

Eastern Shore REGIONAL LIBRARY

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

Eastern Shore Regional Library
Board of Trustees Meeting Minutes
December 4, 2018 11:00 am
Worcester County Library
Berlin, MD

In attendance: Jennifer Ranck, Ed Goyda, John Walden, Jackie Adams, John Venditta, Frances Cresswell, Lori Staton, Rick Simpson, Amanda Watson, Sam Eddington, Kacey Martin, Scott Mahler

Call to Order: John Walden called the meeting to order at 11:00 am.

September 18, 2018 Minutes: Ed Goyda made motion to approve the September 18th meeting minutes. Jackie Adams seconded the motion. The minutes were approved as written.

Financial Report (John Venditta):

- Balance Sheet: Everything is normal except for one thing. Since we are going back to the state for Capital funding, we need to pay down some of our fund balance. One thing John did was to pay off the remaining balance on the construction of our current site. This will be categorized as pre-payment.
- Budget Comparative: Anything that looks out of order here will be addressed in the budget adjustments next up.
- Requested Budget Amendments: We have created a new account, 4300, which is where we will put our yearly eRate money for easier tracking. \$20,000 has been budgeted for that this year. Capital – A new delivery van has been ordered and it will cost \$35,000 instead of the expected \$28,000. Facilities – We have reduced the money, which holds what we may need for the year. Other adjustments were subtracted from this account. Automation - This has been raised \$4,500 for the off hours upgrade. Office Upgrades – account was raised up to \$18,000 in order to upgrade employee workstations and chairs.

Ed Goyda made a motion to approve the Requested Budget Amendments and to file the Financial Report for audit. John Walden seconded the motion. The amendments were approved. The Financial Report was filed for audit.

Administrator's Report (John Venditta):

- Wicomico has hired a new director. Ashley Teagle will start on January 2nd.
- We are losing John Walden at the end of this month. Queen Anne's board has contacted John Venditta, who urged them to get a consultant for the director search. Kim Baklarz will be the interim director.

IT Report (Rick Simpson):

- Polaris Upgrade: Happened on Sunday and went very well.
- Switches/Access Points: These are almost finished. Caroline was finished last week and Queen Anne's is being done this week. Ocean City is the last switch and that should be done soon. There are still a couple of access points that need to go in Kent.
- Next year, our big IT project will be network storage, which won't qualify for an eRate rebate. We are on a 5 year cycle: Year 1 is firewalls, year 2 is data center switches, year 3 is the switches in the branches, year 4 is the access points and year 5 is network storage. Only four of the years are eRateable.
- Computer Virus: Jim had sent an email explaining what happened in Ann Arundel County with the computer viruses. We are doing so much more to protect everyone. Always have your staff be suspicious of files or links unless they are sure of where it came from.
- Cyber Security Insurance: The subject has been brought up and Rick has looked into it. It turns out that if you are participating in Legit, it is bundled with the package. Rick says that it isn't something that ESRL needs. There is no data in our data center overnight, so there is no real need.

Information Services (Lori Staton):

- The database stats for the state report have been sent out to directors. We don't have the ebook reported copies yet, but they are being worked on.
- Lori went to a conference for Tableau recently. In the next couple of months, she will sit down with the directors and see what they want for Tableau. She has not heard back from Icimo yet.
- Mira is cataloging our book club kits. Once they are in the system, they will be holdable. This will let us keep track of who is using them and the turnover rate, and help us get some new titles. We will also be cataloging the other kits that we have, and if they aren't working, we can get something else.
- Welcome to Amanda Watson, our new Information Services Manager. She will handle all of the innovation, tech processing and info services duties and Sam will now be handling the programming and children's section.

Training (Sam Eddington): Sam's training report was handed out to the board.

- In the new year, Sam will be doing his needs assessment for FY-20.
- Sam is in the middle of coordinating for the Children's Author Visit in April. CLES has been on top of getting everyone booked and the appointments ready. We will have an adult visit at Salisbury University.
- There is another Intro to Library Work training coming up for any new employees at the libraries.
- There is no summer performer scheduled yet. Sam has a tentative booking, but is waiting on details. He should know by next week at the latest.

Graphic Design (Kacey Martin):

- Print account totals are in the folders.
- There is a social media conference in February at DelTech that has had good feedback in the past.
- Kacey will be scheduling a Print Liaison/Marketing meeting, probably in late January.

- Kacey has just finished ESRL's annual report, it's on the website. We will be sending out copies throughout the month.

Maryland State Library (Renee):

- John Venditta will send Renee's report out to everyone, as she could not attend the meeting.

Old Business:

- John V. was at the Maryland State Library Network meeting, which meets quarterly now. We are going to be starting a project to do a new survey to assess libraries. The old one was part of the Maryland Survey.
- Facilities: At the last board meeting, everyone signed the document proposing that we go back into the Capital Plan. Irene agreed to that and our next step was to figure a space planning report. John did an RFP to get a report done, using the model of the Cecil County Administrative Office. John has gotten responses from MSR, GMB and Becker Morgan. John accepted Becker Morgan's bid and they will start work in January. In addition, we are going to do a little renovation in our current kitchen area to open the space up.

New Business:

- John asked the board if they would like to bring a few policies in at each meeting to review and see whether we needed to adjust them or get rid of them. The group agreed that this would be a good idea.
- At the next meeting, Jackie Adams takes over as board president.

Next Meeting: Thursday, March 14th at 10:30 am. Location: Eastern Shore Regional Library – Salisbury, MD

The meeting was adjourned at 12:15pm.