parts that we need and spend that money. Under Library Materials (9110.37), the check sent at the beginning of the year got lost and was re-issued. This got charged on last year's account, so we did pay for Muzzy this year.
- Balance Sheet: We currently have \$2 million in the bank. John is going to address this. The Directors will meet with him and talk about ways to best use this money. John will bring that request to the board. John would like to look into expanding ESRL's office space with some of the funding. John will talk with the building's Director, architects and Irene before moving forward.

The Financial Report was filed for audit.

Proposed FY-23 Budget (John Venditta):

- We will receive an increase this year due to Legislation. There was a \$149,000.00 increase to our state appropriations. This helps us to not have to carry any money over from the previous year's budget.
- The LSTA Grant income is less than it was. A lot of the grants we use are for someone else. \$155,000.00 came from six different grants. Going into FY-23, we only have one grant, which is Staff Development for \$10,000.00.
- Capital: we are replacing a delivery vehicle this year. The prices on these have jumped and we are waiting on a cost quote.
- Deep Freeze: There is a 494% increase due to us going into a multi-year deal, which will save us money in the long run. We have moved it to the cloud-based service to avoid computer issues.
- 8070 (Automation): our contract runs out in November with Polaris and we will be re-negotiating a new one.
- Grants to Libraries will increase \$5,000.00 for each county, giving everyone a total of \$80,000.00 for the year. This will not be taken away in the future.
- Collections (Materials): SLRC has taken over GALE testing and education, so we no longer have to do that. We have subscribed to WOWbrary, which is a marketing tool. It automatically scans your catalog, sees what new things have been added and sends out an email advertising the new materials.
- We are not going to have an eSubscription contingency account anymore.
- 9120 (Hoopla): we have finally peaked and are no longer increasing in usage. The numbers are staying steady, but we have hit our max for the region.
- Personnel: we will be giving an average of 5% increase for staff payroll.

Ed Goyda made motion to accept the FY-23 Proposed Budget. Seth Hershberger seconded the motion. All were in favor. The FY-23 Budget was accepted.

Administrator's Report (John Venditta):

- ESRL has filled both of our open positions. Alicia Blake, coming to us from Ocean Pines as their Assistant Branch Manager, will start as our Training Coordinator on July 18th. Marshall Kjar, coming from Dorchester County Government IT, will start as our Network and Server Specialist on June 29th.
- The Facilities Master Plan project is finishing up. John has the final versions for Caroline, Somerset, Talbot and Worcester so far.
- MACo is coming up on the third week of August in Ocean City. Our booth space has been approved and we will start designing it soon. Anyone who would like to come and work the booth can let John know.
- Directors – please send your Grants to Libraries summaries for the Annual Report to John by the end of July. He will send a reminder.

Library Services (Amanda Watson):

- Databases: all of our current subscriptions to databases have been renewed for FY-23. Sailor is taking over Gale Test & Prep, so we will still have access to that, just not have to pay for it. Sailor has also added two additional database products for our use; Gale Legal Forms and National Geographic Kids. These start July 1st. Amanda attached a handout that has all of the database usage totals. She will send out county specific totals at the end of the fiscal year.

- The MEEC (Maryland Education Enterprise Consortium) Agreement is what offers us the Microsoft product licensing at a discounted price. This is the final year of their five-year agreement, so we have renewed that. Everything should stay the same for now.
- We have some new services: Wowbrary, which is a subscription for their marketing tool, offers newsletters, widgets and automatic social posts consisting of new materials. There will be a point person for each county, but they won't have to do the Polaris end of the work. We have also contracted with Collection HQ to provide a DEI analysis. This will analyze the library print collections on topics of Diversity, Equity and Inclusion to make sure that we are representing our populations. They will also monitor the supply of content so that we can identify the gaps at both a system and branch level.
- Deep Freeze Cloud is the new software being initiated. The full roll out should be completed in a few weeks.
- Polaris Upgrade: the training server was updated last month. Right now, we are looking at the new features, troubleshooting any issues and developing documentation before we can schedule an update to the production serve, which will be this fall.
- Our development staff is working to create an interface for ESRL that is accessible to the libraries once we get it further out. We are working on integrations and what other pieces can be put behind that single sign on.
- New Envisionware servers are going to be deployed in the coming weeks.

Maryland State Library Agency (Tamar Sarnoff):

- We got less than a 1% Federal increase over previous. Grant awards will be pretty competitive, as we have requests for about three times as much money as we have available this year.
- The ALA Conference is next week. Michael Blackwell will be doing programs around e-books. Irene Padilla will be giving a presentation and Carrie Sanders will be talking about the Hatchling Program.
- There has been a lot of activity in regard to Capital Grants. The committee met last week to review the applications and they are in the follow-up questions stage.
- We are excited to kick off summer reading. Carrie Sanders has built a partnership with the Aquarium, the State Fair, the Maryland Society of Natural History and continuing our partnership with the Science Center.
- We are currently working on our annual report. Nini is back at work and catching up on things.

Old Business:

- FY-23 Board Officers: the current bylaws have us cycling in reverse alphabetical order for our board president and vice president. We will do this until we change the bylaws after the State passes the new laws for our boards. For FY-23, Worcester County representatives Jennifer Ranck and Vicki O'Mara will share President duties and Wicomico County representatives Seth Hershberger and Maida Finch will share Vice President duties on the board.

New Business:

- ESRL Co-signers: for any checks over \$1,000.00, ESRL requires two signatures. Currently John, Seth, Ed and Jennifer are listed as signers due to their proximity to ESRL's location. John proposes to keep it this way for now.

Crystal Henningsen made motion to continue our process for co-signers with the three lower shore directors. Maida seconded the motion. All were in favor.

FY-23 Board Meeting Dates:

- We had originally decided that the second Monday of the month was a good time to meet. John has set up the second Monday of the upcoming meeting months, making sure that none fell on a holiday. The board discussed and agreed on September 12th, December 12th, March 13th and June 12th from 9:30 – 11:00 am.

Next Meeting: Monday, September 12 @ 9:30 am. Location: ESRL/Virtual

The meeting was adjourned at 2:11 pm.