

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 7, 2017 10:30 am
Caroline County Public Library
Denton, MD

In attendance: John Venditta, Ed Goyda, Jennifer Ranck, Dana Newman, John Walden, Andrea Berstler, Jackie Adams, Frances Cresswell, Debby Bennett, Rachael Stein, Kacey Martin

Call to Order: Ed Goyda called the meeting to order at 10:40 am.

September 14, 2017 Minutes: Debby Bennett made motion to approve the September 14th meeting minutes. Frances Cresswell seconded the motion. The minutes were approved as written.

Financial Report (John Venditta): A Balance Sheet and Budget Comparative were handed out to the board. Income is as expected and on track.

- Account 6100 for the new phone systems suffered some budget creep, but this will be made up with under-spending on switch upgrades.
- Account 8070 for automation (Polaris) is over budgeted due to Innovative's billing schedule.
- Account 9120 for materials: The Overdrive payment was up this year with new rates. The Hoopla pre-paid account will need to go up \$20,000.00.
- Account 9545 for recruitment was the cost of advertising for new substitute drivers.
- Account 9680 for parking was to increase the number of permits we need for the delivery drivers, who are now based at Wicomico Public Library.

The Financial Report was filed for audit.

Administrator's Report (John Venditta):

- In September, John attended the Libraries Futures Conference. One big thing he came away with was that Internet Security is elusive; social hacking is all over the place.
- In October, John finished his time as a MLLI mentor. Maureen Sullivan managed the program. They will skip a year before the next class and John would like to see someone from the Eastern Shore attend. ESRL would like to develop a scholarship to help.
- In November, John met with colleagues in the State Library Network, which is made up of the Maryland State Library, SLRC, LBPH and the three Regional Libraries. He included a copy of the agenda for that meeting in the folders. Peggy Geisler consulted. There is another meeting scheduled for February.

- Staff updates for this year: Mira Beaglehole is our Catalog Maintenance Specialist and Joshua Edwards is our new full time Delivery Driver. We have hired three new Substitute drivers: Stephen Blum, Kelsie Webster and Kenneth Wise. Emerson, Buck and Linda are all stepping down as Substitute Drivers. John has included an updated Organizational Chart for the Board.

IT Report (Rick Simpson): Rick's IT report was handed out to the Board.

- The replacement firewalls have arrived and are programmed. Eli will be in touch very shortly to schedule the installation of these. Expect a brief period of downtime the day of the installation. Cisco replaced all of the firewalls due to a faulty component that would eventually cause the devices to fail.
- The new switches for our FY18 erate project have been ordered and are scheduled to be delivered on December 6th. Installation of these will begin in late February/early March.
- Queen Anne's is up and running with the ecommerce module in Polaris. Once you have your PayPal and merchant account information get in touch with Rick or Jeff.

Information Services (Rachael Stein):

- E-resource usage sheet and comparison charts were handed out. A lot of things dropped and Rachael feels most of it has to do with the migration and being offline.
- The Egroup is considering two potential additions for next fiscal year. One is to re-add a national newspaper package and also Niche Academy, which is basically short videos that you embed in your website that are tutorials for your e-resources and frequently asked questions for the libraries.
- Hoopla usage by November was up to almost \$9,000.00 and we only have \$80,000.00 in the deposit account for the year, so we will need to add more money.
- Youth Services: We are having a writing contest to celebrate the 10th anniversary of the children's author visits. Kacey has made up posters that have been sent out to all of the libraries for promotion.
- Tech Services: We are working on getting the Overdrive API functional. Once we consolidate all of our Overdrive Advantage accounts into one, it will be a lot easier.

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

Graphic Design (Kacey Martin):

- Kacey did her Graphic Design training on December 4th with full attendance and really good feedback. If anyone missed it or is interested in the content, she can go over the training with them or possibly schedule another one in the spring.
- We just finished the Writing Radar project. There is a page for it on ESRL's website where you can download the guidelines and entry forms.
- Since it has been three years since we started with a professional printer, we are going to start a re-bidding process in February to make sure that we are still getting the best pricing and service. If anyone has a company that they would like to recommend, let Kacey know so that she can include them in the process.
- Printing account totals were given to the Board.

MSL Report (Renee Croft): Renee will give her report to the Board at a later date.

Old Business:

- HR Consultant (Dana Newman): Dana asked the board about having someone on contract for all of the counties to help with any HR questions, legalities, salary studies, etc. She wanted to see how everyone felt about getting information on rates. The Board discussed this and John will start investigating possibilities for a Shore-wide HR retainer, starting with Paula Singer.
- Frederick Douglass Update (Dana Newman): Dana passed out a countywide activities calendar, including Worcester County, for Frederick Douglass' 200th anniversary. If anyone else has activities going on, she can add them to the calendar as well. These will be listed and promoted on several organizations' websites.
- Civility Initiative (Dana Newman): Dana asked the Board what their libraries are doing for Howard County's Civility Initiative training and if they were applying for the grant. Queen Anne's will be a partner and other counties are interested in it for their staff. There was discussion about making it into a training with Sam or bringing in speakers.
- PLA Charter Bus (John Venditta): A lot of people have been asking John about ESRL getting a charter bus for people to attend PLA. He has thought about it and still feels like it isn't the right choice. If the counties want to group together to get one, they can use Service Enhancement Grant money.

New Business:

- MAPLA (Jackie Adams): The next MAPLA meeting is coming up on January 23th. If anyone has anything that they want to include, let Jackie know. It will be held in Laurel at the new library.

Next Meeting: Thursday, March 8th at 10:30 am. Location – ESRL, Meeting Room 13

The meeting was adjourned at 12:00pm.

