

# Eastern Shore REGIONAL LIBRARY

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Eastern Shore Regional Library  
Board of Trustees Meeting Minutes  
December 12, 2019 10:30 am  
Caroline County Public Library  
Denton, MD

**In attendance: John Venditta, Renee Croft, Rick Simpson, Amanda Watson, Rachael Stein, Crystal Henningsen, Debby Bennett, Jonah Owens, Ashley Teagle, Erin Neusbaum, Kacey Martin, Jackie Adams, Dana Newman, Ed Goyda**

**Call to Order:** Jackie Adams called the meeting to order at 10:30am.

**December 12, 2019 Minutes:** Rick Simpson added a correction to the December 12<sup>th</sup> minutes: Correct: "If we find that we need to add another person, we will move Jeff" to "We have moved Jeff into the Network position. If we need to add another person, we will bring in a new Tech."

**Debby Bennet made motion to approve the December 12<sup>th</sup> minutes as revised. Ed Goyda seconded the motion. The revised minutes were approved.**

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

- John went over the Budget vs Actual sheet that was handed out. There are four places where we are over budget already. Interest Income and Uncategorized Income are still are still good. Included in these are Insurance Loss Ratio and Worker's Comp refunds.
- Account 9220.01 (Author Visit Book Purchases) is a new account added. This is currently over-budget, but once we process all of the money for these books being purchased, it will even back out. We will return any books not used for a refund.
- 9507 (Workshop Supplies) is over right now since we have been doing more workshops this year. This will not put us out of kilter.
- Personnel expenses are up. Our accountant goes through payroll every month and moves things around to where they are supposed to be. This is a false reading and will drop back down to normal in the next month.
- Our HSA contribution is higher than was expected. We moved our HSA account from Blackhawk Bank to PNC Bank Benefit Solutions and there was some cost associated with that. Blackhawk had charged each account \$25 just to close out.
- Everyone was sent copies of ESRL's audit. It was determined to be a clean audit. For the first time, the auditors did not find any deficiencies in our internal control.

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

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

- All employees except for our three delivery drivers are either certified Librarians or have completed LATI. This means that only the drivers are in the "Employees" Retirement System, which requires a match from ESRL. Everyone else is under the "Teachers" Retirement System, which the state matches.
- As mentioned before, we have transferred our HSA accounts and we are really happy with the change.
- John serves on the MLA Legislative Panel and there are a couple of things that they would like to see happen:
  - SLRC allocations top out in FY-21, so a new schedule of SLRC needs to be legislated this year.
  - We would also like to get the Capital Grant pool to \$10 million, which would be double what it is now. Standing in the way of this are some things happening with the Fine Free Bill in the senate.
- There have been two meetings with the State Library Network since the last board meeting. Ashley Teagle spoke about being on the Maryland Survey Committee to the board. They have a consultant; Opinion Works. This is the same firm that did the survey in 2006. They are currently reviewing questions. The committee sent in their feedback and they are waiting on the consultant's updated version of the survey. They are hoping to wrap it up by fall of 2020. Ask Us Now is sun-setting, the grant runs through June 30<sup>th</sup>. The service is being phased out and starting January 1<sup>st</sup>, their hours will be 10am - 2pm.
- Maryland State Library will be moving into the new building in Baltimore mid-January.

**IT Report (Rick Simpson):**

- Right now, there are two priorities: Finishing up the Windows 10 upgrade and making changes to the way we do things in the Data Center and on the Network. Steve is almost done with updates for the northern shore. He will be doing Hurlock next Saturday and after that are a few upgrades in Rock Hall and Galena. Kristi has Ocean City and Berlin done, and is doing Pocomoke this Sunday. This will leave two Worcester branches and Somerset for her to finish. We should still be on track to finish up by January 14<sup>th</sup>.
- Jeff has been promoted to the Network Administrator position. When Eli left, we learned that our salaries were really low compared to other organizations. Rick hopes to keep the department at five people and use the sixth salary to make adjustments to the remaining IT employees.
- Another thing that we learned when Eli left was that we need to change the way we do things with the network. We will be rebuilding the servers as they are migrated over to our new network storage (from Netapp to Pure). This will help in training Jeff as well. We would also like Kristi and Steve have more of this knowledge.

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

- Amanda handed out reports with statistics and articles. Since the last board meeting, we have had our initial Branch Managers Group meeting. There was really good turnout and we have started a listserv that is getting quite a bit of use. Our next meeting is scheduled for February.

