



**EASTERN SHORE REGIONAL LIBRARY, INC.
BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, DECEMBER 10, 2009, 10:00 AM
DORCHESTER PUBLIC LIBRARY
CAMBRIDGE, MD**

In attendance: Bob Horvath, Jean Del Sordo, George Sands, Jennifer Ranck, Mark Thomas, Chuck Powers, Tom Hehman, Jerry Keiser, Renee Croft, Raineyl Coiro, Andrea Kenney, and Rachael Vilmar

Call to Order: Bob Horvath called the meeting to order at 10:00 a.m.

Approval of the October 20, 2009 Minutes: Motion made to approve the minutes by Mrs. Del Sordo, seconded by Mr. Thomas. The minutes from the Annual Board Meeting from October 20, 2009 will be presented and recommended for approval at the next scheduled Annual Board Meeting.

Financial Report for December 10, 2009 – Andrea Kenney – November 30, 2009 ESRL received its third state appropriations for FY10 in the amount of \$378,559.12. The current checking account balance in PNC Bank is \$4,616.42; the current balance in the MLGIP account is \$560,542.90.

Motion made to approve the financial report as presented by Mr. Sands, seconded by Mrs. Del Sordo.

At the October board meeting the recommendation was made to have all of the vehicles in the ESRL fleet put through a full inspection and any service needs be performed to keep the vehicles in a safe running condition and hopefully reduce the need for replacement in FY2010. Mrs. Kenney gave a report to the ESRL Board of Directors and presented a breakdown of the service performed and cost for repairs on each of the delivery vehicles (Astro - \$1,062.91; Lower Shore Cargo - \$1,787.59; Upper Shore Cargo - \$1,756.32) total expenditure \$4,606.82 (an average of \$1,535.61 per van). Mrs. Kenney also reported that the Uplander and the Caravan were scheduled for inspection in January and the delivery vans would also have follow up maintenance needs which were scheduled for January as well.

Technology Report: Raineyl Coiro on behalf of Craig Abresch – Bing search engine is still being blocked.

Update on Envisionware – ESRL is continuing training on Envisionware, there will be comprehensive training as well as refresher training for all library staff. There are also online cheat sheets available for library staff. We are asking our customers for input and suggestion to add to the cheat sheets so that we included as much information and help the staff working with Envisionware. Envisionware 4.0 will be rolled out soon, but no date has been set. Once the new version is released comprehensive training will be provided, ESRL IT Staff will be going to the library systems to provide in person training.

Update on the Upper Shore technician – The assurance was passed along that, even though Stephen Bollinger has been relocated back to the ESRL office, the technical services provided to the Upper Shore will not suffer. There is a known concern that the response to needs may be impacted, where before Stephen was located mid-shore and was able to respond quickly to the needs of the upper shore libraries. We are only going to try our new arrangement for six months and analyze the impact. In the meantime emergency requests will be addressed right away and a technician will be sent out. Those calls for routine problems or service they will go into a cue and will be addressed in the order received and based on need; but these calls will be answered within three business days. Craig will be working on a written plan for how service calls will be handled on the upper shore and this will be presented to the board. Stephen is a good employee, but he has been moved back to give him an opportunity to regroup and mesh back into a routine that is in line with ESRL expectations.

Personnel Committee Chair, Mark Thomas request was made to go into executive session to allow the Personnel Committee and the ESRL Board of Directors to discuss a personnel matter.

**** EXECUTIVE SESSION ****

Executive Session adjourned. Mark Thomas will be preparing a brief summary of what was discussed in session.

Information Services Report: Rachael Vilmar – There is an issue with the inter-library loan system and it resulted when “Triple I” was upgraded and this is requiring a lot of manual entry of shipments and it is increasing the time and workload for Inda; but this matter is being worked on.

The Second Annual Library Presenter's Showcase was held in Caroline County on December 7, 2009. There were 11 library systems and Judy Centers and nine artists presented their work. In January ESRL will be holding a Mock Newbery Program, the members of CLES have been reading and nominating books throughout the year and the group will be meeting to discuss the list and vote on a winner. Participants will also receive 8 CEU credits for reading time and meetings.

This year's author for the author visit will be Laura Vaccaro Seeger. She is the author of the 2008 Newbery Honor book “First the Egg” and many other books which have received critical acclaim. She will be visiting the region on March 2 and 3, 2010. While here she will be in Chestertown, Kent Island, Cambridge, Ocean Pines and at Salisbury University. This coincides with “Read Across Maryland and Read Across the Nation Day”.

After the database selections were completed for the year a brochure was created and distributed to each of the media specialist on the shore to help market our databases; some counties opted to send their own materials out as well. We are continuing to offer database training and have just complete Gale Database training; there will be a Britannica webinar and Mango Languages webinar in the coming months. Rachael has also done some customized training with some of the library staff. To-date there have been a total of 14 workshops conducted with 216 participants.

