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**EASTERN SHORE REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
MAY 20, 2010, 10:00 A.M.  
WICOMICO PUBLIC LIBRARY  
SALISBURY, MD**

**In attendance:** Jennifer Ranck, Tom Hehman, Jerry Keiser, Jean Del Sordo, Mark Thomas, Craig Abresch, Rick Simpson, Rachael Vilmar,

**Call to order:** Jennifer Ranck called the meeting to order at 10:10 a.m.

**Financial report (Craig Abresch):**

\$655,000 in MLGIP account. Add that to money in checking account, and we will end up with about \$680,000, close to where we were when Craig proposed the revised budget.

**Information Technology report (Rick Simpson):**

Rick has been working with Stephen and a couple of vendors to replace the old phone system with a voice over IP system. We should realize a cost savings from doing this. It will be about six to eight weeks until it is installed. The cost will total about \$1,000 for software, equipment, training, etc.

IT Department has completed an upgrade of the training lab. The removed the digitization lab, and added another row of computers – there now 16 instead of 12. We are waiting for electrical work to be done, but otherwise it is finished.

We updated our network storage and added 1.2 terabytes of disk space. Many things, from websites to email, are stored there. We also purchased two new core switches, which Jim is in the process of configuring. They will give us a gigabit of backplane throughout the server room (previously it had been 100 megabytes). The whole transfer of data within the server room will happen ten times faster, which should lead to performance increases in email, web pages, etc.

Envisionware update: Talbot gives five free pages of printing to their patrons each day, which has presented a challenge for us because there's nothing in Envisionware to accommodate that. We've had to try to make it work without having the provisions in the software. We have built them a new server – they're running on their own Envisionware server, whereas the other seven libraries are all running on one server. That hasn't alleviated the entire problem. We are still working on it. We haven't heard anything from the other libraries, so we assume things are working well with Envisionware elsewhere.

Ms. Ranck indicated that everything is fine in Somerset. Mr. Thomas said that Worcester has been using more and more self-service in several locations. Ms. Ranck asked if a fifteen-minute walk-up station could be connected to Envisionware. Mr. Simpson said that it could – there is one in Ocean City.

Ms. Ranck asked about the progress of the digitization projects mentioned in the annual plan. Mr. Abresch indicated that the loss of the digitization lab will not impede our effort to complete digital projects. Mr. Simpson mentioned a company in Seattle – Reclaim Media – which will digitize cassette tapes for \$7.00 per tape. If you want this work done, send it to us and we will pay for it.

Mr. Thomas asked about the nature of the Envisionware update. Mr. Simpson said that there is a new client, but it doesn't provide much upgraded functionality. We haven't rolled out the new client, because we're still testing it. It won't provide any more functionality until the update for the back end is released.

**Personnel report (Mark Thomas):**

We will have a new person on board as of June 1: Lori Guenther. Mr. Abresch just received the complete new hire packet for her, and has a copy of the LSTA grant that needs to be signed. Mr. Abresch indicated that she will report to Rachael Vilmar.

**Mr. Thomas moved that the board move into executive session. Ms. Del Sordo seconded the motion.**

**Regular session resumed at 11:56 a.m. There was no action taken during the executive session.**

**Information Services Report (Rachael Vilmar):**

Database decisions for FY2011 have not been finalized. We have also not heard final word from Sailor on their database selections for FY2011. The Adult Services Interest Group will meet on June 1, 2010, to discuss and vote on database renewals and additions. In general, the group feels that we should keep our choices consistent for the coming year, with the exception of the content areas of language learning and tutoring. We will switch from Mango Languages to Recorded Books' Byki, which offers more languages and a more dynamic interface. We are still in the process of evaluating online tutoring options, since Tutor.com will be changing their pricing model to prepaid, per-session pricing. Lyasis is obtaining pricing for competitors Brainfuse and SmartThinking. I have also given you current usage statistics for the databases.

Recorded Books / NetLibrary One Click Audio subscription went live on May 1, 2010. Dave Wiley, the sales rep, is willing to come out to your individual libraries and do staff training. If you're interested, please contact him directly and set up a time that works for you. If you encounter any technical issues with the service, please alert Rachael or Rick.

Mr. Keiser asked how to obtain NetLibrary usage statistics. Ms. Vilmar said she would send the information out to the group.

Deliver drivers are now part of the Information Services department. If you have any questions or concerns about delivery, Rachael Vilmar is now the contact for that.

On the subject of training, we have conducted five workshops in the past three months. We are starting the process of planning training for next fall. Each staff development liaison should have filled out a training needs assessment by now; we will be using those to create the training plan for the coming year. Until we hire a full-time training coordinator, there will be fewer training opportunities in general.

ESRL will be providing bus transportation to ALA Annual Conference Exhibits; information and schedule has been sent out to library staff. Daniel Long will be hosting the trip.

**Information Technology report addendum (Rick Simpson):**

More than half of the sessions at the MLA conference were recorded. Rick is trying to match the audio recording up with PowerPoint slides for each presentation. This should be finished by the first week of June. These will be sent to Bob Kuntz to be placed on the MLA website for people who weren't able to attend the conference.

**Administrator's report (Craig Abresch):**

We have provided a document showing where the grants to libraries currently stand. Your packet also includes a proposed budget. There are a number of things in this budget that haven't been in previous budgets. Specifically, on the last page, there is a new section called "designated." This section defines specifically how the funds that will be carried forward will be used. We have reduced the Authority Record Cleanup from \$170,000 to \$100,000. The projected carry-forward for fiscal year 2012 is \$50,000. Encumbered funds - \$75,000 being carried forward from this to next fiscal year – represent those grant funds to libraries that have not been expended to date. These funds do not need to be spent this fiscal year; they can be carried forward into next fiscal year and spent as part of next fiscal year's budget.

