

Eastern Shore REGIONAL LIBRARY

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Eastern Shore Regional Library
Board of Trustees Meeting Minutes
March 14, 2019 10:30 am
Eastern Shore Regional Library
Salisbury, MD

In attendance: Jackie Adams, John Venditta, Ed Goyda, Rick Simpson, Dana Newman, Renee Croft, Amanda Watson, Lori Staton, Jennifer Ranck, Frances Cresswell, Ashley Teagle, Debbie Bennett, Janet Salazar, Kacey Martin

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

Changes to the Agenda: John added a discussion of the Deaf Culture Digital Library Liaisons and Regional Conference possibilities under New Business. Also, he added discussion about the officers for the board under Old Business.

December 4, 2018 Minutes: Ashley Teagle made a motion to approve the December 4th meeting minutes. Ed Goyda seconded the motion. The minutes were approved as written.

Financial Report (John Venditta):

- Welcome to our new members – Ashley Teagle from Wicomico County Library and Janet Salazar from Queen Anne’s County Library
- A Balance sheet and Budget Comparative were given out. Under “Other Current Assets” on the Balance Sheet there is \$179,390.00 in prepaid expenses. \$15,000.00 of this is pre-payment of our FY-20 Newsbank account. The rest of it is pay-off for the improvements to our facility when we moved in. On the Budget Comparative, the Hoopla account is over budget. John isn’t worried; he would like to keep the current checkouts where they are as usage continues to grow.

The Financial Report was filed for audit.

FY-20 Budget Preview:

- A first draft of the FY-20 Budget was given out. John wanted to be able to show some things that we aren’t sure on the total yet. One example is Insurance for auto, worker’s comp, etc. Amanda will go over the database costs in her report. There is an increase in payroll. Net income will be re-assigned, probably for databases.
- The group discussed Grants to Libraries and the amount everyone gets currently, as well as the other services that ESRL provides. John will go back and calculate the best way to give more to the libraries.

Administrator's Report (John Venditta):

- John has agreed to serve on the State Library's Census Committee. This will be really important for the Shore, getting the Per Capita numbers in.
- Rick and John are on two different statewide Cyber Security Committees.
- John has also signed up for the Director's University before MAPLA.
- John would like to add Ashley Teagle to our Bank Signatories list. She will join Jennifer Ranck and Ed Goyda.

Debbie Bennett made motion to accept Ashley Teagle as a Bank Signatory. Frances Cresswell seconded the motion. All were in favor. Ashley was added to the list.

- John discussed ESRL's FY20-FY24 Strategic Priorities with the board. He handed out the list to the group. He asked the board to look it over and give their approval.

Ashley Teagle made motion to accept ESRL's FY20-FY24 Strategic Priorities. Dana Newman seconded the motion. All were in favor. The Strategic Priorities were approved.

IT Report (Rick Simpson):

- Right now we are preparing for FY-20's big IT capital project, which will be to replace our network-attached storage. In our data center, the servers themselves do not have hard drives; they share a big disc array. We will also be replacing our VM infrastructure, which are virtual servers. We are thinking about moving to a Microsoft product, which will be a cost saver.
- Reminder: You cannot buy Windows 7 under our state contract anymore. If you get new computers through us, they will have to be Windows 10. Rick recommends waiting on replacing all library public computers in a branch at once. Jim and Kristi are working on a way to speed up the Windows 10 updates by building our own software update server, which will live on our network.
- On March 8th, we heard from Wicomico that a staff member had 500 bounced emails in their email account. We did some investigation and determined that the staff member had re-used their work email and password for an account on a third party site. That site got hacked and the information was compromised. We will be sending out an email to all Zimbra users and let them know that by April 13th we are going to require that everyone reset their passwords and that it be unique to their Zimbra account, meaning do not use that same password on other accounts. Included in the email will be information on how to see if any of your accounts have been hacked and how to choose a strong password.

Information Services (Amanda Watson):

- Handed out a Database Usage Comparison to the group. This looks at last fiscal year at the same time as this fiscal year. Newsbank has gone up and TERC has fallen. Bookflix fixed their statistics, so the numbers are off for this year. E-content usage was shown with Hoopla and OverDrive making gains this year. Streaming content keeps moving up while databases have gone down. EBSCO Bio & Lit is at about \$62 per click with very low usage.
- Amanda handed out a Hoopla account report for everyone to see how their county is doing.
- We have completed renewals for Beanstack and AtoZ Databases, which are at the same price as last year.

