



**EASTERN SHORE REGIONAL LIBRARY, INC.
ANNUAL BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, JUNE 7, 2007
10:00 A.M. Wades Point Inn
Easton, MD**

In attendance: Jean Del Sordo, George Sands, Tom Hehman, Jerry Keiser, Scotti Oliver, Renee Croft, Chuck Powers, Mark Thomas, Raineyl Coiro, Andrea Whayland, Rachael Vilmar, and Craig Abresch

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

Correction to meeting minutes from October 19, 2006, Renee Croft was omitted from the list of attendees.

Approval of the October 19, 2006 Minutes: Motion made by Mrs. Del Sordo, seconded by Mr. Powers.

Financial Report: Andrea Whayland – May 31, 2007 ESRL received the sixth state appropriation in the amount of \$298,160.50.

Current checking account balance in Peninsula Bank: \$4,401.82. Current account balance for MLGIP: \$318,843.02.

Line Transfers:

- Create Budget Line
 - ConnectLive Grant \$27,000.00
 - Ready For Your Day In Court \$51,869.00
- Increase Budget Lines
 - Legal fees \$127.50 new budget amount \$1,127.50
 - Vehicle Reimbursement – U/S Driver \$11,597.66 new budget amount \$27,097.66
 - E-Rate \$872.01 new budget amount \$3,872.01
 - EBSCO \$4000 new budget amount \$4,000.00
 - Encyclopedia Britannica \$9,600.00 new budget amount \$9,600.00
 - InfoUSA \$47,134.00 new budget amount \$1,111.45
 - Palinet – Tutor.com \$9,900.00 new budget amount \$9,900.00
 - Title Source 3 \$12406.52 new budget amount \$12,406.52
 - Materials \$4,000.00 new budget amount \$36,000.00
 - Fuel Expense \$4,050.22 new budget amount \$16,000.00
 - Supplies Office \$3,500.00 new budget amount \$13500.00
 - Cellphone Expense \$4,000.00 new budget amount \$14,000.00
 - Non-auto travel \$20,000.00 new budget amount \$40,000.00
 - Health Insurance \$31,000.00 new budget amount \$100,000
- Decrease Budget Lines
 - Carryforward \$221,444.88 new budget amount \$214,172.00
 - Patron Management \$13,000.00 new budget amount \$5,000.00
 - ESRL Vehicle Replacement \$8,305.00 new budget amount \$16,695.00
 - ADT Services \$100.00 new budget amount \$1,000.00
 - Custodial \$2,000.00 new budget amount \$4,000.00

- Triple I Automation Contract \$900.00 new budget amount \$1,100.00
- Bowker \$25,200 new budget amount \$0.00
- Facts on File \$9,450.00 new budget amount \$0.00
- Gale Group \$19,844.40 new budget amount \$75,000.00
- Grolier/Scholastic \$1,293.20 new budget amount \$43,000.00
- OCLC \$32,922.28 new budget amount \$5,000.00
- ProQuest \$28,092.30 new budget amount \$30,000.00
- Webfeat \$2,000.00 new budget amount \$28,000.00
- Insurance policy renewal \$16,000.00 new budget amount \$4,000.00
- Marketing \$15,000.00 new budget amount \$20,000.00
- Newspaper advertising \$2,000.00 new budget amount \$500.00
- Photocopying \$500.00 new budget amount \$2,500.00
- Supplies Computer \$2,000.00 new budget amount \$0.00
- Supplies Information Services \$1,000.00 new budget amount \$0.00
- Workshop Supplies \$4,000.00 new budget amount \$1,000.00
- Clerical \$3,858.02 new budget amount \$33,578.33
- Contractual Driver \$13,934.45 new budget amount \$22,000.00
- Disability Insurance \$2,685.69 new budget amount \$0.00
- Processing fee payroll \$225.00 new budget amount \$1,976.26
- Retirement \$7,157.45 new budget amount \$20,134.00
- Staff Recognition \$199.53 new budget amount \$2,800.47

Motion made to accept the financial report Mr. Hehman seconded by Mr. Powers.

State and Local Audits – Andrea Whayland – We have received notification from Richard Russell, Chief, Audit Office with MSDE regarding a State audit which will cover FY2005 and FY2006 – no date has been scheduled at this point. Leslie Michalik, CPA for Pigg, Krahl and Stern will be doing our local audit – no date has been scheduled at this point.

Annual Meeting and Future Board Meetings: Raineyl Coiro – In FY2007 there were only two ESRL board meetings and there should be three to four meetings a year. The FY2008 meeting dates are tentatively scheduled as follows: Annual Meeting: October 11, 2007; Regular Meetings: December 14, 2007, March 14, 2008 and June 13, 2008.

Personnel Committee Report: Raineyl Coior - Introduction of Rachael Vilmar, Information Services Manager. Rachael has been living in Salisbury for about one year, her husband teaches at Salisbury University. Her background is in public library service working more so with the children's area. She is a storyteller also. She has a MLS from Syracuse University.