Rachael has been working with Craig to implement a pilot program called, “Guest Worker Program”. The basic structure is that three ESRL staff members will work one hour a week on the Public Service Desks in member libraries. This will help ESRL staff better understand the needs and experiences of our customers. This is a response to feedback from the libraries. This project will begin in Dorchester, Talbot and Somerset in early March. The first group of participants will be: Stephen Bollinger, Jeff Cross and Inda Gowie. This will require supervision from the public library staff at the participating libraries. Rachael passed around a draft proposal of the program and she will be sending this to DLDS to apply for CEUs. A report will be presented to the board to update on the outcomes of the program.

Administrator's Report: Raineyl Coiro – A review of the Letter of Intent which needed to go to Dr. Grasmick; the letter outlines the intent of the Eastern Shore Regional Library to remain in the same building with the Wicomico Public Library as they continue to work on the campaign for the new library building. Renee Croft elaborated on the need for the letter as a guideline to follow the laws established for capital funding. The MSDE Board will also be involved on the approval of funding. Tom Hehman also added more about their effort with fundraising on their capital campaign and their progress with DLDS on the capital funds grant. They are hoping to secure a site for the location in the near future as well.

Mrs. Coiro recommended that in consideration of the budget issues the Training Coordinator position remain on hold. This will give ESRL time to take a look at the needs and expectations of the position and this will help for a smoother hiring process. ESRL has heard from Maryland State Unemployment and her claim has been denied, so it looks as though we will not have to pay out the anticipated claim. We did set aside money for the unemployment claim and it is recommended that the funds remain there until the end of this fiscal year just in case Maryland

Unemployment does come back to us for Gayle's claim. The members of the board agreed as well to hold off until the end of the fiscal year on removing the funds from the unemployment line.

A copy of the 2009 Annual Report has been distributed. It is broken down by department along with Administrator highlights. One point that has been highlighted is how our funding is received and how it is spent. We have pointed out our services and how we are using our funds to provide the services to our customers. We also pointed out our networking efforts and partnerships. Other points of interest are the programs hosted by ESLR, materials processes and ILL statistics, database statistics, technological support, WiFi hotspots, service provided by IT and also the steady increase in one of our original services which is delivery. Delivery is an area of need which has really continued to grow year after year and this year we saw the addition of the Bivalve Branch in Wicomico County that now receives delivery once a week.

Update on the budget status is that for now we will not be cut. However, we have been told that after the General Assembly is finished with their session we may see a cut. This is the talk statewide, so we will still need to remain cautious until the end of session. There are some budget items on hold and we could go ahead and release the hold on the Grants to Libraries and as we proceed with the fiscal year we can release more of the budget lines and definitely keep funds to replace at least one of the delivery van, which should be the one on the Upper Shore which has the highest mileage. But we will continue to monitor the state budget issues and any impacts there may be on library funds.

Reminder of Maryland Library Day, February 10, 2010 and the Legislative Reception.

Raineyl also read to the board her letter notifying the board of her retirement plans for June 30, 2010; she is really looking forward to enjoying her retirement and spending time with her family.

DLDS Report: Renee Croft – As a result of the state budget cuts the Statewide Training Coordinator position which Honore now holds will not be filled after she retires. LBPH was hit with a \$150,000 reduction which affected their electronic text books funding. LBPH also had one position cut. Irene may also be calling on the regionals for support and help with LBPH. These cuts were done without Irene's knowledge.

Renee also spoke of a meeting with Irene and some of the LSTA staff in Washington, D.C., there was a bit of surprise on the Federal level when they looked at MSDE's budget and how very little State support there is against the Federal funding. George Sands added, he had a brief conversation with Irene about this and he posed a few questions to address: 1) What will IMLS actually be willing to do?; 2) How much money can they actually use of LSTA to operate DLDS?; 3) Can DLDS use other money to cover overhead, salaries, etc?. MSDE has been using more money than they have been entitled to use for many years. George recommended that a 10 year figure be pulled together on what MSDE had over spend on LSTA funds and then show how much has been allotted to libraries and what libraries use the money for and present this to the legislators and try to regain some of the cuts LBPH has faced. They are only gathering resources and information; no action steps have been taken as of yet. The thrust is to eliminate LBPH and move them out of the way. The issue with MSDE's overspending precedes Irene.

Renee shared with the Bob Horvath, Mark Thomas and the ESRL Board, Irene Padilla's interest in participating in the search for a new ESRL Director and sends offerings of help and support during this process.

Jean Del Sordo inquired about the Stimulus Funds and Renee did share that there may be some money to help with capital funds projects. She has asked a representative from USDA to speak at the January, MAPLA meeting to share more about the funds and how they can be used and what is available.

Old Business: none

New Business: George Sands – MLA Legislative Day there will be a representative from the lobbyist group doing a brief presentation. George also spoke of some possible collaboration with DLLR to help people seeking jobs find work, and job seeker assistance. Jean Del Sordo reported the success of the Job Market mobile unit.

Future Meetings: March 18, 2010 – Chestertown (general meeting)

May 20, 2010 - Location TBA
(budget proposal/approval and important items for the new fiscal year).

Adjourned.

Respectfully submitted,



Raineyl V. Coiro, Secretary