Ms. Del Sordo clarified: the funds need to be spent by September 30, 2010. Mr. Abresch agreed. Mr. Keiser clarified that this extension will be automatic. Mr. Abresch agreed.

**Ms. Del Sordo moved, and Mr. Thomas seconded, that the deadline for expenditure of these funds be officially extended to September 30, 2010. The motion passed.**

Under the Revenue section, we have also included the \$80,000 in LSTA grant funds for the LBPH position that will be filled by Lori Guenther. That gives us a balance, going into next fiscal year, of approximately 2.964 million dollars. When we look at it from the perspective of the \$680,000 carry-forward, the 2.964 million dollar figure may be adjusted upward by approximately \$50,000.

We already went through most of the budget line items at the last Financial Committee meeting; they remain the same. In Personnel Expenses, the figures have been adjusted to better reflect the kind of positions we have at ESRL. For example, Permanent Part-Time had \$77,000 associated with it; in the new fiscal year there are zero dollars associated with that. However, some of the positions under that heading have shifted over to the Paraprofessional section, and to Delivery Driver/Wages. In this budget, funds have been allocated to better reflect reality. Mr. Abresch submitted the budget for approval.

Mr. Keiser asked if we will still spend \$6000 on telephone, though we're moving to voice over IP. Mr. Abresch explained that much of the \$6000 will go towards a PRI, a 23 line device that provides extensions for individual staff members. Mr. Keiser asked about the processing fees line. Mr. Abresch said that the processing fees deal specifically with payroll.

Mr. Hehman asked about the line for newspaper ads – when would we use these? Mr. Abresch explained that we advertise in the newspaper when we have positions open. Mr. Thomas suggested that we rename that category "recruiting costs." The group agreed. Ms. Del Sordo asked whether we advertise these meetings. Mr. Abresch responded that we do not advertise them.

Mr. Thomas asked whether the specific line items under Electronic Resources are subject to change. Ms. Vilmar confirmed that these lines will not be finalized until we finalize our database renewals. Mr. Thomas asked if we are then committing to the bottom line of that category – any changes that ASIG may suggest would have to fall within this budget? Ms. Vilmar confirmed that it would.

Mr. Keiser said that we need to advertise our board meetings by law. Ms. Del Sordo added that it doesn't need to be advertised in the newspaper – just posted publicly. Mr. Abresch asked how far in advance we need to publicize. Mr. Keiser and Ms. Del Sordo said that they post the whole year's schedule of board meetings at the beginning of the year. Mr. Keiser said that the Code states how far in advance notice must be given. Mr. Abresch said that we would begin doing that.

Ms. Ranck asked if we did not have unemployment insurance before. Mr. Abresch responded that we did not. Ms. Del Sordo said that we are not required to have unemployment insurance – just to be prepared to pay it if it's claimed. Mr. Abresch said that he has not made a final decision on how to handle unemployment insurance, but wanted to make sure it was in the budget.

**Ms. Ranck asked for a motion to approve the proposed FY2011 Budget. Mr. Keiser made the motion, and Mr. Thomas seconded. The motion passed.**

Mr. Abresch called the group's attention to a document from Wigglesworth, Layton, and Moyers, P.C. Mr. Abresch wishes to make sure that the regional library is never again confronted with a situation like we encountered this year, by outsourcing accounting procedures, which will afford us greater transparency, better continuity of services, another check and balance, and where CPA's are certifying our financial data. We've already begun a trial with the firm; they did our last cycle of payables. They are going to help us develop internal procedures to ensure that we are compliant and that there's an exchange of information between us and them, and the information is handled properly. Mr. Abresch would like to outsource all accounting to this firm – beginning with payables, and adding payroll at a later date.

Mr. Hehman asked who is doing our payroll now. Mr. Abresch responded that it is a company called Paychex.

Mr. Keiser asked if it would all be digital – no paper. Mr. Abresch replied that initially, no, but his hope is that during the next year we will come to terms with the document retention policies that are necessary, and begin to lay the groundwork for digitizing all of our assets.

Ms. Ranck indicated that she need to leave, and asked if there were any further actions that needed to be voted on. Mr. Abresch mentioned the Substance Abuse Policy.

Mr. Keiser asked if an attorney had drafted and recommended the policy. Mr. Abresch said that it had, and pointed out two changes – one requested by Ms. Del Sordo, and one recommended by the attorney. Mr. Abresch explained that, in practical terms, this means that the delivery drivers have to be tested, and they're going to undergo random testing. When we adopt the policy, all of the drivers will be tested, and then we will instate random testing. Mr. Abresch has a testing facility in mind that has been certified by the state. In cases of random testing, employees will have very little notice, and therefore no chance to take the substances that will impair the test results.

Ms. Del Sordo asked how the randomness of the test will be determined. Mr. Abresch said there are two aspects: reasonable cause or suspicion, and true randomness. Ms. Del Sordo asked that we come up with a methodology to generate true random tests. Mr. Abresch agreed.

**Mr. Thomas moved that the board adopt the Substance Abuse Policy. Ms. Del Sordo seconded the motion. The motion passed.**

**Mr. Keiser moved to adjourn the meeting. Mr. Thomas seconded the motion. The meeting was adjourned.**