

Wicomico Public Libraries
Board of Trustees Meeting Minutes
December 17, 2019
4pm - 6pm

Start Time: 4:00p

In Attendance: Richard Keenan, George Demko, Charles Dashiell, Scott Duncan, Michele Canopii, Maida Finch, James Otway, Audrey Orr & John Cannon

Absent: Muir Boda ,Richard Duvall & Karen Treber

Staff In Attendance: Ashley Teagle, Paul Perunko, Sean Stearns, Tamara Davis

Previous Minutes:

- Review of October 15, 2019 Meeting Minutes. **Motion to approve** by Michele Canopii. Seconded by Maida Finch. Motion carried.

- Review of November 12, 2019 Meeting Minutes. **Motion to approve** by Maida Finch. Seconded by Audrey Orr. Motion Carried.

Reports

Consent Agenda

Following reports were reviewed:

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

Statistical Report

Maida Finch asked for multiple months on one sheet because a concern was raised that the report as it stands, is not giving enough comparative information. Michele Canopii suggested that a report with tabs for the different locations with only the ongoing programs would be helpful and omit the one off programs. Ashley Teagle stated that the one off programs have more of a monetary cost and does not want them to be lost, so she would still find a way to report the outcome for those programs.

Grant Report

Ashley Teagle announced that WPL was awarded a grant from Chesapeake Bay Trust and that will be used for the ECO – Literacy Story walk. This idea is where podiums would be put up and pictures from a children’s book would be placed around and as people are walking, they’re reading. The grant is \$7,853.00. Ashley stated that although there will be construction work going on downtown, the city will work with the library.

Friends Committee

Richard Keenan stated that the Fall Book Sale generated \$4,785.97 and was a success. He also mentioned that more volunteers are needed for the bookstore. He asked that we continue to try to recruit more people to work in the bookstore, emphasizing that it's only two hours a week. Audrey Orr stated that the Light of Literacy will be on Tuesday, April 7, which is a little earlier than it's been in previous years and will have a live performance.

Nominating Committee

Maida Finch stated that there is one current vacancy. The board has a few nominees in mind and is getting a pool of nominees together currently. They have also reached out to the nominees to give them information about the library board and what serving on the board entails. The board has a few nominees in mind. In 2021 there will be two vacancies.

Director's Report

Ashley Teagle announced that the 150th anniversary generated \$4,437.08, which was a success. She also mentioned that the bookmobile had been having some electrical issues but was now fixed and back on the road for the Christmas Parade. She mentioned that she's been pulled in other directions with the library that required immediate attention so those were the two biggest mentions.

Head Administrator Report

Ashley gave updates as Cheryl Nardiello was out on vacation. She stated that WPL had current openings for the Reader Van position. She noted that this position was now part time, due to a small work load. Pittsville has a part time and full time circulation position. There is also a Bookmobile position that could be filled internally. There will be a little construction going on, as we're moving the smoker's table from under the loading dock to the sidewalk. This is so that people entering the library from the loading dock are not affected by the smoke.

October & November Budget

Paul Perunko reported for Cheryl Nardiello and noted that the operating and expenses are over budget at this time. The October budget report was skipped. Fines & fees are under budget because there are no children's fines. Cheryl is budgeting \$16,000 next year because of this. Investments are above average. The miscellaneous revenue included money from the 150th anniversary. Friends is -23% and this will be caught up with the Light of Literacy. Cheryl Sidwell is working on the grants deficit and will have a report soon. Health expenses paid to ESRL are done quarterly. Charlotte Hotton, who is the manager over books and materials, is researching to find out why there is a deficit there. Magazines are -11.41 but by the end of the fiscal year it should be at zero. The audit will also be at zero by the end of the fiscal year. Cheryl is monitoring the telephone cost to see why that is over budget. Office supplies are slightly over budget, but the variance will be coming down. Mileage is over budget at this time, because Ashley and Cheryl have been asking more people to attend meetings and events. Sean Stears, IT manager, is monitoring the computer hardware and software and getting that back in order. Operating and expenses are over budget at this time. **Motion to approve budget** by Audrey Orr, Seconded by Michele Canopii. All in favor. Motion carried.

