

# 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  
May 24, 2018 10:30 am  
Dorchester County Library  
Cambridge, MD

**In attendance:** John Venditta, Andrea Berstler, Lori Staton, Frances Cresswell, Ed Goyda, Dana Newman, Rachael Stein, Kacey Martin, Rick Simpson, Debby Bennett

**Call to Order:** Ed Goyda called the meeting to order at 10:30 am.

**March 8, 2018 Minutes:** Debby Bennett made motion to approve the March 8th meeting minutes. Dana Newman seconded the motion. The minutes were approved as written.

#### **Financial Report (John Venditta):**

- Balance Sheet: Everything is in order. John spoke with our accountant about Equity. We don't have Retained Earnings, but Quickbooks automatically creates this account. The money listed in this account gets added to the fund balance, which is money held in reserve. This plus the net income is the fund balance applied for this budget.
- Budget Comparative: Interest made this year is due to the money in the fund balance. The amount listed under Automation is leftover from the previous year for our Polaris bill. Internet Access is over because of timing on bills received. Databases are paid once at the beginning of the year; Hoopla is over by \$1,500.00 but it was expected. Parking costs have doubled.

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

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

- **Debby Bennett made a motion to approve the FY-19 Budget with changes as discussed in the Finance Meeting. Frances Cresswell seconded the motion. All were in favor. The Budget was approved.**
- The Maryland State Library Network meeting went well.
- John thanked everyone who came out to MLA and supported the staff who won the award for the ILS changeover.
- John welcomed Lori Staton to ESRL as our new Information Services Specialist.

#### **IT Report (Rick Simpson):**

- The Berlin project is moving along quickly. The interior wiring is just about done and they will be pulling the fiber into the building at the end of the first week of June.

- Eli is almost finished programming the new switches, which is this fiscal year's e-rate project. We had an issue where the vendor sent us used equipment, so there was a delay in getting replacement switches. These will start being deployed in mid-June.
- Next fiscal year's e-rate project will be new access points. The paperwork for these is done and approved. We will be ordering these in July. In some cases, libraries will be getting their switches and access points installed at the same time.

#### **Information Services (Rachael Stein):**

- Rachael handed out e-resources usage statistics for the first three quarters of the year. There was a lot of interesting feedback at the last e-group and CLES meetings about changing and dropping some things. We will be dropping Trueflix and Tumblebooks; we will just be using Bookflix, which is higher quality. We will be dropping reference USA and adding A-Z Databases, which has a better price and better support. We will also be adding Muzzy, which is a language-learning product for children. In addition to the online portion of this, ESRL will be able to pay for a set of dvd's for each library in order to help promote that.
- We are thinking about replacing RB Digital Magazines with a different product. From feedback Rachael has received, it looks like people are in favor of waiting until the Overdrive product is available, which should be in mid-June. That content will be available in the Libby app and on the regular Overdrive site with all of the other content. This will make it more visible and the usage will hopefully go up.
- Newsbank isn't being used very much, so that might be dropped as well. It is still being discussed.
- The budget for Hoopla is \$120,000.00 right now. We will be keeping the number of borrows the same, but these can be changed at any time if need be.
- For Youth Services, we have had our two author visits this year. Matt De La Pena had about 1500 people attending and there were a lot of positive comments from teachers and librarians. We also just had the Jack Gantos program for the 10 year anniversary author visit. There were 11 essay contest winners who attended the children's writing workshop. Now we are looking at the week of April 8<sup>th</sup> for next year's author visit. The author is still undecided.
- Lori is on board and she is working on several projects already. She will convene a Circulation group and will be our Tableau person among other things. Rick let everyone know that Jim has the server up and running and right now Tableau and Polaris are talking to each other to figure out how to get data from Polaris into Tableau. Since we are hosted, we don't have direct database access, which makes it more difficult. We will probably have to have scheduled reports that are scripted to be uploaded to the Tableau server.

**Training (Sam Eddington):** Sam's training report was handed out to the board.

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

- The invoices for the MLA baskets have gone out. The bidding for them went well, with Queen Anne's making the most with their Cat Basket.
- Printing account totals are included in the folders. The new fiscal year's account will be refilled on July 1<sup>st</sup> with \$4,000.00 for each county.

- For the new fiscal year, Impressive Printing will be printing for us. We did a practice run with info rack cards and they turned out really nice.
- Kacey will be starting up a print liaison/marketing group to meet a few times a year so that everyone can share information and ideas.
- Kacey will be going to a Library Marketing & Communication conference in November. This is its fourth year and will be held in St. Louis.

#### **Old Business:**

- **Facilities (John Venditta):** John has looked at every possible property in the area for the new facility. There is a vacant space next to us in our current office that is unfinished and available for rent. We are going to investigate possibly taking that over.
- **Economic Impact (Andrea Berstler):** Everyone should have received an email from Sarah Guy about statistics. They are going to look at everything that was sent to them. Once they get all of the numbers, they will run everything through an initial survey and see what else they need. If we are considering a salary and manpower study, this might be the way to do it. Are there any other benchmarks that we would like to see what the Western Shore is doing? Let Andrea or Sarah know if something comes up.
- **Salary Study (Dana Newman):** Dana and John have been talking about a salary study. John contacted Maryland State Library and they are happy to pay for it with LSTA funds if we can get it into the next grant cycle. We need to look at RFP's and see what it will cost us. John will talk to Sharan Marshall, since they have just finished a study, and see what their RFP's were and who they used.

#### **New Business:**

- **Harassment Policy:** Sam has developed a harassment policy for our trainings and programming. John passed it around the table for the board to read. This will be posted on the website and given to authors and trainers to sign. We have taken part of it and added it to our ESRL personnel handbook.  
**Andrea Berstler made motion to accept the policy. Debby Bennett seconded the motion. All were in favor. The policy was approved.**
- **FY-19 Officers:** John Walden will be Board President; Jackie Adams will be Vice President.

**Next Meeting:** Tuesday, September 18<sup>th</sup> at 10:30 am. Location: ESRL - Salisbury, MD

**The meeting was adjourned at 11:30am.**