



**EASTERN SHORE REGIONAL LIBRARY, INC.
ANNUAL BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, OCTOBER 19, 2006
10:00 A.M. Talbot County Library
St. Michaels, MD**

Correction to minutes
by Renee Croft at
6/7/07 Board Meeting
(shown in blue)

In attendance: George Sands, Tom Hehman, Jean Del Sordo, Jerry Keiser, Robert Horvath, Mark Thomas, Stephanie Shauck, Raineyl Coiro, Andrea Littleton, Kathleen MacCubbin, Craig Abresch and Stephen Bollinger, **Renee Croft**

Call to Order: Board President, George Sands called the meeting to order at 10:00 a.m.

Approval of the June 8, 2006 Minutes: Motion made by Mr. Horvath, seconded by Mr. Hehman.

Annual Audit Report: Leslie Michalik from Pigg, Krahl, and Stern, CPA. It was a clean audit presented fairly in all respects the financial position of ESRL as of June 30, 2006. The carryforward for June 30, 2006 is \$214,172.00. The summary page was distributed to the ESRL Board. Final copies will be distributed after the auditor is done preparing. There was an increase in the net assets from the library; the largest area of expenses was 35% for wages, fringes and benefits; 24% for grants to public libraries; 17% for electronic resources/materials; 13% capital expenditures.

Recommendations for improving operations and controls, former comments regarding bank reconciliations has been resolved and the library is no longer doing manual bank reconciliations they are now being done in the accounting software which is preferred by the auditor. The library needs to implement a work order/project report to streamline the invoicing process. The purchase order policy has a low threshold which ESRL may want to review, currently the threshold is \$200.00 and it could be increased to \$500.00 or \$1,000.00.

Approval of the Annual Audit Report: Motion made by Mr. Horvath, seconded by Mr. Thomas.

Approval to revise the written policy regarding Purchase Orders to increase the threshold from \$200 to \$1,000.00: Motion made by Mr. Hehman, seconded by Mrs. Del Sordo and Mr. Horvath.

Financial Report: Andrea Littleton – July 26, 2006 and September 26, 2006 ESRL received the first and second state appropriations in the amount of \$298,160.50.

Current checking account balance in Peninsula Bank: \$3,112.35. Current account balance for MLGIP: \$319,594.61.

September 14, 2006, ESRL accept a bid with Hertrich Fleet Services to purchase a 2007 Chevrolet Uplander, the bid price was accepted at \$16,672.00 with an estimated time of delivery 60-90 days. The original budgeted amount was \$25,000, ESRL has saved approximately \$8,000.00. The Caravan has been designated for the Upper Shore for the technician to use while traveling between libraries.

ESRL has received notification that we have been awarded a grant in the amount of \$51,868.72 for the "Get Ready for Your Day in Court" grant.

Motion made to accept the financial report Mrs. Del Sordo, seconded by Ms. Croft.

Technology Committee – Renee Croft – The technology has had virtual discussion regarding Microsoft Licensing and the Systems Department has worked very hard in implementing the licensing process.

Introduction of Stephen Bollinger as the new Upper Shore Technician for the Systems Department.

Updates on SAM application, there have been several growing pains over the summer. Ocean City Library was a bit of a challenge with the amount of tourist and managing the computer access and minimizing the impact on staff. The Systems Department worked very closely with Comprise to design and implement a version that will work at maintaining the flow with the high volume of users. This seems to be working very well.

For the other shore counties we are looking at implementing version 8.5 of SAM. There is a meeting scheduled with Comprise to layout the deployment process and schedule. Craig is reviewing other services comparable to SAM and working very hard to keep Comprise focused on our needs and issues. The SAM contract is up for renewal in June 2007.

ESRL has finally received final approval from Microsoft. ESRL is paying approximately \$16,000 for this beneficial program. ESRL has also researched grants to fund a disaster plan, one grant we were pursuing had other restrictions. We are planning on creating an off-site data center to maintain a backup server for our operations.

The ESRL IT Interest Group had a meeting and discussed the information regarding the Microsoft Software Purchase Program/Licensing Program.

Mr. Abresch shared interest by Cecil County to call on ESRL for assistance with hosting a data center and assisting in the maintenance and support for the center. The ESRL Board was not in favor of ESRL participating with this service at this time.

