



**EASTERN SHORE REGIONAL LIBRARY, INC.
ANNUAL BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, JUNE 11, 2009, 10:00 AM
CAROLINE COUNTY PUBLIC LIBRARY, EASTON, MD**

In attendance: Tom Hehman, Jean Del Sordo, George Sands, Scotti Oliver, Mark Thomas, Stephanie Shauck, Raineyl Coiro, Andrea Kenney, Rachael Vilmar, and Craig Abresch

Call to Order: Tom Hehman called the meeting to order at 10:00 a.m.

Approval of the March 12, 2009 Minutes: There was a recommendation to revise the wording from the March 12, 2009 minutes in regards to the mentioning of personnel information disclosed about the hiring the process for the Training Coordinator position. The new wording will read: *“From those four, it was narrowed down to three possible candidates. The committee will meet again to reach a decision and make an offer.”* **Motion made to approve the minutes by Mrs. Del Sordo, seconded by Mr. Sands.**

Financial Report for June 11, 2009 – Andrea Kenney – March 30, 2009 and May 29, 2009 and ESRL received its fifth and sixth state appropriations in the amount of \$360,924.50. The current checking account balance in PNC Bank is \$6,391.91; the current balance in the MLGIP account is \$607,801.21.

An additional income line was requested to account for the \$28,000 for the DLDS Grant for the Revision of the Statewide Trustee’s Manual. **Motion made to approve the addition of the income line/budget amendment. Mr. Hehman defined this as a “procedure” and not a policy and determined that no motion for approval was needed. It has now been made a “matter of record”.**

Audits for this year: We are still awaiting notification from our local auditor on a date for the audit; the audit is due to be submitted to DLDS no later than November 1, 2009. The State Auditors might be coming in either August or September, we have not received notification it will all be determined on whether or not travel funds are available.

Administrator’s Report: Raineyl Coiro – ESRL has hired a Training Coordinator, Gayle Morrow is her name. Gayle obtained her MLS from Drexel University and did her undergraduate work at Salisbury University. She was last working in California, but does have some roots to the shore. Rachael and Gayle have been out visiting the counties and are talking with the counties about training needs and ideas.

A revised FY2010 budget was distributed. As always, in preparing budget, we have included staff, grants to public libraries and maintaining service. The following revisions were made:

- The appropriation was calculated at \$7.50 level with a 10% cut which left a 25¢ per capita increase.
- Continuing Education Grant to cover the registration for 4 staff members from each county library to ALA, PLA and MLA (maybe transportation). This recommendation was proposed by the ASIG group, there was an additional \$10,000 savings on the databases and instead of purchasing more databases the group recommended redirecting the money.

Mrs. Coiro reviewed several budget highlights: We have estimated a larger carry forward than planned; this will all be determined when the annual audit is completed. There is approximately \$273,000 in outstanding FY09 Grants to Public Libraries that need to be paid out; a second delivery van has been put in the budget; the Children’s Program line was added to help with special programs and bringing in well-known authors; ESRL will be installing and operating a security service and eliminating ADT; ESRL Tour with demos on ESRL resources, break outs and tours of the area libraries; no changes in personnel wage expenses, ESRL has put a hold on pay increases for FY2010 and may revise mid year; insurance increased 11%.

Motion made to approve the FY2010 Budget as presented pending the results of the annual audit and any amendments, motion made by Mrs. Del Sordo and seconded by Mr. Sands.

ESRL did receive grant funding from IMLS/DLDS for the Revision of the Statewide Trustee's Manual. The amount of the grant was \$28,000. The Singer Group is working with us on this project. They have sent around some surveys to gather information and they also plan to meet with library trustees to gather input on contents of the manual.

MACo will be held in August. Craig Abresch is on the committee this year. The library booths are in the Governor's Alley, so hopefully this will increase exposure. This year's booths will be at the end of the isle and we will have both booths on each side of the end to form one large booth. ESRL will help with registrations for those who are interested in attending. Mrs. Del Sordo requested to be registered for MACo; Mr. Abresch will add her to the list of registrants.

Technology Committee Report: Craig Abresch – The recommendation was made to block www.bing.com from access by patrons. This service is a Microsoft designed search engine and is a competitor to www.google.com. The search engine has some problems and Mr. Abresch has had conversations with the Wicomico County Technology Manager and the request also came from Mr. Hehman (to Mr. Abresch) that the service be blocked.

Motion made to block the service of www.bing.com from access by patrons, motion made by Mrs. Del Sordo and seconded by Mr. Thomas.

