

# Eastern Shore REGIONAL LIBRARY

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Eastern Shore Regional Library  
Board of Trustees Meeting Minutes  
May 12, 2020 10:00 am  
ESRL - Blackboard Virtual Meeting

**In attendance: John Venditta, Rick Simpson, Amanda Watson, Sam Eddington, Kacey Martin, Lori Staton, Jackie Adams, Crystal Henningsen, Debby Bennett, Ashley Teagle, Dana Newman, Ed Goyda, Janet Salazar, Rachael Stein**

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

**John added "CARES Grant" to New Business on the agenda.**

**December 12, 2019 Minutes:** Ed Goyda made motion to approve the December 12, 2019 Board meeting minutes. Dana Newman seconded the motion. The minutes were approved.

**Financial Report (John Venditta):**

- A Balance Sheet was given out to the board. So far, we are doing well and remain balanced.
- On the Budget Comparative, everything is about the same as the last time we met; in good shape. Everyone should start trying to figure out how they want to spend their grant money for this year; we don't want to carry over a large amount. Grant money can be used for Covid related items for the libraries. John has prepared three FY-21 budgets to reflect different scenarios. He hasn't heard from the state on how much money we will be getting. Once he does, he will know which one to present and call a special session of the board to discuss.

**The Financial Report was filed for audit.**

**Administrator's Report (John Venditta):**

- Leftover Leave: We chose a unique way to handle it at ESRL. Anything more than the normal 50% carry over goes into a new category called Paid Time Off (PTO). This is useable until the end of June, 2021. After this, any leftover time in PTO will transfer into Sick Leave. We didn't want to penalize employees for the pandemic happening.
- On Friday, the Re-Opening Committee that we put together will meet for the first time. We will try to get a feel for what things look like for the counties at that time. Amanda and John will be sitting down to get a good agenda ready over the next couple of days. It's hard right now, because we don't know anything or what to expect for the near future. Our main focus will be staff safety and security.

**IT Report (Rick Simpson):**

Lately, we have been dealing with things as they pop up. Rick had mentioned in the Director's meeting a couple weeks ago that we had batteries fail in the server room at Wicomico. We had to get that taken care of, but they are now installed and things are working. Also, Rick has been busy renewing service contracts for the next fiscal year. Jim has been getting quotes on equipment for our next fiscal year projects. On Friday, we put up the new Dorchester website.

**Information Services Report (Amanda Watson):**

- I have been working on the negotiations for renewals and subscriptions on upcoming resources and databases, which will be subject to the budget.
- There have been no updates from Sailor about any changing resources, but it could change.
- I have attached a statistical comparison in your notes on numbers prior to Covid shut down and after. Most of what we offer has shown usage going up since then except for staff Niche Academy. I think that was because staff has been finding other tasks to do remotely.
- Interest Groups: I have been working with Kacey and the Marketing team trying to promote some of our digital resources. I think that attributes to some of the statistic increases that we have seen. I do plan to hold a virtual eGroup meeting once we have a finalized budget scenario for the subscriptions. As far as the Branch Managers Group, most communication has been going on through email chains, which should suffice for now. Once the Re-Opening Committee has a plan, I would like to bring the Branch Managers together so we can discuss procedures, etc.
- One Maryland One Book: The title was picked a few months back, but unfortunately, we are in the same publishing scenario that we were last year, and they are not authorizing any type of special requests for that title. Of course, author visits and all of the things we usually do for this will be on hold until we know what will be happening in the fall.

**Training & Programming Report (Sam Eddington):**

- There will be no more in-person trainings for the remainder of the calendar year. No presenters want to book. I have been working with SLRC to see about having some SLRC-focused virtual training in the fall. I have also been talking to other presenters to see what we can make happen.
- There were plans to do some youth services training that YALSA had put together with Carrie Sanders. Now, that training has been converted to a multi-week online experience. I will look at the list of people already registered for the in-person training and see who wants to attend what. If there is space, I will open registration back up.
- I have been meeting with the CLES group. They are trying to get summer reading into some kind of order that will be manageable. So far, they seem on top of things and are coming up some really strong ideas.
- The General Staff Day: Neil Gaiman's people are really pushing me to push the day to 2021. I think that's what it will end up being. Because Neil is rescheduling everything, so I'm not sure if we will get Columbus Day next year. If everyone could, send me a list of dates that would work for them.

### **Graphic Design Report (Kacey Martin):**

- Your printing totals were given out in the meeting packet. John is going to let us roll over any existing balances at the end of this fiscal year. We can use this money for “safety marketing” which includes items like floor decals, signage and bags. You can maybe use print budget money before you get into the CARES money. I will be communicating with your print liaisons about this. It’s a strategic way to make your money the most useful for you.
- Marketing meetings are still happening. We have moved them to every other week and they are typically after the CLES meeting. This helps us brainstorm on summer reading challenges, etc.

### **Maryland State Library (Renee Croft): No Report**

#### **New Business:**

- CARES Grant: I haven’t received an official grant award from MSL. If you need something, let us know and we can purchase it. If you have already spent money on something and the grant will allow it, we will do the reimbursement. The email that I sent out has the split on amounts for each county. Criteria for items is that they are Covid related, from personal protective equipment to connectivity.
- Ashley Teagle: The Chamber of Commerce did an education network meeting this morning and I wanted to share that there is a lot of concern about organizations opening too early because of liability. Today they recommended that if at all possible, wait to open your organization until there is state or federal legislation that offers guidance.
- Jackie Adams: I went to the Cricket store and got a month to month phone for calls to the library. A staff member will be manning the phone and they have told patrons that they will get back to them within one business day. I have also found a place in town that sells plexi-glass at a reasonable price.
- There will be no Wednesday Director’s meeting this week.
- Janet Salazar: Does anyone have an opening date as of now? I see that Anne Arundel sent out their opening date. No one on the board has a date set right now. Statewide delivery cannot run until there is an ILL person at work in each system.
- Janet Salazar: Has anyone had their plan looked at by their local health department or emergency response team? I’m having trouble getting someone to look at our plan. Does anyone have suggestions? Jackie Adams will send out an email with what she had gotten with comprehensive instructions and resources.
- John Venditta was selected as the MLA Outstanding Member for the last year.

#### **Next Meeting:**

September 23, 2020 at 1:00 pm. Location: ESRL - Zoom Virtual Meeting

**The meeting was adjourned at 10:40 am.**

