

# Eastern Shore REGIONAL LIBRARY

31901 Tri-County Way Suite 116-B Salisbury, MD 21801 ph: 410-742-1537 fax: 410-548-5807

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Eastern Shore Regional Library  
Board of Trustees Meeting Minutes  
September 14, 2017 10:30 am  
ESRL – Tri-County Building  
Salisbury, MD

**In attendance:** John Venditta, Andrea Berstler, Debby Bennett, John Walden, Jennifer Ranck, Renee Croft, Rick Simpson, Rachael Stein, Kacey Martin, Dana Newman, Jackie Adams, Frances Cresswell, Ed Goyda, Sam Eddington

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

**June 8, 2017 Minutes:** Debby Bennett made motion to approve the June 8<sup>th</sup> meeting minutes. Dana Newman seconded the motion. The minutes were approved as written.

**FY-17 Audit Report (Chris Hale):** Chris Hale from TGM gave ESRL's audit report to the board. A copy of the draft financial statement was passed out and discussed. The financial statement presented fairly, which is a clean and unmodified opinion.

**Andrea Berstler made motion to accept ESRL's Audit Report as given. Jackie Adams seconded the motion. All were in favor. The Audit Report was accepted.**

**Financial Report (John Venditta):**

A Balance Sheet and Budget Comparative were passed out. We have already spent \$146,000.00 on databases this year and another \$140,000.00 on audiobooks. Expenses for this period are over income, due to receiving income every other month.

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

**IT Report (Rick Simpson):**

- We have not yet received eRate approval to purchase the switches for the libraries this year. We were planning to replace these in each of the branches.
- The firewalls in all of the libraries have a hardware flaw in them and will be replaced at no cost from the vendor. We will be able to do both the switches and firewalls at once when they come in, to reduce down time.

**Information Services (Rachael Stein):**

- A Hoopla spending spreadsheet was handed out. So far this year, we still have really healthy usage. Coming up next will be getting the OverDrive API set up, so that people can check out OverDrive materials from within the catalog.
- Rachael brought up the request for taking off patron blocks on Hoopla and OverDrive for money owed on physical materials that have been borrowed. The board discussed this and agreed to Rachael removing blocks on electronic database use only.
- ESRL has hired Mira Beaglehole as our Catalog Maintenance Specialist for Polaris. A copy of Mira's job description was handed out to the board.
- A delivery report was handed out from Michelle Baynum, which stated that so far the workload since Polaris has not been as big a change as they were expecting and at this time, she does not anticipate needing to add another delivery route.
- Rachael has a catalog group meeting next month to work on guidelines.

**Administrative Report (John Venditta):**

- Personnel – Our sub drivers, Linda and Buck, will be leaving as soon as we hire and train new substitutes; Emerson won't be coming back as well. Kacey Martin has been transferred from Information Services to Administration, under John's direct supervision due to her workload covering different departments. Mira was hired on part time in the beginning of September.
- John is a MLLI mentor for the current class and it's going really well. He would like to get someone from the shore to participate in the next class.

**Training (Sam Eddington):** A handout was passed around to the board. All of the Polaris trainings went well. Sam will add webinars to the intranet for new employee trainings. Future trainings include workforce development and a "Don't Touch the Red Frog" service training.

**Graphic Design (Kacey Martin):** Kacey will be helping with the Polaris OPAC. She will also be picking up projects that she had been working on before her leave; including websites, logos, the Statewide Marketing meetings and MLA Conference meetings. Printing account balances were given out to board members. We are thinking about doing a re-bid for printer services in January to be sure prices are the best.

**MSL Report (Renee Croft):**

- The Maryland State Library has been in their new offices at MSDE for three months now. Phone systems aren't set up yet, so email will be the best way to contact them.
- Personnel – There have been seven new hires made. Renee has a list of those if anyone has any questions. In terms of the State Networking Branch, we are still waiting on MSDE's HR department to make an offer to a candidate. One position we hope to fill soon is our own HR Coordinator, along with the Research and Evaluation Specialist position.
- LBPH is probably going to be reaching out to Regionals to help them with ongoing training on the ADA workstations.
- The Competitive Grant proposals were due September 1<sup>st</sup>. Funding decisions are pending; the grant period will begin October 1<sup>st</sup> and continue through September 30, 2018.

- The Maryland STEM Festival is coming up October 1<sup>st</sup> through November 12<sup>th</sup>. The suggested theme is Maryland Food and Agriculture. The third annual Maryland Tech Connect will be held December 8<sup>th</sup>. Carrie is working on an event in partnership with LBPH for October 20<sup>th</sup> called "Making It Special For Your Customers." The Youth Services Coordinators meeting is coming up on November 14<sup>th</sup>; everyone should have received Family Engagement toolkits and copies of "Super Charged Storytimes."
- Capital Grant reports are due in tomorrow.
- Tomorrow they will be taking the recommended awards for Fiscal 2019 to the State Library Board for their consideration, and will have the annual Capital meeting with DBM at the end of the month. The annual Capital Needs Assessment will be due in the middle of November. This is an online survey form that we use to explain the need for funds to the General Assembly.

**New Business:** John Walden has been our representative on the MLA Legislative Committee and it's important that the shore has input here. John Venditta would like to have someone on the committee coming up and asked the board to think about someone to send. It doesn't have to be a director, but they do have to be an MLA member. Let John Walden know your suggestions so that he can recommend them to MLA.

**Next Meeting:** Thursday, December 7<sup>th</sup> at 10:30 am. Location – Denton Library, Caroline County

