

EASTERN SHORE REGIONAL LIBRARY, INC.  
BOARD OF TRUSTEES MEETING MINUTES  
THURSDAY, MARCH 20, 2003  
10:00 A.M. CAROLINE COUNTY PUBLIC LIBRARY  
DENTON, MARYLAND

**In attendance:** Jean Johnson, George Sands, Robert Horvath, Kathleen Reif, Raineyl V. Coiro, June Eiselstein, June Yang, and Andrea E. Littleton. Charles V. Powers voting by proxy.

**Call to Order:** The meeting of the ESRL, Inc. Board of Trustees was called to order by Board President, Jean Johnson at 10:00 a.m.

**Approval of the December 19, 2002 Minutes:** Mrs. Reif, moved to approve, seconded by Mr. Sands. **Motion carried.**

**Financial Report:** Andrea E. Littleton, Acting Adm., Asst. – Reported that ESRL will receive two more appropriations from the state before the end of the fiscal year. The amount of each appropriation is \$210,266.67. Current bank balance in Peninsula Bank (checking) is \$6,547.94 and in Maryland Local Government Investment Pool is \$400,118.62. The Ad hoc Finance Committee had approved on January 6, 2003 funds to be transferred from the FY2002 Carry forward to the ESRL Service Enhancement Grant I, allotting \$8,875 for each county. On February 12, 2003 votes were received by email to approve funds to be transferred from the FY2002 Carry forward for the ESRL Service Enhancement Grant II, allotting \$10,000 for each county for service enhancements. The Ad hoc Finance Committee agreed to transfer from the FY2002 Carry forward by Mrs. Reif motioned to approve, seconded by Mr. Horvath. **Motion carried.**

Andrea reviewed the simplified format and guidelines for county libraries to receive reimbursement for the Program and ESRL Enhancement Grants. ESRL Grant Reimbursement Guidelines were handed out and reviewed.

**Digital Lab Presentation:** June Yang, Assistant Manager, Systems Department and point person at Regional for the Maryland Digital Cultural Project gave a demonstration of work completed on a digital pilot project with Dorchester County Library.

**Automation Committee:** George Sands reporting for Jean Del Sordo – The automation committee is working on creating shore wide standards to bring everyone to a level playing field regarding certain specified software. Hardware may also have to be brought up to speed. Zoomerang may be used as a tool to assess the needs. The automation committee will make recommendations of changes that could be made.

**Ad Hoc Materials:** Raineyl Coiro – Making a matter of record the ESRL Service Enhancement Grants. Information was discussed in the financial report.

**Personnel Committee:** Kathleen Reif – The Performance Appraisal forms for assessing the performance of the ESRL Administrator were distributed. Mrs. Reif asked for feedback to be given to her by April 1, 2003. Mrs. Reif will pull the responses together. If there is a need for a meeting Mrs. Reif will make those arrangements. If there is not a need for a meeting prior to the next Board Meeting then there will be an Executive Session at that Board meeting and everyone will be given a copy of the results. Raineyl will then be called in and the review will be discussed.

**Associate Administrator's Report:** June Eiselstein – June gave an overview of what she has been doing since coming aboard. She has been working on providing structure, goals and objectives to the Reference groups, CLIS groups, Technical Services and IT to help them work smarter and more efficiently. June asked for an update of contact names to update a distribution list.

ESRL is applying for an LSTA Grant to be called Project Adelante. June will be the Project Director. We will be partnering with Bienvenidos. There will be focus groups in each county, with a library representative in the focus group. There will be a bilingual marketing focus group facilitator conducting the focus groups. Tim Dunn from Salisbury University will be contracted through Bienvenidos to do the statistically sound research and he will present us with a report. Mr. Dunn and his group will do the assessment. In addition to the focus groups we will do ethnographic interviews (interviews for the non-English speaking person). Dr. Memo Diriker from BEACON (Business, Economic, and Community Outreach Network) at Salisbury University has agreed to donate his time to the project. ESRL will receive the fund then we will sub-contract with Bienvenidos and Horizon Marketing.

**Administrator's Report:** Raineyl Coiro reported on the following: GASB workshop offered by Clifton Gunderson LLP, Certified Public Accountants and Consultants; recognition of Andrea's work in putting together the Maryland Legislative Contacts brochure that was sent out to each of the libraries; Mary Mallory from CML called to remind everyone of the Maryland State Friends of the Library conference that will be held in Denton on Saturday April 5, 2003.

Raineyl also reported on the Distance Learning meeting at Chesapeake College, March 19, 2003. Dean Bruce Dearstyne, CLIS University of Maryland College Park, was in attendance. Various Eastern Shore librarians offered testimony in support of distance learning.

There is a need to resume Administrators meetings. Mrs. Reif recommended using the board meeting as the administrator meeting.

The draft of the ESRL Strategic Plan was emailed to all members prior to this meeting for review. Motion was made to call for the vote to approve the ESRL Strategic Plan FY2004 – FY2007 by the Board President Mrs. Johnson. There was a majority vote in favor. **Motion carried.**

**DLDS Report:** DLDS Liaison not present. No report.

**Old Business:** No old business.

**New Business:** No new business.

**Future Meeting:** May 15, 2003 is the date set for the final Board meeting of FY2003. Location to be announced. MSDE/DLDS Assistant Superintendent, Irene Padilla will be attending the final Board Meeting.

Mrs. Reif moved for adjournment, Mr. Horvath second. Meeting adjourned.

Respectfully submitted,

Raineyl V. Coiro, Secretary