

**EASTERN SHORE REGIONAL LIBRARY, INC.
BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, DECEMBER 19, 2002
10:00 A.M. DORCHESTER COUNTY PUBLIC LIBRARY
CAMBRIDGE, MARYLAND**

In attendance: George Sands, Jean Del Sordo, Gloria Urban, Charles V. Powers, Jean Johnson, Michael Osborne, Raineyl V. Coiro, Craig Abresch, June Yang, and Andrea E. Littleton.

Call to Order: Board President, Jean Johnson at 10:00 a.m.

Approval of the September 27, 2002 Minutes: Jean Johnson requested a correction to the Minutes. The correction was approved and seconded. Mrs. Del Sordo moved Mr. Sands seconded to approve the Minutes. **Motion carried.**

Financial Report: Andrea E. Littleton – ESRL's third appropriation was received and deposited. The amount is \$210,266.67. Three more allotments (January, March and May of 2003) are expected. Current bank balances: Peninsula Bank \$9,653.80 and Maryland Local Government Investment Pool, \$441,006.40. Request for transfer: \$1,500 from Contingency to the Newspaper Advertising account. Ms. Del Sordo moved, seconded by Ms. Johnson to approve the Financial Report. **Motion carried.**

Personnel Committee: Jean Johnson – Hiring for four vacant positions was discussed. June Eiselstein has been selected to fill the position of Associate Administrator. June will begin work January, 2003. Mrs. Johnson thanked Andrea for her assistance in assembling the interview packets. Exit interviews were completed for two staff. Both interviews were positive. The Personnel Committee recommends that all staff leaving the employ of ESRL participate in an exit interview. Diane Hawkins will be emailing Ms. Johnson and Mrs. Reif a summary of the ESRL Staff Team Building Program.

Automation Committee: Craig Abresch – The digital lab under the direction of June Yang, should be up and running by early February. June Yang was introduced to the Board. She will be giving a demonstration and up-date of the Digital Lab at the March Board meeting. Video Conferencing equipment has been installed; training will be tentatively scheduled for January, a go-live date has not been set at this time. The ESRL training lab is being updated and all equipment has been replaced. Two additional PCs have been added. The lab coordinator is Systems Technician Davilynn Ward. The go-live date is scheduled for January 2, 2003. An on-line scheduling system is being developed on the ESRL homepage for the libraries to use when scheduling the training lab. New hire Michael Rakowski, Systems Technician will support the upper shore 2-3 days a week possibly in late January.

Ad Hoc Materials: Gloria Urban – Foreign Language, DVD and Recorded Books purchases. Proposal was made to commit \$68,000 of the ESRL surplus from last year, to be divided at \$8,500 per library per Raineyl's specification to cover displays, purchase materials and supplies to process. Defer, contingent upon funds being available after General Assembly convenes. An Ad Hoc committee was formed. Members are: Raineyl Coiro, Jean Johnson, Chuck Powers, Craig Abresch, George Sands, Gloria Urban and Jean Del Sordo. The committee will help to prepare a wish list and budget reports on January 6, 2003 at 2:00 at Denton. This report will be

addressed at the finance committee meeting on January 31, 2003 after the Strategic Planning meeting.

Administrator's Report: Raineyl Coiro – Brochures were handed out for the Cross-Cultural Workshop. This is a professional development workshop involving agencies and organizations interested in providing more effective and relevant service to the growing Spanish speaking population on the Shore. ESRL partnered with BEACON and Bienvenidos to develop and implement this workshop.

Mrs. Coiro and Mr. Sands are members of the MLA Advisory Panel. The Annual MLA Legislative reception will be held January 27, 2003 from 5:30-7:30 in the Governor's Hall at the State House in Annapolis. The MLA will be sending out thank you cards to legislators leaving the legislature and congratulatory cards to those coming in to office. ESRL is putting together an updated Legislative contacts brochure. Ms. Coiro is running for office to be First Vice-President of MLA.

Mrs. Coiro reminded everyone that each county still has \$6,250 in program funds that need to be used.

DLDS Report: Michael Osborne – Federal news: We anticipate an appropriation cut from the new congress. 24/7 is going to be the vendor of choice for the virtual reference project which will be starting up in early 2003. DLDS is hoping to move Tutor.com to SAILOR. DLDS is giving each county a grant for \$2000 to purchase furniture for the Gates computers.

Old Business: None

New Business: 24/7 reference. There is an issue with reference coverage with the reference librarians. Michael will get a clarification from Stacey on coverage needs/requirements.

Future Meetings: There will be a meeting January 6, 2003 and January 31, 2003 to discuss ESRL Service Enhancement Grants for the counties. The next Board meeting is scheduled for March 20, 2003 at Denton.

Respectfully submitted,

Raineyl V. Coiro, Secretary