- Our Database Group is meeting in January. On the database stats comparison sheet there are a couple of things to go over. A-Z Databases now compared with Reference USA for FY-18. Magazine usage has dropped significantly. Most of the feedback is that it is a matter of selections. The larger Statewide group is watching this for increases.
- Delivery: this week our delivery drivers are doing counts. There will also be a checklist that comes out in January to help with safety and vehicle requirements for them.
- Fine Free: We now have four counties that are fine free and one that will be there very soon. If you have any questions or plans about going fine free, you can email Lori at the Polaris Helpdesk.
- MILO & ILL: MILO will be looking at other vendors when the contract with Relais is up, which will be in January 2021. They will be starting the process next month to get the ball rolling. As we get more information, it will be passed along.
- Movie Licensing has been a big topic this fall. We've had a lot of questions from the counties and external groups on how the movie licensing works and how it can be used. Amanda and Kacey worked together to create a guidelines handout. This was then sent out to the Directors, Branch Managers, eGroup and Marketing Group to cover all of the bases. This is for the movie service that ESRL provides; if you use a different service, it may have different guidelines. There is a new PLA book that includes these topics, which is catalogued in our Professional Collection if anyone wants to take a look at it.
- Amanda gave out some attachments for OverDrive and eBooks for All. This explains loan embargos and lending practices. There is a lot of information still coming out. We have been getting a lot of support requests for OverDrive's client for Mac. It is only 32-bit which clashes with Mac's 64-bit requirements. Currently, there is no fix for that. It has to be worked around with different apps.
- Polaris has been acquired by ExLibris. We received notification December 5<sup>th</sup>. They are a ProQuest company and acquisition is expected to close early in 2020.
- Amanda gave out a handout on ESRL's professional collection. We have replaced early literacy kits for each branch, we have updated our diecut gallery, which is available online, and there are new professional collection books.

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

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

- Regional Conference: We have signed a contract with the Wicomico Civic Center for our location. We have set a date and have signed on Neil Gaiman and the Stuff You Missed in History Class podcast hosts as our speakers. Kacey asked the board's permission to create a listserv for all eastern shore employees, to be able to update everyone on the conference's progress. The board agreed to the listserv.
- Printing: Print account totals were given out. There have been some bleed issues with print requests lately. This is causing a lot more time to be spent on the print request process. We are going to try to address specific issues at the next marketing meeting in January. Kacey will also follow that up with a Graphic Design training to refresh everyone on the basics of design. This will be helpful for new staff as well.
- John has offered to buy a license for each county for the graphic program Illustrator, so that all counties can be on the same platform. Kacey will train staff on this software. This will really help with fixing issues, sharing templates and sharing marketing ideas. To do this, everyone has to be on board. We can discuss this at the next meeting.

- Upcoming Projects: Kacey is on the MLA re-branding committee. Our first job was to figure out if MLA needed to be re-branded and now, we are going to start working on focus groups. Once we have those dates set up, she will send those out to you. They are trying to offer an in-person and online option for the groups.
- Annual Report: Kacey passed ESRL's annual report out to the board. The online version will be up on our website by next week.
- Kacey is working on database brochures now and is hoping to have those finished by the time she goes out on maternity leave.
- Kacey will be on maternity leave from February to March, if all goes as planned.

#### **Maryland State Library (Renee Croft):**

- Personnel: There have been three new appointments at LBPH. Our Chief Financial Officer resigned December 4<sup>th</sup>, so we are in another period of transition. This could cause a delay in reimbursements on the Capital Grant. Renee was invited to be in on the interview process for the next CFO. Contact Renee if you run into any issues.
- Currently, there still isn't a Federal Budget for FY-2020. This includes the funding for LSTA. The continuing resolution for now is that the House has already passed a \$17 million increase for LSTA funding, but that ends December 20<sup>th</sup>. Senate is trying to keep this going.
- Capital Program Updates: Thank you to everyone who completed the annual facility needs assessment. You can now go onto the site and see the reports. Of the 191 library branches in the state, more than half are over 25 years old.
- Ashley Teagle and Ed Goyda had served on the Capital Grant review team last summer. We were encouraged to provide some training on writing stronger grant proposals. Renee came across an online course called "Planning and Management of Buildings" that will run in January and February. All of the shore counties, except for Kent, have someone registered to attend. ESRL volunteered to accept shipment on the tax books for each participant. They will be sent out to everyone early next week.
- The Governor's Capital Budget is scheduled for release on January 15<sup>th</sup>. Right now, we have four projects waiting on this.
- There is an upcoming three-day workshop on Agile Management for the shore. We don't have the dates yet.

#### **New Business:**

- There was a movement for a statewide compensation study about a year and a half ago. At the State Library Network, we talked about if this is feasible. We are going to make another attempt to find someone to lead it. John will be contacting Kenneth Wayne at Charles County to see if he is interested in taking over the project. If that doesn't work, John will apply for an LSTA grant to get a regional salary study.

#### **Next Meeting:**

March 12, 2020 at 10:30 am. Location: Eastern Shore Regional Library - Salisbury, MD

**The meeting was adjourned at 11:57 am**