Technology Committee Report: Craig Abresch – ESIT Group (Eastern Shore Information Technology Group) met back in March and the group is currently working on a mission statement for their group. Participation has been great and they plan to start meeting again in the fall of 2007.

Face-to-Face update: There are currently 54 accounts being used. The ConnectLive grant for \$27,000.00 was used to purchase cameras and accessories for the Face-to-Face usage. We are working on a mdlibrary.com directory and this will eventually give access to other users from anywhere. There is also a new upgrade for Face-to-Face there are some glitches with the upgrade but they are being worked on. Usage data is being compiled by the systems department to monitor the value of the service.

MicroSoft licensing: Effective FY2009 we will have a 3 year contract with Microsoft this will also include a price savings.

Document Imaging: ESRL is looking at various document imaging products, applications, and services for document storage of all ESRL documents. We are in the research stage and plan to later purchase the product and application and possibly hire temporary help to assist with the initial imaging and storage. ESRL is working to put together a retention schedule to use as a tool for record retention. Then we plan to set up procedures and define protocol and access levels.

Comprise (Patron Management Application/SAM) Update: ESRL is not the only library system in Maryland experiencing problems with SAM. It is recommended that ESRL look for another solution. One package we would like to consider is CASSIE, we have spoken with the company, their programmers, tech support, other customers. CASSIE looks to be a product that would fit best. ESRL has also researched EnvisionWare but because of the cost that package has been ruled out. To eliminate a lengthy commitment with Comprise we have now started with a quarterly billing and quarterly contract commitment schedule. Somerset volunteered to be a test site for the CASSIE product.

Administrator's Report: Raineyl Coiro – ESRL will have Director's and Officer's Liability Insurance in place by the end of the week. There was a mix-up with the insurance company broker and somewhere the ball got dropped and they never completed the paperwork filing with the carrier.

FY2008 Annual Plan: Review of the Annual Plan for FY2008, plan distributed to the board prior to the meeting.

Motion made to accept the FY2008 Annual Plan Mrs. Del Sordo seconded by Mr. Hehman.

FY2008 Budget: There are some new budget lines on the FY08 Budget: Disaster Planning, Children's & Teens Programs, Trainers/Contractual Other, ESRL Office Up-Grades. There were several budget lines that have been increased or decreased and explanations were discussed. There was some questions regarding FUTA which we had included in the budget, Ms. Whayland will check on the FUTA regulations and find out if it applies to ESRL. Budget to be approved based on the information found regarding FUTA, if not applicable Mrs. Coiro can re-allocate the expense at her discretion.

**** Executive Session ****

Motion made to go into Executive Session Mr. Hehman seconded by Mrs. Del Sordo. Ms. Croft excused herself from being a part of the executive session

During the executive session there was a vote to increase ESRL Staff Salaries/Wages based on a 2.5% COLA and a 1% merit for a total increase of 3.5%. **Motion made to accept the ESRL Staff Salaries/Wages increase Mr. Hehman seconded by Mrs. Del Sordo. As a matter of record Ms. Croft abstained from the voting process.**

Motion made to accept the FY2008 Budget pending the outcome of the FUTA questions Mr. Powers seconded by Ms. Croft.

MACo Convention: This year the MACo convention will be held at the Ocean City Convention Center August 15 – 17, 2007. We will be participating with MLA/CML, DLDS, Sailor, and the Regional Libraries. We will be distributing bottles of water that say "Maryland Libraries Quenching Your Thirst For Information". Thank you to Chuck Powers for again allowing Peg Ransom to be SNEAKS this year at the convention.

ALA Conference: ESRL has been trying to arrange for transportation for ALA however we received very little feedback. We have now decided to offer a bus if there is enough interest, there are two dates June 23 or 25, 2007. The bus may be a mini bus, please contact Raineyl as soon as possible if staff is interested in participating.

DLDS Report: Stephanie Shauck was unable to attend and she did not provide any information to share.

Old Business: None.

New Business: Mr. Powers – The Queen Anne’s library lost internet connection intermittently during a 10 day period. This may be a part of the BIG Wireless agreement with SAILOR but there is too much time being spent troubleshooting, fixing and replacing equipment. Kent is experiencing similar problems. Caroline has had prior experience with similar problems however they were resolved after many phone calls and keeping BIG on the project. Mr. Powers was wondering if Mr. Abresch would be able to determine if there is a better solution, or will this be an ongoing issue. Is there a better response time?

Mr. Sands – Bringing in New Officers for FY2008.

Mark Thomas, Worcester County Library – Board President
Tom Hehman, Wicomico Public Library – Vice-President

Future Meetings:

October 11, 2007 at the Dunes Manor before MAPLA 9:00 AM meeting
December 14, 2007 10:00 AM
March 14, 2008 10:00 AM
June 13, 2008 10:00 AM

Adjourned.

Respectfully submitted,



Raineyl V. Coiro, Secretary