After being with Comprise for the past four years ESRL will be changing the product. The Patron Management system will be migrating to Envisionware during July 2009 and all branches that were using the SAM Patron Management System will merge to Envisionware by August 2009. Our contract with Comprise terminates June 30, 2009. We are required to give Comprise 30 days notice to terminate our contract. We can change to a month-to-month contract. Mr. Abresch recommended that we continue the existing contract for one more month, allowing time to change to Envisionware. This will cost \$1,575.00 for a one month contract, terminating to the end of July 2009. The one time purchase for Envisionware is \$38,207.00, which is not a firm figure as Mr. Abresch is still working with them on pricing. There will be an annual maintenance fee \$5,972. The cost recovery period is approximately 3 years. We have been testing this product with Princess Anne and Ocean City and it seems to be running fine. There are a few training issues and those will be addressed. At this time ESRL staff is dedicating 35 hours a week to SAM and we are looking at reducing staff time greatly by switching to Envisionware. Mr. Sands inquired about training needs and what impact will there be on staff during the migration.

Motion made to renegotiate the Comprise contract to a month-to-month (ending 7/31/09) and move forward to Envisionware without compromising the patron management capability in the libraries, motion made by Mr. Thomas and seconded by Mrs. Del Sordo.

Technology Committee Report - continued: Craig Abresch – Craig and Raineyl have been attending meetings to discuss and be a part of a highly competitive grant process for Broadband Access. Many libraries have been attending these meetings with DLDS to lend support. More information will follow. This is a very intense process and new information is constantly coming out. ESRL will be required to have an in-kind contribution to the grant if the process continues. On the ESRL website there is a link to this grant process and more information.

Craig is a member of a statewide human resources committee. They meet across the state periodically to share HR issues, law changes, regulations, and solutions.

Information Services Report: Rachael Vilmar – There were more than 600 attended the four Holly Black events in April. She spoke at the Somerset Library, Salisbury University, Easton High School and Denton Library. There was coverage in the Daily Times, Star Democrat, Public Radio Delmarva and On the Shelf (Talbot County Public Access). It was very successful. We plan to do another event next year.

Databases: ASIG met on Tuesday, June 9, 2009 to finalize database selection. One change will be switching from Grolier to Encyclopedia Britannica, saving approximately \$40,000; this will free up space and funds to acquire new databases such as: Bookflix, Culturegram, Brainpop and Mango Languages. Negotiations are in process with Newsbank, as of this moment they have discontinued access to some of the local papers in our region but access to others still remains so a this is up for discussion with the ASIG group. Overall we are spending about 10% less than a few years ago and are offering more. The SAILOR databases have drastically changed no word if SAILOR will be offering trainings.

ESRL will be implementing a new authentication system next month. Rachael is working with Rick Simpson on this to have it put in place so that we can obtain a better usage count on databases. There will be focus on database training and the ASIG group has been discussing some creative online marketing ideas that the vendors are beginning to offer.

Rachael and Gayle have been working on a fall training calendar which can be accessed from the ESRL website. This also links into the statewide training calendar. Some upcoming workshops are: Business and Economic Resources; Google Advanced Tools; Beyond the Model Reference Behavior; Blackbelt Librarian and a field trip to Storyville.

DLDS Report: Stephanie Shauck – DLDS and other state employees are facing up to a two week furlough. There is no word on the FY2010 budget; it is still being put together. Renee is buried under Capital Funds Grant submissions and is working very hard to work through them.

Old Business: Tom Hehman – Update on the Wicomico Building Project – there have been two meetings with Grim and Parker. After both meetings there is a strong consensus on a lot in Salisbury that would be an ideal location for the library to be housed on. There have been concerns from a few City Council members on the growing parking needs, increased congestion of traffic on city streets. The council requested that a joint taskforce of city, county and library board folks to review the concerns and evaluate the situation and report back to the council. In order to have a yes vote they would need a 3/5 yes vote and the Mayor's blessing.

New Business: George Sands – Capital funding for the forthcoming year has been approved. Operating monies were cut but at a low level than planned. Libraries are under the radar of Governor O'Malley and the legislative panel is trying to arrange a meeting. The budget deficit for next year is projected to be even greater.

Annual Meeting: In the Fall 2009 we will have our annual meeting. This will consist of the auditor's report and financial statement report. The meeting will then be adjourned and the business meeting will begin.

Future Meetings: TBA

Other Business: Presentation to Tom Hehman as his tenure of board president comes to a close June 30, 2009. Robert Horvath will be the incoming board president and Jennifer Ranck will be the incoming vice-president.

Adjourned.

Respectfully submitted,



Raineyl V. Coiro, Secretary