- The egroup has done a couple of demos with Knowledge City, which is comparable to Gale Courses and Niche Academy. There is an additional demo schedule with Creative Bug, which is a craft and hobby resource. Our next meeting is in April.
- We received an email from Sailor about having finalized their project. All of the EBSCO and Rosetta Stone packages are going away and will be replaced by Mango Languages and the Gale products.
- We have a Substitute Driver position open now. We have advertised with the Maryland Workforce Exchange. The delivery routes have been modified and seem to be working well so far.
- Sam, Kacey and Amanda have been visiting the counties for Needs Assessments. We are about halfway through and Amanda would like to schedule everyone else today if possible.
- Polaris – Lori has been working on PAC customization. Check out the Eastern Shore Regional catalogue page to see how what she's been up to.
- Mira, Lori and Amanda have been working on adding all of the Professional Collection items to Polaris, so that they can just be requested through that. This includes Book Club kits and Die Cuts. For any professional collection purchase requests you have, email Amanda.
- There has been a big push for the movie "The Public", which is about the public library system. We are talking about going outside of our typical purchase of books and offering that out to travel around.
- Announced this week was the One Maryland One Book, which is the story of the Flint water crisis. We are working to get access in the fall.

Training (Sam Eddington):

- The Children's Author Visit begins April 8th
- Training Report was included in the folders

Graphic Design (Kacey Martin):

- Printing account totals are in everyone's folders. If you have any questions, talk to Kacey.
- Kacey has brought extra copies of the ESRL Yak and Annual Reports if anyone wants them.
- Summer Reading is coming up, so this is the best time to think about what sorts of things you might want and getting quotes. We are coming up on the end of the fiscal year; so if you need help thinking of ways to spend the rest of your print budget, talk with Kacey.
- Our last Printing Liaison & Marketing meeting was successful. A few in the group went to the Social Media Conference and that was interesting.

Maryland State Library (Renee):

- There have been two new hires, Linden Breedlove is a maintenance mechanic and Kevin Middleton will be a computer network specialist at LBPH.
- The schematic design for MSL's new offices on Charles Street have been approved and move in is expected in May or June.
- The operating budget for MSL hearing was in February and the Legislative Analysis was just last week.

- For the third year in a row, the Federal Budget that has been proposed by the president eliminates all federal funding for libraries. There is an effort under way to send out letters. We do have a member of the House of Appropriations representing our district, but we aren't sure if he will be an advocate.
- You should have received confirmation on your MLA Conference Grants. Those were awarded to 23 of the 24 systems. There was a 34% increase in funding for that over last year.
- There will be grants training for the competitive cycle LSTA funding; happening on March 20th at the Howard County Library.
- On April 2nd, the first annual Maryland Teen Tech Connect will be happening at the Elkridge Branch. This is a day long event that will bring staff together to discuss best practices meeting the social and emotional needs of teens.
- Renee talked about ESRL and the Capital Grant project for new facility space.

Old Business:

- Facilities – Becker Morgan is working on a space planning feasibility study. John passed around a rough draft to the group.
- You should all have gotten an email from Christine Walters with FiveL to schedule your HR Audit. She will be doing almost all of the Shore libraries herself. We also have an HR Law book that we will share with anyone who is interested.
- Jackie Adams is willing to continue in the next fiscal year as board president. Frances Cresswell will continue to be Vice President.

New Business:

- John asked the group who all was planning to send a liaison to the Deaf Culture Digital Library. Every county had named someone to attend.
- John also wanted to talk about possibly having a Regional Conference for Shore Libraries. Is anyone interested, having CEU's and it could count as a staff day? It would happen in roughly a year from now. The group discussed and agreed to try it out. We will need to look at dates. Kacey will gather staff day info at the Needs Assessment meetings.

Next Meeting: Tuesday, June 4th at 10:30 am. Location: Talbot County Library – Easton, MD

The meeting was adjourned at 12:30pm.