DLDS has awarded the libraries \$3,000.00 for the purchase of desktop Video Conferencing equipment. ESRL is exploring a product called Face-To-Face, they will be testing the product for approximately a month. If successful ESRL will be offering this application to the counties so that everyone who needs to have video conferencing capability will be able to use the service.

Information Services Report: Kathleen MacCubbin – The announcement was made that Jennifer Ranck is the new Training Coordinator. Jennifer came from the Worcester County Library Ocean Pines Library; she obtained her MLS from the University of Pittsburgh. There are plans to meet with each county to discuss training needs and ideas to help ESRL design training programs of interest. Jennifer will also be working on putting together more courses relating to the Director's Certification.

Kathleen asked that everyone think about whether or not ESRL needs to produce a separate training calendar, is the information on the website enough, or other ideas. What would help with planning? Ms. Croft addressed the need of advertising many months in advance and Mrs. Del Sordo also discussed the need of training on various dates. Jennifer Ranck did her first training program with ESRL at the Worcester County Library Staff Day, where she did a presentation on the electronic resources provided by ESRL.

ESRL is looking at purchasing software that will track training and CEUs for all library staff. Jennifer will be maintaining this database. The cost of the software is \$5,000.00 along with an additional \$1,000.00 annual maintenance fee.

- There was a line transfer requested to move \$6,000 from Computer Hardware/Software line and create a new line for ESS Training Software. **Motion made by Mr. Horvath and second by Mrs. Del Sordo.**

With reference to the Get Ready for You Day in Court grant there are a few minor revisions that Kathleen is working on making and Kathleen will be resubmitting the revisions as soon as possible. Mrs. Del Sordo commended ESRL, Kathleen and Raineyl for the efforts being put forth in pursuing this grant.

Ms. MacCubbin did a survey regarding the use of MySpace.com in the libraries and the survey questions and results were shared with the ESRL Board.

Administrator's Report: Raineyl Coiro – The Maryland Attorney General is looking at the regional libraries in Maryland. They are looking at the setup and how they are operating; Irene Padilla is involved and will update the regional libraries if needed.

The Wicomico Public Library has been working with the building planner that is assisting Wicomico Public Library on the new building design and layout. ESRL has asked the department heads to think about needs and space issues and layout ideas. Mrs. Coiro has been in contact with Gordon Crabby at the Pratt Library to talk with them about their Annex Project. Mrs. Coiro is also researching funding for ESRL for when the times comes to start a capital project. This needs to be a topic of discussion on the upcoming Strategic Planning process.

The Lower Shore is planning to host a legislative reception for legislators on the lower shore. MLA will be again hosting the annual legislative reception during the General Assembly.

Mrs. Coiro sent a report regarding the Kennedy School and the training sessions which she had an opportunity to attend.

Diane Mayo and Sam Clay will be facilitators for the Strategic Planning Sessions. No dates or locations have been determined. Further information will be shared.

The vans that ESRL have for staff are also available for other library staff members to use. We only ask if a library uses the regional van solely for their library use please replenishes the fuel. If the van is being used for carpooling region wide ESRL will pay for the fuel.

MLA will be nominating Mary Baykan for librarian of the year in the Library Journal. If any one has any comments please share them with Raineyl or Lynn Wheeler. **Motion made to endorse the nomination by Mrs. Del Sordo second by Mr. Horvath.**

Stephen Bollinger and Michael Rakowski are working on the arrangements for the ESRL Staff Winter Holiday Event at Suicide Bridge. ESRL will be closing at 2:00 PM the day of the event. Board members are welcome to attend with guests.

DLDS Report: Mrs. Shauck There will be a second conference for the LSTA strategic planning on eVision. It will be a two day event.

Old Business: Kent hosted a meeting on the Open Meeting Policies which a few of the shore libraries attended. Mr. Keiser shared some of the details and the policies for informational purposes. Mr. Keiser also brought up the Energy Trust idea for a revisit.

New Business: The Lower Shore received an LSTA Grant to update the catalog systems.

Future Meetings: The date and location for future meetings will be announced.

Adjourned.

Respectfully submitted,



Raineyl V. Coiro, Secretary