



**EASTERN SHORE REGIONAL LIBRARY, INC.
ANNUAL BOARD OF TRUSTEES MEETING MINUTES
FRIDAY, DECEMBER 14, 2007, 10:00 AM
KENT COUNTY PUBLIC LIBRARY, CHESTERTOWN, MD**

In attendance: Jean Del Sordo, Debby Bennett, Tom Hehman, Jerry Keiser, Robert Horvath, Jacques Baker (Talbot Trustee), Stephanie Shauck, Raineyl Coiro, Andrea Whayland, Rachael Vilmar, Craig Abresch and Frank McDonald (Baker & Taylor)

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

Correction to the minutes from October 11, 2007: Information regarding ExLibris Software should read, "Purpose of the software is to empower library directors to write building plans and use this tool to work with library consultants and architects."

Approval of the October 11, 2007 Minutes: Motion made by Mrs. Del Sordo, seconded by Mr. Horvath.

Financial Report: Andrea Whayland – November 30, 2007 ESRL received its third state appropriation for the fiscal year in the amounts of \$356,865.17.

Current checking account balance in PNC Bank: \$4,245.25. Current account balance for MLGIP: \$334,661.71.

Bound copies of the FY2007 auditor report were distributed.

Vote to receive the financial statement as reported: Motion made by Mr. Horvath, seconded by Mrs. Del Sordo.

Technology Committee Report: Craig Abresch – ESRL submitted an application to DLDS for a Disaster Recovery Grant for \$100,000. Mrs. Shauck added that Daria Parry, Irene Padilla and she met and read over the grant application. After reading the grant application they have decided that the grant and the ESRL process will become a part of a Large Disaster Planning Management document which Irene has already been working on with the University of Maryland over the past couple of years. It is recommended that a meeting be scheduled after the first part of the year to discuss more. The attendees should be Irene, Daria, Craig, Rai, contacts from the University of MD, member of the ESRL Board of Directors – call for volunteers.

Information Services Report: Rachael Vilmar – Overdrive is up and running in all libraries now. Training is to come over the next few weeks; Jennifer is preparing a training package. As a consortium, ESRL has a credit with Overdrive of \$500 and this money will be used to offset the costs of Overdrive and BCPL's work in designing some marketing materials for the individual libraries. Craig and Rachael will be working together to determine who will be providing technical support and who the contact will be.

There are no database statistics available, they are being compiled on a quarterly basis and will be available at the next meeting. Tutor.com results look great there are a lot of users accessing the database. ESRL is still focusing on the marketing of the ESRL databases Rachael will be working with the reference group to define needs.

Mrs. Vilmar attended training in Cultural and Linguistic Competencies, it was interesting to see representatives from the Judy Centers and the Children's Librarian Staff working together and learning together on ways to strengthen the ways to better prepare children for school. This was a two day training program with representatives from all over the State. There are plans for more training with the next to take place on the Shore.

Mrs. Vilmar proposed to the Board the idea of allotting \$2,700 from the ESRL marketing budget; \$300 per library system to purchase materials from JanWay to promote Tutot.com.

Approval to use ESRL Marketing Funds to market Tutor.com: Motion made by Mr. Horvath, seconded by Mrs. Del Sordo.

Mrs. Vilmar and Mrs. Coiro have been working to develop a Speaker Consent/Release form. The University of Maryland Law Library has a Speaker Consent/Release form template available and ESRL asked Robin Cockey, Attorney, to review and approve the consent form. We will be using the consent form for all speakers/performers hired by ESRL.

Mrs. Vilmar gave an update on training information. Jennifer Ranck has been very busy with trainings. There were 13 trainings during October and November with 149 participants. She is working very hard planning more training for after the first of the year. One project that Ms. Ranck is working on is heading up a Shorewide team to evaluate an Online Supervisory Training program. Mrs. Ranck completed her Synchronous Learning Certificate through InSync Training and she has been working with other training coordinators and Nini Beegan to develop more online training programs. ESRL has recently purchased 6 laptops that will be available to library staff to check out for online learning and they will be available for two weeks at a time.

