

Eastern Shore REGIONAL LIBRARY

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Eastern Shore Regional Library
Board of Trustees Meeting Minutes
September 23, 2020 1:00 pm
ESRL - Zoom Virtual Meeting

In attendance: John Venditta, Kacey Martin, Ashley Teagle, Crystal Henningsen, Amanda Watson, Sam Eddington, Lori Staton, Jackie Adams, Debby Bennett, Ed Goyda, Dana Newman, Jennifer Ranck

Call to Order: Crystal called the meeting to order at 1:05 pm.

May 12, 2020 Minutes: Debby Bennett made motion to approve the May 12, 2020 meeting minutes. Ed Goyda seconded the motion. The minutes were approved.

Financial Report (John Venditta):

- A Budget Comparative was given out to the board. Everything looks about average right now. We do a lot of up front paying every year for our databases, so that is where most of the spending has come from.
- Grants: Everyone was given grant balance letters in their packet. Some of you haven't started spending your CARES grant money yet. We encourage you to go ahead and spend any grant money before you spend yours. It looks like us getting another CARES type grant is doubtful for next year.
- You have all probably received a Zoom survey. Nini is thinking about expanding the number of accounts that each library has, so there will be an additional piece to the Zoom grant if everyone decides to do that. This might be more useful for the larger counties.
- As we get closer to next year, we will know more about what the Governor is going to do as far as budget and what libraries will be doing. We do have funding bills that are supposed to come up this year for the Regionals. We will do what we can when we hear more.

The Financial Report was filed for audit.

Administrator's Report (John Venditta):

- ESRL is off of Administrative Leave as of September 8th. Delivery has started up and is going well. Most employees are working remotely still, but coming in to the office as needed.
- Rick is at a Dr.'s appointment today, which is why he and Renee aren't with us. They say that he is improving nicely and doing well. After healing and therapy, he will have radiation to go through. He will be out of the office physically for a while, but Jim has stepped in to cover for him in IT when he has to be out.

- There is a State Library Network meeting tomorrow. This includes the Regionals and the State Library. It will mainly be a check-in, so probably nothing much new happening.
- John opened the floor for any announcements. Ashley Teagle told the board that she will be leaving the Wicomico County Library. She has accepted the Director's position at SMRLA, and will start there on October 26th.

IT Report (Rick Simpson): Rick's board report was included in the handouts.

Information Services Report (Amanda Watson):

- We have been busy with re-opening since March. The committee had been meeting every two weeks with the re-opening liaisons from each county. Now we have moved to a three-week rotation, but if we experience another shut down, we can increase the frequency again.
- Polaris changes have been non-stop, going along with the re-opening models. I have mostly been in on the discussion end of it and Lori has been making the actual changes. That has been working really well, as far as communication and getting changes in.
- Delivery has been another focus. Things are leveling out now. We do expect to have an influx of MILO back logged items next week, but the drivers are prepared.
- I have given you some statistics and comparisons in your packets. Usage, with the exception of a couple, went up for streaming materials and databases. Now that schools have started back up and in the upcoming winter months, things will start slowing down as they usually do.
- Also included in your handouts is information on what projects Mira and Lori have been working on. Mira has been doing her regular cataloguing and Lori has been working on Tableau, books by mail/borrow by mail (which is new for Polaris) and settings changes.

Training & Programming Report (Sam Eddington):

- Lately, my focus has been to prepare for the event with Dr. Kendi in November. So far, we have 264 registrations for the event. There is still space available, so if you have more staff members that you would like to register, please email me.
- Since the MLA Conference is covering all of October and November, I don't want to add a lot more trainings to compete for people's time. The only other thing on our fall calendar is on December 3rd, which is the Model Reference Behaviors Training from SLRC. This will be helpful for all of you with new hires.
- Otherwise, if there is anything that you are looking for in the spring, let me know and we will see what we can do.

Graphic Design Report (Kacey Martin):

- Your print account totals were given out in your packet; if you have questions, please let me know.
- Using different vendors during Covid has gone pretty well. Some took a little longer to ship out, but overall it was successful. It looks like everyone has liked the bags. If you want more, feel free to reach out to use your print account or you are welcome to use your CARES money for these as well.
- I have been helping Wicomico Library do interviews for their Marketing position.
- One Maryland One Book: I have been giving general assistance with that group with flyers and marketing help for some counties.

- I have been doing monthly Unicorn meetings. I have also expanded that to weekly “chats” on Mondays at lunch time. This gives liaisons a space to pop in and ask questions if they have them. We have been going over basic graphic design, as well as Illustrator. I am also recording Illustrator tutorials, which can be found on Niche Academy.
- I have made up a database brochure that is about to be printed for you guys. It is very generic but gives a quick recap of all the databases we have available, so that you can start throwing those in your books-to-go bags.
- I have been working on PAC headers with Lori. This would be a great thing, if you haven’t started already, looking into how to customize your PAC.
- Also, I am working on a State Website Grant program with John. This involves ESRL writing a grant for anyone interested in having a professional website developer come in and work on your websites. Think about it and let us know if you are interested. John will be sending out a survey on this.

Maryland State Library (Renee Croft): No Report

New Business:

- During the shutdown, I realized that our salary scale was very old and needed refreshing. I have created an updated version using references from the other two Regionals. A copy has been included in your handouts. This version should last us a while and can be easily adjusted as minimum wage laws change. Could I get a vote to approve the new ESRL Salary Scale?

Debby Bennet made motion to approve the new salary scale. Dana Newman seconded the motion. All were in favor. The new ESRL Salary Scale was approved.

Next Meeting:

December 10, 2020 at 10:00 am. Location: ESRL - Zoom Virtual Meeting

The meeting was adjourned at 1:37 pm.

