

**Wicomico Public Libraries
Board of Trustees Meeting
December 15, 2020
4:00pm to 6:30pm**

In Attendance via Zoom: Charles Dashiell, Michele Canopli, Maida Finch, Scott Duncan, George Demko, Richard Keenan, Audrey Orr, James Otway, Michele Schlehofer

Staff in Attendance via Zoom: Cheryl Nardiello, Bernadette Cannady, Sharon Joseph

County in Attendance: Bill McCain, John Cannon

Bill McCain- Renaming of the Library - Senator Paul Sarbanes

Wicomico County Councilman Bill McCain thanked all board members for their service and asked for their support in the renaming of the library in honor of Senator Paul Sarbanes a native son. Discussion followed with various ideas such as just using the name Sarbanes to honor the family. Renaming of the library could possibly bring recognition to the library. Much thought is needed before board can render a decision. Board thanked Councilman McCain and will reply after further discussion.

Review of October 20, 2020 Meeting Minutes

Motion to Approve: Charles Dashiell with corrections;

1. Page 4 - Replace name Richard Cannon to John Cannon
2. Spelling of Michele Canopli with one l.
3. Michele Schlehofer was present at the October meeting

Seconded by: Audrey Orr

Motion approved.

Reports:

Consent Agenda

Following reports were reviewed:

- Gift & Memorial Report
- Statistical Report
- Donation Report
- Grant Report

Grant Report

Cheryl Nardiello reported the only grant returned was the Pittsville Facilities Master Plan. Without a Director library could not move forward.

Laptops are being ordered moderately and are being lent out through our curbside pickup along with the Kajeets (wifi equipment).

Friends Committee

Richard Keenan reported no changes due to COVID restrictions. Holiday Luncheon will be provided for the library staff.

Executive Director hiring committee

Bradbury Miller Associates was selected by the committee to head the search for a new Director.

They assured the committee it would be a diverse application pool. The company has experience in virtual interviews. Charles Dashiell stated an in person interview is preferred to ensure the applicant will know the community and therefore the process may need to be longer than expected due to COVID restrictions. Cheryl Nardiello stated in Maryland, Baltimore County has hired a new Director and Kent County is in negotiations with one candidate.

Motion to approve the hiring of Bradbury Miller Associates: Maida Finch

Seconded the motion: George Demko

Motion Approved

Building Committee

Building Committee did not meet.

Cheryl Nardiello, Lee Edwards, George Demko met with Acting County Executive John Psota and Pam Oland Finance Director to present the Library Capital Improvement Budget for the next 5 years and it included Fiscal Year 2022, \$40,000.00 for a feasibility study for the new Pittsville Library. Mr. Psota stated \$40,000.00 would not meet the requirement for a feasibility study. George Demko then stated the \$40,000.00 could be funded from the Library contingency fund which would stop the push back of the feasibility study as earlier suggested due to timing of the Pittsville project by Pam Oland Finance Director. The Library Capital Improvement Budget presented also included for Fiscal Year 2023, \$762,000.00 for land acquisition and for Fiscal Year 2024 6.5 million dollars for construction. Pittsville Population study and usage study was provided by Cheryl Nardiello. George Demko recommended we get started as soon as possible on the Pittsville feasibility study. Since that meeting Cheryl Nardiello was notified that the Capitol Budget for the Pittsville project was approved by the Acting County Executive and now has to be approved by the County Council. Wicomico County Councilman John Cannon added that he had just received a document showing the Pittsville Project is approved for Fiscal Year 2023, Centre improvements approved 2025 and there was no mention of the Main Branch. Mr. Cannon expressed concern on future funding due to many other building projects in the county and he recommended that the feasibility study be delayed and begin closer to Fiscal Year 2023. George Demko stated that we have the State Capital Grant that will reduce funding from the county by 84%. Building committee will meet within the next month to discuss meeting again with Acting County Executive and discuss possibility of hiring a consultant.