Old Business

IT Manager, Sean Stearns discussed updating the Wi-Fi for virtual meetings. He is researching which app is the best to use, such as Skype or Zoom. Ashley Teagle made sure that the titles were correct on the Board of Trustees Contact list. The only change was updating Dr. Demko's title from Retired University Professor to ESL Teacher. The electrical panel chart was then reviewed. Ashley mentioned that she felt the project would be majorly disruptive and it would be best to do it overnight. The cost for the overnight differential is \$15,800.00. She requested that the funds be moved from reserves to cover the cost of the project. She noted that there were 3 1/2 mths of money in the reserves, which totaled \$754,000.00. **Motion to approve the request** for the funds by James Otway with stipulation that the work will not exceed the quoted cost of \$15,800.00. Seconded by Richard Keenan. All in favor. Motion carried.

New Business

Privacy Policy - Ashley Teagle moved on to discuss the new policies beginning with the privacy policy and noted that its purpose was to inform patrons of how their information could be used by the library. She noted that children's pictures could be used with a verbal consent because previously there used to be a written consent but during a summer reading program that would almost be impossible. Ashley also noted that whenever possible Sam would try to take pictures from the back of the room to capture the crowd, in lieu of individual faces. **Motion to approve** privacy policy by Richard Keenan. Seconded by Scott Duncan. All in favor. Motion carried.

Program Policy - Ashley spoke about the program policy, which she stated seeks to connect our library with the community. She noted that all of the programs were subject to board approval. **Motion to approve** program policy by Audrey Orr. Seconded by George Demko. All in favor. Motion carried.

Internet Usage Policy - Sean Stearns began the discussion on the new internet usage policy. The policy was revised to say that the use of any and all aforementioned resources constitute the users agreement to adhere to this policy and removing the wording: individuals may use the library's computers and wireless connections for any purpose that does not violate this policy. He went on to state that the library is giving its best effort in preventing and blocking inappropriate websites, noting that the library has to be in federal compliancy with filtering obscene websites especially pertaining to children. **Motion to approve** internet use policy by Charles Dashiell. Seconded by George Demko. All in favor. Motion carried.

Wor Wic MOU - Ashley moved on to the Wor Wic MOU. She mentioned that she asked Linda and Denean with Wor Wic to put writing to Ashley and Cheryl is there are physical issues with the facility. A concern was raised about the wording, as it stands currently, it does not indemnify anyone. **Motion to approve** Wor Wic MOU when wording is revised by Charles Dashiell. Seconded by George Demko. All in favor. Motion carried.

Town of Pittsville Liaison - Ashley moved on to discuss the Town of Pittsville liaison. They are asking if they can have a non-voting member to represent them. George Demko mentioned that he had a contact and they would discuss at a later date.

Job Search Center - Ashley moved on to the job search center. Effective January 31, 2020 the Lower Shore Workforce Alliance was cutting funding for this program. Ashley is still waiting on something in writing from them regarding this. However, she spoke with the director there and according to them the library has not been allocating the funds correctly. Ashley emphasized that she wanted to save the program and that she will actively seek other funding.

By Laws & Open Meetings Act - Audrey Orr mentioned that on page 12 in the Trustees Guide, it states that a chair must be selected annually versus the two year by law. She pointed out that the language doesn't mean the *same* person can't be elected two years in a row. Ashley stated that this was an updated manual and that it was reviewed by the state attorney. The board is choosing to table this and will address this in July. Audrey Orr briefly asked who would be the designated trained person regarding the Open Meetings Act. That role will be filled by Ashley Teagle.

Motion to adjourn made by Richard Keenan. Seconded by George Demko. Motion carried.
Meeting Adjourned: 5:50p

Next meeting will be Tuesday, February 18, 2020 at 4p in Room 8

Respectfully Submitted: _____


Dr. George Demko, Secretary