



**EASTERN SHORE REGIONAL LIBRARY, INC.
ANNUAL BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, OCTOBER 23, 2003
10:00 A.M. Talbot County Library
Easton, MD**

In attendance: Charles Powers, Jean Del Sordo, Jane McFarlane, Gloria Urban, Kathleen Reif, George Sands, Jean Johnson, Vicki Greene, John Staley, Karen Neville, Raineyl Coiro, June Eiselstein, Andrea Littleton, Stephanie Shauck, Leslie Michalik

Call to Order: Board President, Charles V. Powers called the meeting to order at 10:15 a.m.

Welcome: John Staley, Trustee from Worcester County Library; Vicki Greene, Acting Director, Wicomico County Library; Jane McFarlane, Assistant Director, Talbot County Library; Stephanie Shauck, DLDS Liaison.

Approval of the June 4, 2003 Minutes: Minutes were approved and seconded.

Annual Audit Report: Leslie Michalik, Pigg, Krahl, Stern, & Co., PA
The ESRL Annual Audit Report was distributed and fiscal highlights for FY2003 were reviewed. In the opinion of the auditor, the financial statements of Eastern Shore Regional Library present fairly in all material respects the financial position of the library as of June 30, 2003. This is an unqualified opinion/clean opinion and is the highest level of assurance given on a financial statement. The Management Discussion and Analysis written by the ESRL Administrator, provides a narrative of significant fiscal highlights for the year. ESRL finished out the year with net assets of \$610,996.00. Ms. Michalik commended the work of the ESRL Administrative Assistant during the audit process. Ms. Michalik finished her report by saying that the ESRL is in good financial condition.

Financial Report: Andrea Littleton – As of this date, ESRL has received two state appropriations in the amount of \$235,575 each. ESRL received a grant revision notification putting the total appropriation for FY2004 back at the original amount of \$1,439,550. The most recent notification corrects the notification sent out in June that indicated a total appropriation for ESRL of \$1,413,450. The aforementioned figure was the result of incorrect population calculations by DMHH. The current checking account balance in Peninsula Bank is \$6,466.83. The current account balance for MLGIP is \$494,449.69.

ESRL participated in two audits this year, one Local Audit performed by Leslie Michalik of Pigg, Krahl and Stern, Co., and a State Audit performed by Richard Russell of the State Auditor's Office. Both audits were clean.

ESRL went through a Sealed Bid process, for a replacement vehicle for the 1989 Celebrity. ESRL accepted a bid for a Chevrolet Astro Van that includes the trade in of the Celebrity. This bid was approximately \$500.00 more than the bid on the 1999 Dodge Caravan purchased by ESRL five years ago. Estimated time of delivery for the new van is the first of the year.

Approval of line transfers and budget revisions were requested as follows: final Carry Forward after audit decreased by \$131,304.00; new additional line for Technology Project for Region-wide for \$70,000 (designated area – previously approved by the Board via email); decrease ESRL Vehicle line by \$25,000.00 – this will account for replacing one delivery van and one ESRL Staff-use vehicle; decrease Legal Fee to \$1,000.00; decrease Administrative Expenses to \$2,000.00; new additional line for ESRL Office Upgrades for \$50,000 (designated area); increase Marketing and Promotion to \$30,000.00 (designated area); new additional line under Training for Development Funds for \$80,000 (designated area); increase Parking Fees to \$2,000.00.

Motion to approve line transfers and budget revisions, Mrs. Urban, Motion seconded by Mr. Sands.

Review of ESRL funded Public Library Grants reimbursement procedures; these grants were of special interest to the auditors and they were pleased to know that ESRL has procedures in place.

Recap of damages from Hurricane Isabel: The Sequel Server and the Email SMTP Server were both affected by Hurricane Isabel. Estimated cost of damages submitted to the insurance company was \$9,125. ESRL has a \$250 deductible and should be receiving a check from the insurance company in the amount of \$8,875. Craig Abresch, Eli Fulkerson and the Systems Department were all recognized for their efforts to maintain electronic access during Hurricane Isabel.

Presentation to Kathleen Reif: On behalf of the ESRL Board of Directors, Kathleen Reif was recognized for six years of service as a member of the ESRL Board. Best wishes were extended to Mrs. Reif in her new position as Director of St. Mary's County Library.

Administrator's Report: Raineyl Coiro – ESRL has a new telephone system with voicemail. Contact Raineyl if there are problems.

Development Funds for \$80,000, falls in line with the concept of "Grow/Develop Your Own Librarian/Library Staff". Funds may be used for education, training, and travel. To be discussed further at the administrator's meeting.

Recommendation: have Administrator meetings more often

ESRL is assisting June Yang with Labor Certification/Green Card process.

Library for the Blind and Physically Handicapped is looking to market their services. Raineyl spoke with Kit Bloom about having two "Broadening Horizons", programs at an upper and lower Shore location in March 2004.

ESRL is implementing a Video Conferencing Studio. Davilynn Ward is the point person for this project. ESRL hopes to widen meeting and conference accessibility with this service.

Raineyl is in dialog with Carol Wade of AHEC about a consortium of health information providers.

Associate Administrator's Report: June Eiselstein – ¡Project Adelante! Thirty-six ethno-survey interviews in Spanish with the migrant community have been completed. Surveyors have been in 4 out of 8 counties. The goal is to complete 125 ethno-survey interviews before Thanksgiving. Length of interviews was approximately 45 minutes; however, due to a change in interview techniques interviews last thirty minutes. An English version of the ethno-survey was distributed. Focus Groups are scheduled in the counties to meet with service providers. An incentive for those surveyed is a free copy of the New Oxford Picture Dictionary (English/Spanish) upon completion of the interview.

The topic of identification issues and the Matricula card as a form of identification beyond the library community was discussed. This discussion will be continued at the next Administrator's meeting

ESRL has been promised an additional \$10,000 from the State of Maryland to do a Replication Guide for the State of Maryland for the project. ESRL will be hiring someone to develop the guide. Additional fiscal revisions to the grant are expected as we have yet to receive the MOU from Salisbury University. ESRL has picked up Amy Liebman on ESRL side of the grant under contract. She will come off of Salisbury University when they will then sign the MOU.

Recap of the Culture Competency Workshop, held October 21, 2003.

Demonstration of a draft of revisions to the ESRL webpage. June E. and June Yang are working on this project together.

Automation Report: George Sands – Topics discussed: upgrading firewalls; the new help desk and how it will be configured to better serve the counties; an update on the task calendar and status report on open projects; standards for operating systems and reaching agreement on operating systems; exploring possible funding sources to accommodate changes in operating systems; filtering software, centralized or desktops with ESRL looking at different options; Enterprise Email; Core Competencies; and Point to Point Wireless on the Upper Shore.

Ms. Coiro reported that ESRL will be assigning Upper Shore technical support possibly to be rotated between three technicians.

Committee Assignments: Chuck Powers – Committee list will be sent out.

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.**

Future Meetings: Administrators Meeting, November 14, 2003 at Denton; Board Meeting, December 4, 2003 at Talbot.

Adjourned.

Respectfully submitted,

Raineyl V. Coiro, Secretary