

# Eastern Shore REGIONAL LIBRARY

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Eastern Shore Regional Library  
Board of Trustees Meeting Minutes  
September 12, 2019 10:30 am  
Eastern Shore Regional Library  
Salisbury, MD

**In attendance:** John Venditta, Jackie Adams, Ed Goyda, Bernadette Cannady, Renee Croft, Dana Newman, Jennifer Ranck, Jonah Owens, Debby Bennett, Janet Salazar, Crystal Henningsen, Kacey Martin, Amanda Watson

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

**Changes to the Agenda:** John Venditta added "Rural Library Roundtable" to New Business.

**June 4, 2019 Minutes:** Debby Bennett made motion to approve the September 12<sup>th</sup> board meeting minutes. Ed Goyda seconded the motion. The minutes were approved.

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

- A Balance Sheet, Budget Comparative and Polaris Maintenance Offset list was given out to the board. The printing debit account has been moved to 8140 to be able to track it better financially. It used to be included with our regular office printing.
- We will probably be making changes to the budget at our next meeting in December. John found out that he could take another 18% off of everyone's Polaris maintenance costs this year. The handout has the new amount owed for this year. John's goal is to eventually not have to charge each county for maintenance.
- A new delivery van has been ordered.

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

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

- John is part of the MLA Legislative Panel now. The new 2020 speaker pro tem is Sheree Sample-Hughes, which could be good news for the shore.
- The MD State Library Network meets every other month. There has been some recurring interest in TV White Space in rural areas. There is grant money for this project. As John did research, he found out that we aren't as rural as other places and doesn't think it would be something we should look at. Let him know if anyone is interested and he will speak on it at the next meeting.
- There was a State-wide Salary Study that was going to be done, but all momentum on this has stopped.
- Thank you to everyone who came to MACo! It was a great year and we won best booth design again this year. John will make spaces available in the booth for next year.

- We are in the process of moving our HSA account from BlackHawk Bank to PNC Benefits Plus. We kept having customer service issues with BlackHawk and made the decision to move. This will be convenient since PNC is our bank and transfers will be so much easier.
- We have discovered that most of our employees are eligible for the Teacher's Plan under MD State Retirement. We will be changing everyone over, which will save money for ESRL.
- John was contacted by Beacon. They are making a video about the study that we did. They asked if anyone had photos from their libraries that showed anything to do with the study. If so, send them to Kacey.

**IT Report (Rick Simpson):** Rick's report was handed out to the board

- We are not going to replace Eli at this point. Jeff will cross train into that position. If we find that we need to add another person, we will move Jeff fully into the Network position and bring in a Tech.
- We have all of the new Windows 10 Computers in, we will be setting them up and then start the install into libraries.

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

- We have our initial meeting for the Branch Managers Group in October. If you don't have an official branch manager, you can designate another employee to send. To start, we will formulate topics to cover.
- Database updates – GALE has experienced a cyber-attack from their shared server system in August. This affected their customers. They isolated their information and do not believe any patron data was taken. Niche Academy is fully set up. If you want your staff added, send Amanda a list of members that you would like to have access. Also let her know who you want designated as a supervisor. We had a great Mango training last week. It's already getting a lot of usage.
- There is a project with the Maryland State Library with databases that Amanda has taken over from John for MLLI. We would like to pull together some stake holders from regional libraries and form a committee to discuss database issues as it relates to subscriptions and licensing information, so that we can get an idea of why we are being charged what we are and find a ratio that matches cost vs usage state-wide.
- One Maryland, One Book's unofficial campaign started August 15<sup>th</sup>. The actual kickoff will be September 15<sup>th</sup>. There are 12 physical copies as an ESRL book club kit available. Kacey will work on marketing for anyone that wants it. Let her know the sorts of things you would like and what events you will be holding.
- We are replacing some content from our Professional Collection for early literacy. Amanda had sent out requests for ideas and will be placing that order tomorrow. We have also ordered a stack of new die cuts in preparation for this year's summer reading theme. They are all on our website. There are a lot of new professional development titles up on our PAC page.
- Stats – there are two statistics meetings coming up. The e-Resource Symposium is going to offer database demonstrations, as well as a session to discuss database usage with a stats coordinator for the state and the vendors. The following day is the Public Library Survey training in Prince George's County. If anyone has questions that they would like brought to that training, let Amanda know. After this, she plans to send out the finalized stats from last year. This will also be shared at the eGroup meeting in November.

