



**EASTERN SHORE REGIONAL LIBRARY, INC.  
ANNUAL BOARD OF TRUSTEES MEETING MINUTES  
THURSDAY, DECEMBER 16, 2004  
10:00 A.M. Talbot County Free Library – St. Michaels Branch  
St. Michaels, MD**

**In attendance:** Gloria Urban, Robert Horvath, George Sands, Tom Hehman, Mark Thomas, Stephanie Shauck, Leslie Michalik, Raineyl Coiro, Andrea Littleton,

**Call to Order:** Board President, Gloria Urban called the meeting to order at 10:00 a.m.

**Approval of the October 28, 2004 Minutes: minutes approved – all in favor.**

**Financial Report:** Andrea Littleton – ESRL received the third State Appropriation November 26, 2004 in the amount of \$241,125.00.

Checking account balance in Peninsula Bank is \$6,355.23; balance in the Maryland Local Government Investment Pool \$580,537.14.

Raineyl Coiro added that we have received the preliminary report from MDSE that the state appropriation for FY2006 will include a \$11,000 increase due to population increase. **Motion received to approve the financial report, Motion:** George Sands, **Second:** Tom Hehman.

**Auditor's Report:** Leslie Michalik from Pigg, Krahl, and Stern, CPA presented the audit. In the opinion of the auditor, the financial statements of Eastern Shore Regional Library present fairly 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 \$765,347.00. Ms. Michalik finished her report by saying that the ESRL is in good financial condition.

**Administrator's Report:** Raineyl Coiro – Recommendation to allot \$250 per county library system as marketing funds for their Summer Reading Programs. The funds should be used solely for the purpose of marketing their Summer Reading Programs. Ms. Shauck from DLDS mentioned that it would be a good idea to compose a letter of appreciation to the Summer Reading Program Staff of Baltimore County for the materials they distribute and their time and efforts. Mrs. Coiro will draft the letter. **Motion made by Ms. Del Sordo, second by Mr. Hehman.**

The Information Services Manager position will be advertised after the holidays. A draft of the job description was distributed to the board prior to the meeting for review. We are requesting an experience level of 3-5 years in the field. Position will oversee reference, work with the children's groups and reference groups, and others.

ESRL will be participating in the DLDS Competitive Grant program with a Project Adelante II Program.

Certification reminder, credit will be given for those who attended the Cultural

Competency Workshop and the Spanish Classes. Meetings do not count for training.

Energy bills from libraries for the Energy Consortium: ESRL may see if only those who want to participate would be willing to form a consortium.

Legislative Reception: Annapolis at the State House on January 31, 2005. ESRL will be providing a bus to this event if there is enough interest. Maryland Library Day will be February 1, 2005, more information will be coming from MLA.

Photos were shared from the October visit to the Governor's Office when the MLA officers and Irene Padilla met with the Governor. Ms. Coiro asked the Governor for a liaison to the Governor's Office, that person is Craig Williams, deputy chief of staff.

Report on Regional Libraries' legislative activities. A tentative location for the Shore Legislative Luncheon is the St. Michaels branch. The program should be about an hour and a half to two hours and should be held the first week in January. ESRL will put together a power point for the program.

Discussion of reforming a Materials Selection committee, there would be a representative from each library, the name of a representative should be emailed to Gloria. This committee would serve in an advisory capacity concerning materials purchases.

**DLDS Report:** Stephanie Shauck – The MOU between Pratt and DLDS is still going back and forth. DLDS is still searching for a candidate to fill Michael Osborne's position. Stephanie relayed a message from Stacey to please read all memos before contacting DLDS because they are short staffed and resources are limited. The DLDS competitive grants application format has been streamlined.

**Old Business:** None.

**New Business:** None.

**Future Meetings:** February 17, 2005 location to be announced

**Adjourned.**

Respectfully submitted,

Raineyl V. Coiro, Secretary