Eastern Shore Regional Library

Eastern Shore Regional Library
Board of Trustees Meeting Minutes
March 10, 2026 4:30pm
Zoom

In Attendance: Becky Amaral, Kathy Burtman, Kathy Culbertson, Ed Goyda, Sarah Guy, Hillary Lindeman, John Murphy, Linda Prochaska, Susan Sherman, Pattie Tingle, McKenzi Cole (UHY), Audrey McKenrick (UHY), Lori Milach, Nick Venditta, Amanda Watson

Call to Order: Susan Sherman called the meeting to order at 4:30pm.

December 9, 2025 Meeting Minutes: Changes to the December 9th meeting minutes: Add Pattie Tingle to attendance and remove Pat Tomasovic. Kathy Culbertson made motion to approve the December 9th meeting minutes with changes. Kathy Burtman seconded the motion. All were in favor. The December 9, 2025 board meeting minutes were approved.

Audit Report (Audrey McKenrick, UHY):

- Financial Statements were reviewed and UHY has given Eastern Shore Regional Library a Clean, Unmodified opinion, which is the best result; showing no issues.
- Audrey reviewed the Management Discussion and Analysis, which is the manager's overview of the library's financial performance, and the Statement of Financial Position. Notes show relatively no change from last year. The library did implement GASB 101 and 102 during the year.
- Audit Communications show nothing out of compliance. Revenues and Expenditures are similar year to year. No material weaknesses or significant deficiencies were identified.

Pattie Tingle made motion to accept ESRL's audit report. Kathy Burtman seconded. All were in favor. ESRL's FY2025 audit report was accepted. (Audrey and McKenzi left the meeting)

Financial Report (Lori Milach):

- Audit Detail Explanation: We did have delays concerning our audit. A large part was due to the expansion and renovation of ESRL's office. We had a good amount of what we thought were Capital expenditures, which turned out to be considered Operating expenditures even though they happened due to the renovation. This required us to recode quite a bit within our budgetary accounts. A larger concern was a couple of duplicate payments, but only one turned out to be an actual duplicate payment. This went out at the end of the year while we were switching over to QuickBooks Online. We were able to get that reimbursed and it has been adjusted in our accounting. The other "duplicate payments" were duplicate recordings, which we went in and removed once we had access to QuickBooks. Jabbar HR recommended that we bring on a bookkeeper in house to better keep track of our accounting. There was question about a bonus that was paid out. Lori spoke with the standing board president and vice president at the time and found that it was legitimate but was not recorded correctly.

- Bookkeeper Position: ESRL is looking to hire a Full Charge Bookkeeper in order to have someone in house to be able to keep track our accounting processes and work with our outside CPA. We currently have $8,000 in our Professional Development fund. Lori would like to move it to Operating Expenditures to hire a part time bookkeeper to finish out this year. We have started the process of hiring.
- Statement of Financial Position: We remain at the $1 million mark for our total bank accounts. This is what we are aiming for. Many of our high-cost items have been expended, so we should be able to keep this balance until the end of the year.
- Budget vs Actual: We are at just over 50% of expenditures for the year, which keeps us on track for the year.

CEO Report (Lori Milach):

- Jabbar HR: Have been very helpful in helping us understand what our roles are and where we need to be, as well as the steps we need to take to get there. As mentioned before, they recommended taking on a bookkeeper, to solidify our financial position. They have just completed an all-staff survey, and the last step is to create a change management plan. This is a "moving on" plan and we will be getting something next week.
- Advocacy: Legislative Day was in February, and we have done written testimony. As it looks now, we are in a good position for increases for the Regional Resource Center, which would be for the next five years. This doesn't look as positive for the State Library Resource Center. We want to look at what this could mean for the regionals and how we might need to move the budget around.
- Strategic Plan: We are happy to see that we are hitting all of our targets for Q3. We have moved some things to our Q4 because it made sense. Almost all of these are tied in to our budgeting; where our budget lies, what needs to be and what-if scenarios.

Operations Report (Amanda Watson): Amanda handed out her report, which included some staff happenings, statistics and highlights to share.

- ADA title to compliance has taken up a significant portion of staff time, both for IT work and trainings put on by the state, to educate on what the law requires that we do. ADA title II covers requirements for state and local governments for the information presented on their websites that is public facing. These are things like website graphics, pdf documents and these follow web accessibility guidelines which have been in place for years but are now updated. Libraries like to put a lot of information out on their websites, so this involves modifying all older data and pdf's. Our IT department has been proactive in attending these trainings to interpret what we can do as a regional library and how we can help the member libraries.

Director Liaison (Ed Goyda):

- Ed shared upcoming library branch openings. St. Michaels and Salisbury are closing in on their Capital projects. St. Michaels is having its grand opening on March 21st at 10:00am and everyone is invited to join in.

New Business (Susan Sherman):

- Board Positions: Gloria Urban, our Upper Shore at Large member and Sarah Guy, our Lower Shore at large member will be leaving, and we will need to find a replacement. Additionally, Linda Prochaska has agreed to step in as President in July to replace Susan. Linda's current Middle Shore at Large term will be ending and Susan called for a vote to extend her term for two years so that there will not be a gap. **John Murphy made motion to extend Linda's term as the Middle Shore at Large member for two more years. Kathy Culberston seconded the motion. All were in favor.**
- The newest draft of the bylaws will be looked over and corrected as needed.
- Susan, Linda and Hillary will be putting together an orientation package for new board members.

Next Meeting: June 9, 202 at 4:30pm via Zoom

Susan Sherman made motion to adjourn the meeting at 5:25pm. John Murphy made motion. Hillary Lindeman seconded. All were in favor. The meeting was adjourned.