- Amanda handed out some graphs on usage to the board. This listed info on Niche Academy and Mango Languages.

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

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

- Everyone's printing account totals were given out. This year, we will be giving each county \$5,000.00 for printing projects. We will be updating the print request form based on the projects that have been coming through. There is a Printer Liaison/Marketing meeting at the end of the month and Kacey will go over all of the form changes there. She will also go over preferred vendors that our printer recommended choosing items from. Summer Reading samples will also be covered for upcoming orders.
- Kacey posed a possible project to the board. She would like to create summer reading t-shirts for the shore. This would basically be shirt with only the eight eastern shore counties listed on the back and potentially a second order for staff shirts as well, which would just say "Staff" across the back. This would help make our employees easily recognizable to patrons. If Kacey gets some pricing for these, would the board like her to give some ideas and designs to the CLES meeting? The board wants Kacey to talk to Baltimore about making staff shirts and see what they say.
- Another potential project is a database brochure, since we have had a lot of changes lately. It would list all of the databases that we offer. If ESRL prints it, it wouldn't have each county's specific logo on it. The board agreed to try that out and if anyone wants something more specific to their county, they can work with Kacey on it.
- Kacey also asked the board about outreach targeted materials. This would aim at home schooled students, senior citizens, etc. Amanda and Kacey would work together to make rack cards or brochures for specific audiences. ESRL could print them and they would be free for the libraries. Each county can work with Kacey if they have a specific target in mind. Kacey will talk to the e-Group about this as well.
- If anyone else is thinking about going fine free and wants to look at community sponsors, talk to Kacey. Also, if you are thinking about hiring a Graphic Design or Marketing person, she would love to help if she can.
- We have a date for the Regional Conference/Staff Day. It will be on October 12, 2020 and will be held at the Civic Center in Salisbury. Libraries can use ESRL grant or State Training money to pay for transportation. CEU's will be given out to staff. There will be a live podcast by Stuff You Missed in History Class and we will have Neil Gaiman as our keynote speaker.
- Kacey announced that she is coming back on full time. Also, she is pregnant and will be starting maternity leave in January.

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

- Capital Grant Program – Thanks to Ed and Ashley for serving on the Capital Grant review team this past cycle. Further vetting of the grant proposals is happening right now. We will have an annual Capital meeting with the Dept. of Budget and Management on Sept. 18<sup>th</sup>. We will then take the projects to the State Library Board on Sept. 22<sup>nd</sup>. The only project from the Eastern Shore that is in the queue this cycle is Queen Anne's County's renovation and expansion of their Kent Island branch.

- We have four open Capital projects on the shore from FY2018. There was a design board for Queen Anne's County, for Berlin's new library there is a report still outstanding, Caroline county is finishing up a LSTA project and Worcester County received a design award for the Pocomoke branch.

**Old Business:**

- HR Audit – John asked to see if everyone has gotten their reviews back from the HR audit. Some haven't yet, but they will be in shortly. John's thought was that once everyone receives theirs, we should get a group together to compare notes and create a language that everyone can use, i.e. personnel manuals and policies.

**New Business:**

- Rural Libraries Roundtable – John asked who all attended the ARSL conference in Vermont and if they wanted to speak about. Three board members attended and they all agreed that it went really well. Crystal spoke about the pre-conference on homelessness and got a lot of information to bring back to her staff. Janet enjoyed the program on ways to raise funds, for friends groups etc., by United for Libraries. Jackie liked their program on attracting younger people to the library friends groups and boards.

**Next Meeting:**

Thursday, December 12 at 10:30 am. Location: Caroline County Library – Denton, MD

**The meeting was adjourned at 11:40 am**