



**EASTERN SHORE REGIONAL LIBRARY, INC.  
ANNUAL BOARD OF TRUSTEES MEETING MINUTES  
THURSDAY, DECEMBER 4, 2003  
10:00 A.M. Talbot County Library  
Easton, MD**

**In attendance:** Charles Powers, Jean Del Sordo, Robert Horvath, Gloria Urban, George Sands, Vicki Greene, Raineyl Coiro, June Eiselstein, Andrea Littleton, Stephanie Shauck

**Call to Order:** Board President, Charles V. Powers called the meeting to order at 10:00 a.m.

**Approval of the October 23, 2003 Minutes:** Minutes were approved and seconded.

**Financial Report:** Andrea Littleton – November 26, 2004, ESRL received our third state appropriations in the amount of \$239,925 each. We also received an additional \$8,700.00 which covered the difference we did not receive in our first two appropriations – due to the error in population calculations.

The current checking account balance in Peninsula Bank is \$7,253.18. The current account balance for MLGIP is \$598,725.78.

A new ESRL mini-van was delivered November 25, 2003. ESRL accepted a bid from Hertrich. Van was lettered with ESRL logo, etc. by Gardner Signs.

The preliminary calculation for the regional resource centers FY2005 indicates an increase of \$7200 more than FY2004 due to population increases on the Shore.

**Board President Report:** Charles Powers – Committee appointments. List of FY2004 ESRL Board Committee members was distributed.

**Administrator's Report:** Raineyl Coiro – Packets containing current ESRL Staff Policy and the working draft were distributed to the Personnel Committee. Meeting to be scheduled.

Packets were distributed to the By Laws Committee containing a copy of the current By Laws – Jean Del Sordo is Chair of that committee. ESRL By-Laws indicate that review is required every 5 years. Meeting to be scheduled.

The ESRL office “space planning” is ongoing. June Eiselstein will soon have her own office space. We are also working on the Video Conference Studio and hope to have it done soon.

Maryland Association of Non-Profits is an organization that provides services to non-profit agencies such as: lawyer services and referral; training opportunities; clearing house for consultants and much more. ESRL has negotiated a consortium price for nine memberships (all counties plus ESRL). **Motion made by Mr. Horvath seconded by Mrs. DeISordo.** Mrs. Littleton will be contacting everyone to get their Federal Tax ID number to complete the forms and ESRL will submit with payment.

Mrs. Coiro mentioned plans for a board retreat in the spring. This would be an opportune time with the possibility of two new directors coming on board. Possible agenda: snapshot of ESRL, incorporation, etc., and a speaker from the Maryland Association of Non-Profits on Trustee Orientation customized to ESRL needs. Meeting to be scheduled.

**Associate Administrator's Report:** June Eiselstein – ¡Project Adelante! - 143 ethno-survey interviews have been completed. Consultants can do a minimum of 30 more

and a maximum of 60 more. There have been 5 Focus Groups discussions in Spanish and there are 4 more to be scheduled, the next one is scheduled for December 14<sup>th</sup> in Galena. Progress is being made to fill the position of Project Director Coordinator, two interviews have been scheduled.

June Eiselstein and June Yang attended the DLDS Marketing Meeting in Crofton 11/6.03. The topics of the meeting were: Websites and Webpage Design and Designing Print Publications.

June Eiselstein attended the Birth to Five conference in Columbia, December 1, 2003. Very good attendance from the Eastern Shore. Attendees received a certificate. ESRL provided transportation. Both vehicles were needed to transport Shore attendees.

CLES meeting- CLES group has requested ESRL design promotional materials that are age specific.

**DLDS Report:** Stephanie Shauck – Irene wanted to pass on to everyone that the statewide card committee is meeting in the near future and in re-examining it, it would appear that the time table for implementation of the statewide card is going to be slowed down.

**Automation Report:** George Sands – Wireless Project for the upper shore. There is talk that the permits or allowances for adding more towers may be stopped. Members of the ESRL Board were asked to email both Chuck and George with the following Wireless Information:

1. What the present situation is in your individual county
2. Notify them of any “critical problems”
3. Define what the counties are going to save
4. Define what the school districts are also going to save a year
5. Notify them of the status on any tower approvals or MOUs pending, etc...

The goal is to develop information that we can all agree is common so that we don't go to our County Commissioners or County Administrator with conflicting information. We can show them the entire Shore picture as far as savings, progress and other problems, etc.... When we get to the “critical” part so that we are not out of the control.

**New Business:** Charles Powers – Maryland Public Library Survey Reports.

Mrs. Del Sordo's and Mrs. Coiro were discussing promotional items like the Maryland Library pins, possibly having ruler made that would promote the libraries and restate the survey results.

**Future Meetings:** Board Meeting, March 4, 2004 at Talbot.

**Adjourned.**

Respectfully submitted,

Raineyl V. Coiro, Secretary