

# Eastern Shore REGIONAL LIBRARY

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Eastern Shore Regional Library  
Board of Trustees Meeting Minutes  
June 4, 2019 10:30 am  
Talbot County Library  
Easton, MD

**In attendance: Dana Newman, Francis Cresswell, Jennifer Ranck, Ashley Teagle, Janet Salazar, Debby Bennett, Amanda Watson, Kacey Martin, Ed Goyda, Rick Simpson, John Venditta, Crystal Henningsen, Jackie Adams, Sam Eddington**

**Call to Order: Jackie called the meeting to order at 10:45am.**

#### **Changes to the Agenda:**

- Add "Funding Replacement Computers" to Rick's report.

**June 4, 2019 Minutes: Change wording in Old Business to "Who has a liaison to send to the Deaf Culture Digital Library." Janet Salazar made a motion to approve the June 4<sup>th</sup> meeting minutes. Ed Goyda seconded the motion. The minutes were approved as amended.**

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

- A Balance Sheet and Budget Comparative were given out. Nothing new is listed on the Balance Sheet. On the Comparative under "Income 4050" the State appropriation isn't finished yet. That money usually comes in around May 31<sup>st</sup>.
- Interest from MLGIP is way up. We expected that we would have spent money on capital for a new building, but since we went back to the state it is still there for a while.
- The deadline to have grant requests in to ESRL is June 14<sup>th</sup>.

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

#### **FY-20 Budget (John Venditta):**

- John handed out two budget sheets. One has the comparison of last year's budget; the other is just the budget. We are starting with a balanced budget.
- We are due to replace one of the delivery vans this year, which is under capital expenses.
- Rick only has two big projects this year; there is also no e-rate income coming in this year.
- Under databases, our "EBSCO Bio & Lit" is really the two Novelist products that we subscribe to currently and will be the replacement product for Bio & Lit. Hoopla will also be increased.

**Debby Bennett made motion to approve the FY-20 Budget as listed. Ed Goyda seconded the motion. All were in favor. The FY-20 Budget was approved.**

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

- The MSLN met in March and May. We are moving ahead with planning a new Statewide Public Library Poll. Elizabeth Hulett is chairing the group. The Maryland State Library will be paying for this. We have also decided to look at combining the three regional libraries as a purchasing consortium for subscription services. John has been charged with undertaking the initial research on feasibility and presenting the results at the July 25<sup>th</sup> meeting. He will compare what all of the regionals subscribe to and what they are paying. Originally we thought to use a third party, like Lyrasis, to do the negotiating.
- This year, MACo is on August 15<sup>th</sup> & 16<sup>th</sup> in Ocean City. John will add the directors as vendors, but let him know asap who wants to go. The theme will be "Super Heroes."
- Congratulations to Ashley on her first Light of Literacy awards breakfast!
- At ESRL's staff day this year, we recognized some of our staff longevity and it went really well. 25% of staff has served for over 15 years and 50% have served for over 10 years.

### **IT Report (Rick Simpson):**

- After January 14, 2020, Microsoft will no longer support Windows 7 security. Rick has been talking to five of the counties about getting rid of all of their Windows 7 computers by the end of January 2020. We finally have all of the numbers and will be replacing 144 desktops, 24 laptops and need to do 127 desktop upgrades and 27 laptop upgrades. He would like to get started now, so he will be placing the order this week. John has agreed for ESRL to front the money for the purchases, so counties will have until June 30, 2020 to repay the loan. The total cost for everyone will be about \$115,000.00. The board needs to vote on moving the money for this around in the budget. **Frances Cresswell made motion to approve taking up to \$115,000.00 from the fund balance for the ESRL Loan to County Libraries for computer replacement. Jennifer Ranck seconded the motion. All were in favor. The motion passed.**
- NAS – Network Attached storage. This project is not e-rateable. It is under the "Server" line item in the budget. Rick has already spent that \$20,000.00 this week for the first half and as soon as July comes he will spend the second \$20,000.00 for the data center.
- Polaris – as a reminder, if an employee leaves please let Rick know. They have their own access to Polaris and he will need to disable that. He also sent out an email yesterday asking for everyone's dates closed, so please be sure and get back to him as soon as possible.

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

- Amanda handed out e-resource usage stats, including streaming content. Feel free to email her with any questions once you get a chance to look them over.
- She would like to start a Branch Manager interest group along the lines of CLES or egroup. She asks that all of the directors send her a list of their branch managers or people who they would like to attend. It would cover adult programming, reference pieces, etc. At the first meeting, they would like to decide the things that are covered.
- Databases – the major thing is your list of our new databases coming for FY-20. This includes the Sailor package that has changed and ESRL's renewals. As far as getting everything set up, we do have an egroup meeting in about two weeks, just to make sure everyone is comfortable with the new items. Amanda has sent out the links for your web pages last week for Mango, we haven't received the links for Gale yet.

