



**EASTERN SHORE REGIONAL LIBRARY, INC.  
ANNUAL BOARD OF TRUSTEES MEETING MINUTES  
THURSDAY, JUNE 17, 2004  
10:00 A.M. Wicomico County Free Library  
Salisbury, MD**

**In attendance:** Charles Powers, Jean Del Sordo, Scotti Oliver, Gloria Urban, George Sands, Vickie Green, Karen Neville, Raineyl Coiro, Andrea Littleton, Craig Abresch

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

**Approval of the March 4, 2004 Minutes: Motion made by Mrs. Del Sordo seconded by Ms. Urban.**

**Guest Speakers:** Dave Downs, Mark Miller, Eastern Shore Educational Consortium, Energy Trust. Discussed how to reduce energy cost under the services of the consortium.

**Financial Report:** Andrea Littleton – May 26, 2004, ESRL received the sixth state appropriation in the amount of \$239,925.

Current checking account balance in Peninsula Bank: \$6,484.41. Current account balance for MLGIP: \$537,362.70.

We have received the FY2005 state appropriation amount which will be \$1,446,750.00, which is \$7,200.00 over the FY2004 appropriation; this was due to the population increase.

Line transfers were requested as follows: transfer from ESRL Vehicle replacement line to Legal Fees \$3,947.50 to compensate for Robin Cockey fees; transfer from carryforward to Contractual \$15,616.61; transfer from carryforward to Electronic Databases \$18,420.95 to cover for the increase in database services; transfer from travel and training to the non-auto travel \$9,390.73; from ESRL Vehicle replacement to parking \$1,240.00 to cover increase in parking fees; carryforward to permanent part-time \$7,982.93 to cover increase in Wilbur's hours and substitute driver wages.

**Motion made by Mrs. Del Sordo, second by Mr. Sands.**

**Automation Report:** George Sands and Craig Abresch – The last automation meeting was held in Wicomico County. Some of the issues that we might be facing and potential funds that may be able to leverage pertaining to filter and the public computer printer management system that the state said they would fund. A proposal using SAM would be acceptable if we could find funding and do this region-wide. There were a number of filtering tools looked at and WEBSense was found to be one of the most effective one. WEBSense has agreed to write the code to work with SAM.

Craig Abresch discussed the grant that was submitted to DLDS for SAM and WEBSense. DLDS has not given the formal letter stating that we have received the grant, however, we have received verbal notification that we are receiving this grant. The amount of this grant is \$70,596.00, this money will be used toward the purchase of the SAM application itself and it will also be used for the purchase of WEBSense. ESRL will be contributing \$47,063.00 toward this project (SAM and WEBSense). Each county was given a form packet that will help the group from SAM develop the profiles for each system. Then we will schedule implementation of the services for each library.

George Sands, addressed the current virus attacks that have been avoiding Norton, and other anti-virus software. Craig Abresch covered more on the locations hit with the viruses and worms. Some of the viruses have been blocked, but not all.

**Personnel Committee's Report:** Gloria Urban – The position for the Associate Administrator has been kept in the FY2005 budget. There is nothing currently in place for this position, the personnel committee will be the ones forming the description of this position and its needs. The Systems Technician position has also been budgeted for and will be advertised before June 30, 2004.

**ESRL By-Laws Review Ad Hoc Committee Report:** Jean Del Sordo, Chair – The revised copies of the By-Laws were distributed.

**Administrator's Report:** Raineyl Coiro – Budget highlights were discussed, there was a question regarding the Development Funds grant, would those funds be restricted to staff training/development only or could they be used for other purposes. Mrs. Coiro explained that the money is in there to help offset the funds for Staff Development from DLDS, but also will help support programs and services to help better serve the public. So the \$35,300 can be used for any purposes, (Development, Programs, Service Enhancements); however this cannot be used for substitute staff (i.e., substitute library staff for full time staff out for training). ESRL will be using \$8,888.89 in FY2005 for personnel recruitment.

Ms. Urban would like to reconvene a "materials selection committee" and take a look at the book materials, to see how we could make better use of the materials budget.

Mrs. Del Sordo requested clarity on the salary increase, which is a flat \$1,500.00 increase per employee. This is an increase that will stay with the employee and will have the potential of increase next fiscal year, this in not going to be added to the salary scale. **Motion made by** Mr. Sands, **second by** Mrs. Del Sordo.

The "draft" report of the EthnoSurvey Component of the Needs Assessment of the Hispanic Immigrants on the Eastern Shore of Maryland. This is a result of the needs assessment piece of Project Adelante. Pages 24 – 31, addresses the library piece and the information from the focus group and surveys and the relations with libraries.

The Project Adelante Advisory Committee, has been meeting regularly. This group is made up of representation from each of the 8 county libraries, education, health, transportation, and legal aide. The Advisory Committee is involved in working on a marketing plan, under the guidance of Dr. Memo Diriker. One of the outcomes of Project Adelante, is the immigrants want to speak English. Another critical piece is, that though many immigrants are undocumented their children are citizens. Another outcome are the Spanish for Library Staff Courses, these have had such an overwhelming response. Ms. Green added that they have been using the telephone translator service and it has worked very well.

The office renovations are going very well, thank you to the libraries and ESRL staff for their patients. The office walls were painted, carpet installed and come workstations have been installed, and the VC Room is complete. Recognition to ESRL Staff and recognition to Andrea Littleton for the work she did with coordinating the work crews for painting, carpeting, electrical and construction of the VC room. This was a much needed upgrade which will hopefully help the work flow. Thanks to Eli for the carpet selection. These renovations were also done without closing.

Monday, June 21, 2004 at 5:30, there will be a reception at Blackwell Library at Salisbury University for Mitzi Perdue who was appointed by President Bush to the White House Conference on Library and Information Services.

ESRL Staff Day will be July 8, 2004 at Blackwater Wildlife Refuge in Cambridge. The Board is invited to lunch and the afternoon session, which will be on Creativity. The morning session will be a session on Back Talk with Dr. Sokolof.

The Maryland Associate of Counties meeting August 18 – August 21, 2004 at the convention center in Ocean City; the three regional libraries will again have a booth together. MSDE, DLDS and Sailor will also have booths next to the regional's all in row.

SMRLA is sponsoring an Early Childhood workshop with a Mrs. Ghoting. She will be giving the workshop in Southern Maryland regarding Early Childhood Literacy; this is geared toward the service providers and also library staff. This will be held either November 1<sup>st</sup> or 2<sup>nd</sup>, place on the shore to be determined along with the date. We will share the cost of the speaker with SMRLA. CEU credits will be offered. was There will be and ESRL Board Retreat tentatively scheduled for April 29, 2004.

**DLDS Report:** Rainely Coiro – From an email from Stephanie Shauck, DLDS is still waiting for Human Resources to release Michael Osborne's position so that they can move forward on filling that position. The staff at DLDS has been very busy. Irene is working with the Maryland Advisory Council on Libraries, and they are talking about doing a summit in the fall on library funding issues and there will be budget talks and discussion on strategies.

**New Business:** George Sands and Raineyl Coiro have been working on the SLRC Planning Committee lead by Harry Christiansen. They have been working on a variety of things that will lead to a two day planning conference.

**Exit Interview:** Davilynn Ward

**Future Meetings:** to be announced

**Adjourned.**

Respectfully submitted,  
Raineyl V. Coiro, Secretary