

Eastern Shore REGIONAL LIBRARY

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Eastern Shore Regional Library
Board of Trustees Meeting Minutes
September 16, 2021 10:00 am
ESRL - Zoom Virtual Meeting

In attendance: John Venditta, Amanda Watson, Janet Salazar, Crystal Henningsen, Ed Goyda, Debby Bennett, Dana Newman, Sam Eddington, Seth Hershberger, Jennifer Ranck, Tamar Sarnoff, Cheryl Nardiello, Arnessa Dowell

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

Changes to the Agenda: Debby added "Conversation on Limited Library Cards for children and other targeted audiences" to New Business.

June 3, 2021 Minutes: Ed Goyda would like to edit the minutes as follows: Under "FY-22 Budget, Account 4050"; we should change "1/4" to the actual monetary amount.

Ed Goyda made motion to approve the June 3rd meeting minutes as amended. Janet Salazar seconded the motion. The June 3, 2021 board meeting minutes were approved.

Financial Report (John Venditta):

- Budget Revisions: Since June we have had changes in grant expenses and income, due to some new federal grants. These need to be added to the budget. We have added the Facilities Master Plan Grant at \$100,00.00, Regional Conference Grant at \$15,886.00, Internet Connectivity Grant at \$2,327.00, the balance of this year's CARES grant, which is \$26,000.00, and our Continuing Education Grant at \$10,000.00. Our total grant income for this year is \$155,703.00.
- eRate (account 4300): We had an unexpected rebate of \$2,265.00 from eRate, but this is last year's money.
- Facilities Plan (account 8120): We receive \$100,000.00 for the Facilities Plan grant. ESRL gets \$82,000.00, SMRLA gets \$18,000.00.

Janet Salazar made motion to approve the revised budget. Ed Goyda seconded the motion. All were in favor. The revised budget was approved.

- Budget Comparative: Everything looks pretty normal. The only difference is the added budget changes, so that they can be tracked. We are well within the budget to finish the year.
- Balance Sheet: A balance sheet was handed out to the board. This reflects that we are where we are supposed to be at this time of the year.

The Financial Report was filed for audit.

ESRL ByLaws Revisions (Ed Goyda):

- After a discussion a couple of months ago about regional governance, Ed wanted to go back to what the state code says. This means changing some of the language in the bylaws to show that we are a cooperative organization and to specify who should be on the board, etc. Ed shared his revisions with the board and opened it up for discussion.

Dana Newman made motion to approve the revisions to the bylaws. Jennifer Ranck seconded the motion. All were in favor. Revisions to the bylaws were approved.

Administrator's Report (John Venditta):

- As of August 2nd, all staff is back in the office at ESRL. Staff are permitted to telework one day a week.
- John has contacted PNC Bank to get a new signature card to add Seth Hershberger to the check signing list. We will be removing Ashley Teagle from the list.
- John thanked the board for their input in his performance evaluation.

Library Services (Amanda Watson):

- Library Services is now made up of our Information Services and Information Technology departments. Amanda handed out a detailed report to the board.
- IT: We are working on the ongoing issue with Deep Freeze and the Windows OS. Deep Freeze just released a statement this week that the problem is on their end, and they are working on it.
- IS: Statistics were given out to the board to use in their state reports. She is sending out the monthly statistics for FY-22 to the eGroup. We will be getting more information relating to Polaris to share at the next Consortium meeting.
- Rider B: This is part of the Consortial Guidelines and Procedures. We wanted to change some of the wording under Section 2, Area B. This refers to who can access the Polaris database, which contains patron personal information. We want to make sure that it is understood that only paid adult staff over the age of 18 is able to get to this information, in order to be able to hold them accountable. There was a discussion on this with the board. Amanda will gather more information from each county on who they have on staff and we can revisit this then.
- There is a meeting at the end of October to talk about the way that the State Survey will be handled this year.
- We have interviews scheduled this month for our new Developer position.

Outreach and Collections (Sam Eddington):

- A report was given out to the board.
- The Polaris Leap training is scheduled for October 25 & 26. Registration will open once we are sure that we can keep these dates. Lori has jury duty in October, so we are on stand by and may need to reschedule. Registration will open once we know.
- On November 2nd, we have the Overcoming Bias in Hiring training. This is specifically Library themed.
- Sam is in the beginning stages of putting together a day about Best Practices in Mobile Services. There is no date yet for this.
- Programming: Sam still has his program on Outsider Art available for anyone who is interested.
- There will be no Children's Author visit for the spring of 2022.
- Materials: We will be hiring a new substitute delivery driver as soon as we can get interviews finished.

Maryland State Library (Tamar Sarnoff)

- Grants: LSTA grants have already gone out. Everyone should have gotten the notice of grant awards for the Mobile Units.
- We have had a couple of Ad Hoc groups meet to address some of the issues that we have learned about. One of the groups we have is the Mobile Units group, which supports cooperative purchasing opportunities. We are going to be able to support 14 mobile units across the state. We also have a Library Boards and Their Roles group; We had Paul Singer come in to guide it. One other group we have started out as a tuition reimbursement group but it has been refocused into Recruitment Retention and Promotion.
- MAPLA is going to be virtual this year.

Old Business:

- Grants (John Venditta): If you can't spend all of your CARES money by the end of the month, it will have to go back to the state.
- Regional Governance: The steering committee for Regional Governance met this week. There are seven new members on the committee, so we are still reviewing the case for change. We are scheduled to meet again on October 4th, where we will determine who will be invited to the Regional Conference on December 1st. They are looking to have 25-35 attendees. This limits the number of attendees from the shore to 5, but we want to make sure that there is representation for all eight counties on the shore.
- Facilities Plan: Starting next Monday, the team from HBM will be doing site visits. The lower shore will be next week and the upper shore visits will take place the week of October 5th. John will be going along for the lower shore visits and Amanda will be with the upper shore. Everyone needs to get their completed surveys in by tomorrow.

New Business:

- Limited Student Cards: It isn't just students; there are other groups of people that, for a variety of reasons, might require a limited card. This would allow limited numbers of books, DVD's or other materials, but would allow unlimited computer or database use. In terms of what we call the cards, the way that they actually work is able to be customized on a county basis. Each county can set up their own policy for the limited cards. Tell us what your need is and we will figure out the best way to get to that end goal. We can discuss this further at the next Consortium meeting, which is tentatively planned for December.

Next Meeting: Monday, December 20th at 10:30 am. Location: ESRL/Virtual

The meeting was adjourned at 11:22am

