

Eastern Shore REGIONAL LIBRARY

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Eastern Shore Regional Library
Board of Trustees Meeting Minutes
September 18, 2018 10:30 am
Eastern Shore Regional Library
Salisbury, MD

In attendance: John Venditta, Ed Goyda, John Walden, Scott Mahler, Rick Simpson, Andrea Berstler, Renee Croft, Kacey Martin, Jackie Adams, Frances Cresswell, Debby Bennett, Jennifer Ranck, Dana Newman

Call to Order: John Walden called the meeting to order at 10:30 am.

Changes to the Agenda: John Venditta added Ingram to “Old Business.”

May 24, 2018 Minutes: Jackie Adams made motion to approve the May 24th meeting minutes. Andrea Berstler seconded the motion. The minutes were approved as written.

Auditor’s Report: Chris Hall from TGM gave ESRL’s audit report to the board. The report came in as “clean” and satisfactory. This is the highest opinion that can be given.

Financial Report (John Venditta): A Balance Sheet and Budget Comparative were given out. Under Income (4200), the ILS member contribution amount is not correct. This includes what ESRL owes for maintenance this year. Invoices for each county will be sent out in the next couple of weeks. The money will be due in November. Hoopla numbers have leveled off, which is good since we didn’t want to have to restrict usage. We will be billed yearly now and have a debit account.

The Financial Report was filed for audit.

Administrator’s Report (John Venditta):

- Rachael’s position has been advertised. John would like to have one of the board members on the interview team. Renee suggested that John contact Carrie Sanders from the State Library. Everyone agreed that this was a good idea.
- Reference USA update – In the spring, we had determined that we wouldn’t be using Reference USA for FY-19 and signed on with AtoZ Databases. Info Group, who owns Reference USA, said that we did not give them enough notice, since the contract had been re-written. They wanted us to keep the contract and John brought in ESRL’s attorney to review the contracts. He sent a letter to Reference USA and eventually they told us that they sent the letter to their legal department. We are now waiting on a response.

- The new Berlin branch is now open and Chestertown has had their opening after a re-design. Maybe we can plan a future board meeting at both locations.
- MACo was a big success. Our library booth won the booth design award, thanks to Thomas Vose and his cardboard pirate ship!

IT Report (Rick Simpson):

- The wireless access points are here. They were delayed two months due to personnel issues. Eli is programming them now; it looks like most of the libraries will be getting their switches and access points installed at the same time.
- The offsite backup – Rick wanted to get an idea of how many of the libraries are still using it. The issue with the current service is that there was a disc failure in the hard drive. There are three discs total and it doesn't look like it is getting used very much. We have new overall network disc storage and Jim can migrate data for those that will want to use it. Rick will send out an email to the board.
- Reminder – email accounts need to be logged into every 90 days or they will be deleted. Jim will send out a list of what accounts each county has. Zimbra has a backup feature, ask John V. if you are interested in finding out about this.

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

Graphic Design (Kacey Martin):

- Kacey will be putting on another graphic design training in December. Email Kacey or Sam for information or to add employees to the attendance list.
- The printer liaison meeting had to be rescheduled due to potential weather complications from the hurricane. We will be sending out the new meeting date soon.
- The new printer is working out well. We have had some growing pains but we are learning a lot. Kacey would like feedback from the libraries if possible.
- There is a PR meeting coming up in Denton on October 30th and Kacey encouraged the board to have their staff attend if they can. It will cover how to talk to the media and will feature practice interviews in front of a camera.
- Annual Report time is almost here. If anyone needs graphics or help with anything, contact Kacey.

Maryland State Library (Renee):

- The MSL board met last Friday and the primary focus was to adopt upgrading the Capital budgets for fiscal year 2020. A lot of this took place in Executive session. We have been assigned new budget analysts on both the capital and operating sides from DBM.
- The final project awards for the FY-19 Capital Budget were granted on June 20th. We are now sending out notifications via the Capital Grant website.
- The Competitive Grant cycle for LSTA is still open. Proposals are due by October 8th. These funds can be used for facilities master plans or updating facilities plans.

Old Business:

- Facilities – Renee and John V. have put together our Capital Project Resolution that he will ask everyone to sign. It states that the Board of ESRL resolves to partner with Maryland State Library to develop and implement a capital project for the new Eastern Shore Regional Library facility. Once this is signed, John will send it to Irene. He hopes to sit down with her and discuss starting the process of getting back into the State Capital Plan. Renee recommends contacting the Department of General Services' real estate office. This will help them understand the limitations of leased space available on the Eastern Shore.
- Ingram – Debby Bennett. Caroline's cataloging and acquisitions staff met with Ingram. They say that Ingram can deliver more, faster at basically the same price as we are getting with Baker & Taylor. Their ordering process looks to be easier and sounds like it works better with Polaris as far as acquisitions. Debby asked to get Ingram on the agenda and have them come in to talk. The board discussed this and they would like to know how going with Ingram would affect the discount with Baker & Taylor, can Ingram match the discount that we are currently getting, and could they be a secondary source for us to use (like video games)? The board is open to exploring options and would like to have them come to a board meeting. Debbie will come up with a list of questions for them and send to everyone for their input.

New Business:

- The HR Audit – John Venditta. Thank you to everyone on the quick turnaround on his request for information. John contacted several HR firms yesterday to let them know what we are doing and to get a ballpark figure to put into the grant. He will let everyone know as soon as he knows anything. The grant is due October 8th. Everything is written except for the budget as of now.
- Bank Signature – John Venditta would like to add Ed Goyda as a signatory for ESRL checks, along with Jennifer Ranck. The board agreed unanimously.
- Andrea Berstler - Until Wicomico hires a new director, Scott Mahler will be representing the library on the ESRL board and Karen Marks will be coming to the Consortium Meetings.

Next Meeting: Tuesday, December 4th at 11:00 am. Location: Worcester County Library – Berlin, MD

The meeting was adjourned at 11:30am.