



**EASTERN SHORE REGIONAL LIBRARY, INC.
ANNUAL BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, MARCH 4, 2004
10:00 A.M. Talbot County Library
Easton, MD**

In attendance: Charles Powers, Jean Del Sordo, Robert Horvath, Gloria Urban, George Sands, Tom Hehman, Karen Neville, Raineyl Coiro, Andrea Littleton, Stacey Aldrich

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

Approval of the December 4, 2003 Minutes: Motion made by Mr. Horvath seconded by Mrs. DelSordo.

Financial Report: Andrea Littleton – January 26, 2004, ESRL received fourth state appropriation in the amount of \$239,925. Two more appropriations are expected, one in March and one in May.

Current checking account balance in Peninsula Bank: \$6,256.64. Current account balance for MLGIP: \$435,584.85.

Brief discussion of fiscal matters relating to the former Associate Administrator position.

ESRL Grant reimbursement requests and appropriate documentation are being submitted to ESRL in a timely fashion.

ESRL By-Laws Review Ad Hoc Committee Report: Jean Del Sordo, Chair – The following are recommended revisions to the current ESRL By-Laws: ESRL Mission Statement; clarify who the regional library serves; list primary functions of ESRL (types of services/support); composition of the ESRL board; meetings schedule; serving on board of appeals for personnel committee; electronic meetings; inclusion of Robert's Rule of Order; proxy voting will not be permitted; emergency exception voting process; assigning of board presidents; duties of the Secretary; ESRL Planning Committee; One Year Plan; Finance Committee. **Motion to accept, Mr. Horvath second, Mr. Powers.**

Automation Report: George Sands and June Yang – A contract has been issued for the CISCO Firewall. Eli Fulkerson will be attending CISCO Training and will implement shore-wide. For the Horizon Consortium an email was received saying that the additional T-1 line has been ordered for both Talbot and Kent to meet the requirements for the CISCO conversion. ESRL Systems Department after hours support was discussed. Systems staff will get pagers for contact along with the current cell phones.

Mrs. Coiro also added that there have been times when ESRL Systems Staff have done work in the counties that may also require an overnight stay and the counties have picked up the cost of travel expenses (hotel, meals).

Mr. Sands also mentioned that there have been some work on the installation of towers and dishes for Kent, and Queen Anne's and Chesapeake College are both still under review.

Personnel Committee's Report: Raineyl Coiro – Executive Session was held.

ESRL has been working with Robin Cockey, Attorney on a personnel matter. ESRL could possibly use his services to review our employee handbook. Mr. Cockey is also involved with the ACLU and may have knowledge regarding the Patriot Act.

Administrator's Report: Raineyl Coiro – There will be and ESRL Board Retreat tentatively scheduled for April 29, 2004. The MLA Legislative Reception was rescheduled for March 22, 2004; ESLR will be chartering a bus. Thanks to Andrea Littleton and Jeff Cross for reprinting the MLA invitations. The Library for the Blind and Physically Handicapped will be hosting a presentation of their services to be held at Caroline and Wicomico Libraries.

Shore-wide marketing program was discussed. ESRL is looking into pricing for acrylic rulers with the library logos.

Project Adelante: Raineyl Coiro has taken over as the project director and all partners have been notified. Data is being compiled and put into reports to take us to the next step which is developing a marketing plan for the libraries. The Advisory Committee will be made up of a representative from each of the 8 counties libraries, plus 4 – 5 representatives from the community service providers (health, education, languages, and transportation). Dr. Memo Diriker from Salisbury University will be assisting with the marketing plan. Dr. Tim Dunn from Salisbury University has been working on compiling the data from the interview. Preliminary Data was distributed.

There will be a "Training for all Teachers" workshop at Salisbury University. This will be an all day workshop, there will be three workshops: "Welcoming New Comers in Your Library or School", "Multicultural Practices", and "Parental Involvement". ESRL will sponsor a networking lunch for library staff and two individuals from each of the counties schools. This is a great opportunity to meet and work with the educators. Mr. Powers added the Mrs. Coiro has done a great job with this grant, though there had been some drastic changes she has gained the support and confidence of those involved.

Systems Department Report: June Yang – Craig Abresch has been out on medical leave and is recovering and should return mid-April. Ms. Yang, assistant manager is working on several projects such as: the CIPA Satellite Teleconference presentation to be broadcast by ESRL. ESRL has changed the SPAM Firewall to Barracuda, and so far their have been no problems. Ms. Yang is still working on updating the ESRL webpage. She is also working on a webpage for iProject Adelante!

DLDS Report: Stacey Aldrich – SAILOR has a strategic plan in rough format that should be available in March. There may be some opportunity to apply for competitive federal grants. The week of March 22, 2004 will be a celebration week for AskUsNow. SLRC will start their strategic planning process and Harry Christenson will be working with DLDS/SLRC on this process.

New Business: Raineyl Coiro reported on information from Karen Neville concerning National Library Workers day, sponsored by ALA and scheduled for April 20, 2004. Mrs. Neville reported that Worcester County Library will try to do something special for staff at all of their branches. Mr. Sands and Mr. Hehman commented on their trip to PLA.

Future Meetings: Board Meeting, May 27, 2004 place to be announced.

Adjourned.

Respectfully submitted,
Raineyl V. Coiro, Secretary