

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
December 20, 2021 10:40 am
ESRL / Zoom Virtual Meeting

In attendance: John Venditta, Amanda Watson, Ed Goyda, Debby Bennett, Dana Newman, Sam Eddington, Janet Salazar, Crystal Henningsen, Jennifer Ranck, Tamar Sarnoff, Seth Hersberger, Arnessa Dowell, Audrey Orr, Carolyn Armstrong, Talibah Chikwendu, Susan Sherman, Erin Counihan, Carroll Visintainer, Ann Smith, Vicki O'Mara

Call to Order: The meeting was called to order at 10:40 am.

Changes to the Agenda: No changes to the agenda.

September 16, 2021 Minutes: Change the last line of the MSL report: amend "this year" to "next month" to reflect the October meeting.

Ed Goyda made motion to approve the changes to the September meeting minutes. Seth Hersberger seconded the motion. The minutes will be amended.

FY-21 Audit (Audrey McKenrick): The ESRL FY-21 audit came back with a "clean, unmodified opinion." No issues were found during the audit.

Financial Report (John Venditta): A Balance Sheet and Budget Comparative were given out to the board.

- Account 4200 – ILS: This is the amount collected from member libraries towards Polaris maintenance. It is about 18% of the total maintenance cost. John is continuing to try and get to where the libraries will not have to pay any maintenance costs.
- Account 8120 – Facilities Plan: This is the amount that ESRL has matched for the LSTA grant.
- Account 9000 – Grants to Libraries: So far, only three libraries have requested money from their grants. Please start getting your requests in.

The Financial Report was filed for audit.

Administrator's Report (John Venditta):

- ESRL has been working on our regular schedule for several months now. All employees are back in the office. We have two new staff members in the Systems department. Amanda will be talking about them when we get to her report.
- Legislative: John serves on the MAPLA inter-governmental task force. MAPLA engages with a firm to do work on lobbying for libraries. Coming up, we have a five-year extension of Capital Funding for the Regional Libraries. They are hopefully starting with a 5% increase. John's suggestion will be an increase of an amount between 2.5-3.5%. Another item is the five-year extension of the per capita funding for public libraries. Lastly, the State Capital Grant for libraries. Because of tourism, Garrett County has the problem of being at a 50/50 match and they are too poor to match that for construction. There is a bill in to reduce that match. Talbot, Kent and Worcester Counties are in the same situation.
- Projects: We are currently doing a Facilities Master Plan for all of the libraries in the region. St. Mary's County is able to tag along with us. HBM Architects have visited every system and their branches. There is a meeting scheduled with them on January 20th, where we will be checking out the reports and will then contact the directors with that information.
- LSTA Grants: Since we have new board members, John wanted to choose something for each meeting to further educate. LSTA funds give us staff development funds and money for competitive grant projects, like our CARES grant. The State Library cannot give grants to itself, so when there is a project, they give grants to the Regional Libraries to cover that as pass through money.
- Included in the board packets is an updated organizational chart for ESRL. During FY-21, we reorganized everything due to the loss of two staff members.

Library Services (Amanda Watson):

- Everyone was given reports that highlight what was Information Services and Information Technology.
- Databases & Subscriptions: There are a few updates. Ancestry is ending their remote access, which was set up during Covid. There are some OverDrive updates; They are ending their OverDrive app in order to push Libby. There has been an increase in support requests because they are stopping support for some of the IOS versions that they had on the iPads. Hoopla has two new services, Amanda sent out an email about that and Sam discussed it with the branch managers. One is called BingePass and it works for magazines and Great Courses.
- We have two new employees. Brandon Lokey was hired as our Systems Developer and Joanna Davidson was hired as our Library Systems Specialist.
- The Windows 11 rollout started in October. We are doing some in-house testing to make sure that it works with our software products.
- Fusion software will be coming down from the state. This will help with accessibility; We will pass on more information as we get it.
- Major changes are being talked about for eRate services in terms of adding things to the eligible services list. Nothing is finalized yet, but there is a provision to include network security and firewall protection.
- ESRL Delivery: All of our vehicles now have fleet tracking and GPS capability.
- Our Marina software re-implementation is moving into its last phase. This is the inter-library loan that is coordinated by the state for libraries to share books from the rest of Maryland. It should be completed by January 2022.

- Our filtering proxy, which stopped working in mid-October, has a temporary solution in place currently. This provides filtering that complies with the Children's Protection Act. We are testing alternative filtering products and our goal is to have it deployed in February.

Outreach and Collections (Sam Eddington):

- A training report was handed out to the board.
- The number of trainings is in line with what we have held in previous years, even though we weren't able to hold any in-person events all year.
- We are down one Delivery Substitute Driver and will be filling that position as soon as possible.
- There are a couple of trainings currently scheduled, which are on the handout.

Maryland State Library (Tamar Sarnoff):

- We are about to post for two positions: Fiscal Services Officer and Computer Network Specialist.
- One big project we have going is the mobile vehicle awards. There are 14 systems around the state who have received a total of \$1.7 million to support mobile units. Thank you to Janet Salazar for heading up that group.
- There has been a lot of talk about the eBooks law and the anti-trust issue. There are things going on to support the state's position against the association of publishers.
- The Capital projects are moving along. We have submitted the budget to the Governor's office, and he will release his proposed budget in January.
- LBPD moving to a new model of service for their customers, which includes books on demand and duplication on demand.

New Business:

- Board Officers: We now have 8 more board members, and we should talk about how we will now choose board officers. Before, we would just rotate through the Directors in reverse alphabetical order. John thinks that the best way is to pull from our volunteer board members and not the library directors. Should we elect officers or continue the cycling, but start using the volunteer members? The group discussed this and agreed to decide at the next board meeting.

Next Meeting: Monday, March 21th at 1:00 pm am. Location: ESRL/Virtual

The meeting was adjourned at 12:05pm.