- We have a new substitute delivery driver, Steven Webster. He started working on May 6<sup>th</sup> training with Lydia. We have had lots of positive feedback so far.
- The One Maryland One Book this year has a slightly different model. There is a budget this year with a cost per circ, which allows for a thousand check-outs. We do already own the title that was selected in the regular Advantage account and we have also purchased twelve physical books if anyone wants to borrow that as a kit.
- OverDrive Magazines – The statewide group decided to renew this. Amanda and another committee member are reviewing the offerings. They have a few recommendations to make as far as balancing the collection out. The next meeting will be in a week and a half.
- Polaris – The Novelist integration in the PAC has been updated to the newest visual display. There are some new features.
- Take a look at ESRL’s catalog PAC page for the customizations and the carousels. Let Lori know if you would like her to do the same for you.
- We have a new NASA telescope kit that can be borrowed for library staff. It has rebuild-able telescopes and Galileo scopes.

#### **Training & Programming Report (Sam Eddington):**

- A training report page was given out. We have finished our needs assessment. We already have several of the top priorities that were identified scheduled. “Improving internal communication” and “Improving services to patrons with mental health challenges” were the top requests. He is in the middle of scheduling “How to deal with difficult customers” and is looking at presenters for the “Diversity of equity” training.
- Sam has sent out a save the date for the Feminism in Children’s Literature presentation. It will be held at the Talbot County Library in Easton on November 25<sup>th</sup>.
- Our Container Gardening programs have gone really well but attendance has varied wildly across the locations.
- Sam is 90% certain at this point that our next Children’s Author will be Laurel Snyder. Sam is waiting for her to get back into the country to verify.

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

- Everyone’s print account totals were given out. It looks like everyone will be able to spend all of their money this year. The last day to get print requests in for FY-19 will be June 14<sup>th</sup>. Next year, your account will be bumped up to \$5,000.00 each.
- The MLA baskets went really well this year. Everyone at least surpassed what we had spent, with a few almost doubling.
- The next Printer Liaison meeting will probably not be until September, after summer reading is over.
- Kacey has joined the MLA re-branding committee. There will be a survey going around asking what you think MLA is, and to help prove that MLA needs to be re-branded. Kacey has dropped the MLA conference planning committee to make room for this.
- Kacey will be sending out 3-D printer files for MACo rings if you would like to make some.

**Maryland State Library (Renee):** No report

**Old Business:**

- Facilities Update – John is waiting on the final documents from Becker Morgan, which is our space planning study. We aren't sure how we will use this yet.
- HR Audit – Christine wasn't sure if they were going to send everyone their individual reports as they are done or wait and send them all through Robin Cockey first. At this point, they are going to deliver the reports as they are completed to John and Elizabeth, and then passed to you along with cumulative recommendations after all of the systems have been audited. Caroline and Dorchester are almost finished with their reports. All of the reports are expected to be in by the end of the summer.
- Consortium Discussion – Amanda spoke to the group about going fine free and wanted to check in to see where everyone is with that. Somerset is ready to go and can make it official. Kent isn't ready as they have the fines included in their budget already. Their board is ready to reduce the fines, but not get rid of them all together for FY-20. Talbot's board is possibly willing to get rid of some fines or reduce. It is still under discussion. Wicomico thinks it will be a concern; their board has tabled the discussion until the meeting in August. Queen Anne's board has voted to go fine free on July 1<sup>st</sup>. Worcester already has no fines for children's materials but will talk to their board next week. Caroline will remind their board that they had agreed to fine free and see about starting July 1<sup>st</sup>. Dorchester has had no vote from their board but has discussed; their fine budget has been reduced. The group decided that they could use the reports from the libraries that do go fine free to help sway their own boards. Everyone is willing to discuss other avenues to make up the money, like upping the charge for printing and copies. Debby and Ed will confirm this next week; everyone else will email Lori and Amanda with their official decision and effective date, along with special clauses. Kacey will look at marketing angles in joining with local companies to help with the deficit.

**New Business:**

- The FY-20 board president will be Jackie Adams, the vice president will be Crystal Henningsen

**Next Meeting:** Thursday, September 12th at 10:30 am. Location: Eastern Shore Regional Library –Salisbury, MD

**The meeting was adjourned at 12:00pm.**