Administrator's Report: Raineyl Coiro – Salary Survey update: as soon as ESRL obtains results from the Singer Group there will be a Personnel Committee meeting to review the results and discuss a plan for implementing any recommendations from the salary study. Congratulations to Stephen Bollinger, Jeff Cross and Jim Gifford for acquiring their LATI Certificate. Now all Systems Staff are LATI Certified along with the Systems Manager and Assistant Manager having MLS Degrees.

The Get Ready for Your Day in Court Grant: a copy of the Justice Matters newsletter was distributed and in the newsletter was an article regarding The Get Ready for Your Day in Court Grant. It was a very nice article publicizing the ESRL Grant and the partnership with the Courts and Attorneys.

Strategic Plan: ESRL needs to put together a new Strategic Plan. We have been in contact with Joanne Ellison and Harry Christiansen. We are looking for someone who can get us through the process in a timely fashion. We are leaning toward Harry Christiansen. The Board decided to empower Mrs. Coiro to proceed with contracting the services of Harry Christiansen to get the process started. Mrs. Coiro will be contacting DLDS to see if there are any grant funds available to assist with the cost.

Mrs. Coiro is looking at the current State financial position and the possibility of being flat funded for the next year. ESRL is preparing a preliminary budget and Mrs. Coiro will be having a meeting with the finance committee to prepare for flat funding or budget freezes.

DLDS Report: Stephanie Shauck shared the DLDS does not have any word on the Budget status. It all lies in the hands of the State and Irene will not know for a while what is being proposed as far as cuts. Paula Isett has held five marketing meetings and there has been no participation from any members from the shore. Rachael Vilmar asked that if any library would like to take leadership in attending the meetings it would be appreciated, there have been conflicts in the ESRL staff schedule and Rachael has not been able to attend. The group asked Stephanie to have Paula email the Director's with email solicitations because it may be that the appropriate staff may not be getting the emails. Also, the information/training may not be relevant to the library staff and that could be a reason for no participation.

Old Business: Tom Hehman – Wicomico Public Library now has a Video Conferencing Policy. The use of the Video Conferencing room will now be available to Government and Government Funded Agencies. The room can be booked during normal business hours with the assistance of ESRL staff. This may be the beginning of a good tool/process available to legislators and SAILOR is talking about installing equipment at Anne Arundel to give more access to legislators.

Mr. Hehman also shared that they have received 13 proposals for architectural and engineering services for the “new” Wicomico Library (new structure, renovation, etc.). Of all the proposals there is one firm of interest and Wicomico Library will be interviewing the firm to discuss the process.

New Business: Frank McDonald, Director of Sales, Baker and Taylor. Mr. McDonald discussed the current services offered through Baker and Taylor. He shared what he had listed as a Regional Pricing Plan currently in place. It was also suggested that Mr. McDonald speak at the April MAPLA meeting to discuss a better StateWide pricing schedule and Custom Library Services StateWide. There may also be a need to perform a needs assessment to find out the needs of the Shore and other libraries statewide to assist in setting a more cost effective scale.

Federal LSTA funds can not be used to fund Audits. Mr. Horvath shared that his auditor, who has been doing his audits for over 5 years, has now quit because of the requirements resulting from the Sarbanes-Oxley Act. Now, libraries are being forced to use larger CPA firms and the fees are rather expensive. Mr. Horvath has had it put on the MAPLA agenda to propose discussing with legislators a better audit method. Libraries are given State money and then they turn around and funnel this money back into audits. It has been acknowledged that we cannot do away with audits, but we should be able to find a less expensive audit process. What are the State requirements for audits?

Future Meetings:

March 14, 2008 10:00 AM at the Captains Galley in Crisfield

June 13, 2008 10:00 AM at the Worcester County Library - Ocean City Branch

Adjourned.

Respectfully submitted,

Raineyl V. Coiro, Secretary