



**EASTERN SHORE REGIONAL LIBRARY, INC.  
BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, JUNE 4, 2003  
10:00 A.M. Kent Manor Inn  
Stevensville, MD**

**In attendance:** Charles Powers, Jean Del Sordo, Robert Horvath, Gloria Urban, Kathleen Reif, George Sands, Irene Padilla, Michael Osborne, Raineyl V. Coiro, June Eiselstein, Andrea E. Littleton

**Call to Order:** Board Vice-President, Charles V. Powers at 10:15 a.m.

**Approval of the March 20, 2003 Minutes:** Mrs. Reif moved to approve, second by Mr. Sands.

**Welcome to Assistant State Superintendent, MSDE/DLDS:** Charles V. Powers

**Financial Report:** Andrea Littleton - On March 26, 2003, ESRL received their fifth state appropriation in the amount of \$210,266.66; on May 28, 2003, ESRL received their sixth and final state appropriation in the amount of \$210,266.67. The current checking account balance in Peninsula Bank is \$7,320.57. The current account balance for MLGIP is \$582,327.05.

Line transfers were requested as follows: increase Marketing and Promotional by \$4,000.00; increase Newspaper and Advertising by \$7,650.00; increase Postage by \$200.00; increase Travel and Training by \$250.00; increase Parking by \$630.00; decrease Contingency by \$12,730.00. **Motion made by Ms. Urban, second by Ms. Reif.**

Review of ESRL funded Public Library Grants; each director was given a copy of their grant balances. Reminder of the Gates Furniture Grant funds that DLDS gave to ESRL and the counties and ESRL is sharing \$200.00 with each county. ESRL has found a vendor (Branders.com) who is making the Maryland Library lapel pin; we will be purchasing 500 and distributing 30 to each county.

Ms. Coiro announced to the Board that Andrea received notification that she passed her Maryland State Retirement Coordinator exam and she is now certified. Ms. Urban questioned if Andrea would be available as a retirement consultant if necessary, Ms. Coiro agreed that this would be possible. Andrea also completed her six month evaluation and is no longer "acting" she is now the Administrative Assistant.

**Closed session for ESRL Administrator Annual Performance Appraisal.**

**Associate Administrator's Report:** June Eiselstein – ESRL Staff Day was held June 2, 2003. Gail Griffith, facilitator, led staff us through the Myers-Briggs workshop as part of ESRL's continuing effort to do team development with our staff. The staff learned a lot about "talking type" and how different the personalities are and the way they expect others to receive information. Institutionally it was found that we come off as quite a different type of organization vs. a typical library because our staff came out to be an INTP. Our staff now has a new insight on how to work better together. June also showed everyone the Staff Day t-shirt. Ms. Coiro added that she was happy that a member from the Systems Department, Davilynn Ward had taken the initiative to put the day together.

Core Competencies Draft 6/03/03 handouts were distributed and discussed. Edits to the drafts were recommended. June discussed how the Core Competencies could be used for many purposes: stimulate service excellence, renew

enthusiasm for the profession, and develop job descriptions and evaluation tools for positions, to assist in continuing staff development programs, development of policies relating to the staffing of an organization, educate government and funding agencies on the importance of professional librarians.

Draft of Professional Competencies, Technical Competencies for Librarians and Technology Competencies (knowledge of hardware/software) were distributed for discussion. June brought up that it may be necessary to form an AdHoc Competencies Committee. The Technology Competencies should be addressed first. Mrs. Reif recommended that the new Personnel committee make a priority to form a Competencies Committee and start working on the competencies. Mrs. Padilla suggested ESRL doing a Competencies Program at MLA.

June talked about the article she wrote that was published in the May/June issue of *Public Libraries* titled "College Access Programs".

Project ¡ADELANTE!, was funded for \$45,000.00 effective June 23, 2003. The counties will be asked to help form questions that will be asked in the focus groups and for the 125 individual interviews.

The Systems Department is now reporting to June. June E. and Craig worked together to create a 13-month task calendar for the Systems Department, this will track ongoing projects. Craig may be having surgery toward the end of August, while Craig is out June Yang will be taking on additional responsibilities and managing more of the work instead of focusing on special projects. June Yang is the Assistance Systems Dept Manager and June E. and Craig will be mentoring her and helping with her role.

**Administrator's Report:** Raineyl V. Coiro – Approval of the Annual Plan for the Eastern Shore Regional Library – FY2004. **Motion made by Mrs. Reif, second by Mr. Horvath.**

The ESRL budget is based on the \$.50 per capita increase, which totals to \$4.50 per capita. This was put together based on the items that have been expressed to be items of importance for the services provided by ESRL: Technical Support, Delivery, Electronic Databases and ESRL Staff.

Two delivery vehicles have been budgeted for along with a replacement vehicle for staff use. We have contacted the State of Maryland to obtain the disposal documents that need to be completed to dispose of the Celebrity. We have considered carpooling, video conferencing, rental car as options available if we are unable to replace the Celebrity. Board Approval is needed to dispose of the Celebrity. **Motion made by Mr. Sands, second by Mr. Horvath.**

The Budget has been modified to better explain our expenses on the budget. It was recommended to combine the Program and Service Enhancement Grants to be one Grant. Thanks to Wicomico for mentioning ESRL in publications. ESRL has been making an effort to mention where our funding for the technology training facility came from.

The Board agrees with the across the Board salary increase for staff. Mrs. Padilla suggested to assigned designated funds to the carry forward funds, encumber the funds in name to decrease the carry forward funds.

Approval of the budget as presented with the \$.50 per capita increase, with modifications to be presented later. **Motion made by Mr. Horvath, second by Mr. Sands and Mrs. Del Sordo.**

**DLDS Report:** Michael Osborne – AskUsNow is doing well across the State they are reporting as of the May 2,700 sessions with a return rating of about 30%. Request was made that the counties receive the outcomes of the project. Michael attended the Maryland Digital Cultural Heritage committee meeting; a lot was heard about what is taking place at the Regionals. WMPL is doing digitizing and has even created a website. ESRL is doing digitizing. SMRL is not currently set up but they are contacting different agencies/counties to see about working with them. There is a need to develop a Strategic Plan to move forward with the project.

**Assistant State Superintendent, MSDE/DLDS:** Irene Padilla – Discussed the recent reorganization that has taken place at MSDE/DLDS, effective Monday, June 2, 2003. Michael will be taking care of LSTA, State library card and other items; Susan will continue to work with Outcome Based Evaluations, the Maryland Pole, Staff Development Grants, Leading from Many Positions, Trustees and Patriot Act Training. Stacey has reorganized the Liaison group and Stephanie Shauck will now be the ESRL Liaison.

**New Business:** Kathleen Reif – ForVM for Rural Maryland, **Motion made by** Mrs. Reif to submit Jean Del Sordo's name at the MAPLA meeting as the representative from the ESRL Board, **second by** Mr. Sands.

**Introduction of new Board Officers:** Charles V. Powers, Jr. President  
Gloria Urban, Vice-President

**Committee Appointments:** Mr. Powers will be contacting everyone regarding committee appointments.

**Future Meetings:** To be announced. The By-Law committee needs to review the meeting attendance requirements.

**Adjourned.**

Respectfully submitted,

Raineyl V. Coiro, Secretary