Interim Director Report

Scott Duncan reported he has limited involvement, he mostly signs checks. Weekly meetings are held with the Management Team. Staff Morale is a big concern. Management team reported staff morale is okay. Contact with the public is a concern but Management team has put in place procedures to limit contact. Centre Branch had to close due to COVID exposure, but has now reopened. Statistics show in person contact with public is low. Scott Duncan stated it is always a pleasure to chat with Cheryl Nardiello and Cheryl is a busy and an excellent employee.

Head Administrator Report

- Not mentioned in my report - Rotor Rooter has been called 3 times for clogging in Room 8. Pate Mathews will be contacted to find out if there is a bigger problem. John Cannon owner of the building next door reported he did not know of any sewer problem.
- New Bookmobile should arrive at the end of next year. Deposit was mailed and interior colors were selected and approved by Scott Duncan.
- There is a request from a staff member to close on December 26. Scott Duncan and I have discussed this request and we are now bringing the request to the Board. It would be a deserving extra holiday for Full Time Staff, Part-Time Staff will need to adjust their hours, but unfortunately it would be a headache for human resources. I do not recommend the closing on January 2. Board members recommend closing on December 26 and all feel staff are deserving of the extra holiday.
- **Motion to close library on December 26:** Audrey Orr
- **Seconded Motion:** George Demko
- **Motion Approved**
- Following the closing of the Centre Branch due to COVID exposure, Staff meeting was held on 11/24 to remind all staff to be cautious. We have again started to take temperatures. I will reassess taking temperatures a few weeks after the Holidays.
- Current HR openings are Part-Time Administrative Assistant, Circulation Assistant, Project Read Coordinator. Interviews were held for the Administrative Assistant and references are now being checked. Communications Manager was hired - Kate Yelland and she is doing very well.
- During this transition, communication is a big key for staff; staff wants to be kept informed. I meet with all Managers weekly.
- Paycom is running smoothly. ADP account closed.

- Bylaws approved at last meeting are included for board member records
- Audrey Orr Board of Trustees Confirmation letter included in packet
- Letter from Tony Sarbanes to Ashley Teagle included in packet
- Annual Report in packet
- Board of Trustees list included along with staff flow chart

Budget Report - October 2020 & November 2020

Cheryl Nardiello presented November Budget Report.
Expenses are under 6.03%

Motion moved to accept report: Charles Dashiell

Seconded: Scott Duncan

Motion Approved

County - John Cannon

Thank all for the work done.

Capital Budget information already shared.

Possible 5% adjustment due to COVID expenses on next fiscal year's budget

Old Business

Board Member Appointments

No update on Michele Schlehofer's appointment confirmation to the Library Board of Trustees

Mr. Cannon will contact Acting County Executive Mr. Psota on the board appointment and reply to Cheryl Nardiello.

Public Information Act

Cheryl Nardiello requests the board to approve the document.

Any citizen who requests information on the library has that right and the library has 30 days to reply.

Karen Treber reports a bill may pass that institutions keep accurate records on persons who make these requests.

Motion to approve: Audrey Orr

Second: George Demko

Motion Approved

Strategic Plan

Outreach was added under Goal #6

Motion to approve: Maida Finch

Question: Audrey Orr - need to add the word marginalized

Motion Amended: Maida Finch

Second: Audrey Orr

Wording -----Better serve our marginalized and most vulnerable population

Motion Approved

New Business

Renaming of the library

County Councilman Bill McCain has contacted the library board seeking support. Discussion followed on the pros and cons of naming the library after Senator Paul Sarbanes

The following questions need further thought and investigation:

1. Is the naming only the building?
2. Would the naming include a change of name of the library?
3. Who has the final say of the naming of the building?
4. Does the County have a policy for naming buildings?
5. What is the feeling of the Sarbanes family?
6. Contact Lee Whaley?
7. Would a name change now affect possibilities of future donors?

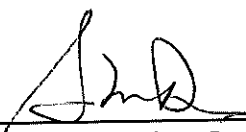
After much discussion it was decided to invite County Councilman Bill McCain to the February Library Board meeting to gain clarification on questions.

George Demko: Motion to adjourn to closed session of the Library Board of Trustees

Audrey Orr: Seconded the Motion

Motion Carried

Respectively Submitted:



Dr. George Demko, Secretary

