

**Wicomico Public Libraries  
Board of Trustees Board Meeting  
Tuesday, April 9, 2019**

**Start time:** 4:00P.M.

**In Attendance:** Maida Finch, Michele Canopii, Audrey Orr, Scott Duncan, Richard Keenan, Susan Bounds, and non-voting members: Muir Boda, Marc Kilmer.

**Absent:** Richard Duvall, George Demko, Jim Otway,

**Staff in Attendance:** Ashley Teagle, Cheryl Nardiello, LeVita Bragdon

**PREVIOUS MINUTES**

Minutes of the February 12<sup>th</sup> meeting were edited to reflect correct spelling of Mr. Otway's name.

**Motion** to approve Minutes, as amended, made by Scott Duncan; seconded by Susan Bounds. Motion carried.

**ACTION ITEMS**

**(1) February & March Budget Reports:**

Cheryl Nardiello highlighted several line items. Reports are appended to these minutes.

**Motion** approve the Budget Report made by Audrey Orr; seconded by Richard Keenan. Motion carried.

**(2) Policy Review:**

Four policies were presented by Executive Director Teagle. All policies with revisions (highlighted) as recommended by Executive Director are appended to these minutes.

**(a) Leave Donation Policy:**

**Motion** to approve recommended revisions concerning employee eligibility and approval process to donate and/or receive leave, as presented, made by Richard Keenan; seconded by Michele Canopii. Motion carried.

Executive Director will investigate potential additional edit(s) to the policy involving a catastrophic "Leave Bank" and report at future meeting.

**(b) Sick Leave Buy Back:**

Reviewed. No changes. No action taken.

**(c) Customer Rules of Conduct:**

**Motion** to approve recommended revisions concerning food & drink consumption and solicitation, as presented, made by Audrey Orr; seconded by Susan Bounds. Motion carried.

**(d) Customer Bar/Ban Letter:**

**Motion** to approve recommended revisions concerning staff procedure, approval process and compliance with state law, as presented, made by Richard Keenan; seconded by Susan Bounds. Motion carried.

**(3) Late opening time for Library on April 25<sup>th</sup> to accommodate Light of Literacy event.**

**Motion** to open the library at 11:00am made by Michele Canopii; seconded by Audrey Orr. Motion carried.

**(4) Holiday Schedule Review**

State-wide and Consortium Libraries Holiday schedules were reviewed. Inconsistency was noted.

**Motion** to add Veterans Day, MLK Day and Presidents Day to Wicomico Library's Holiday schedule, effective FY 2020, made by Michele Caponii; seconded by Audrey Orr. Motion carried.

## **REPORTS**

### **Consent Agenda**

Following reports were reviewed: Gift, Statistics, Grants, Donations. No action taken. Reports appended to these minutes.

### **Friends Committee**

Susan Bounds provided update on recent Friends activities including Book Sale, Membership, Bookstore. Audrey Orr updated the Board with regard to the upcoming Light of Literacy Awards. Report appended to minutes.

### **Nominating Committee:**

Several potential Board members were discussed.

**Motion** to invite Chip Dashiell and Karen Treber to join Board, with invitation to Ms. Treber contingent upon confirmation of her Wicomico County residency, made by Michele Canopii; seconded by Richard Keenan. Motion carried.

Details and contact information about other potential candidates should be forwarded to Richard Keenan to share with the Committee.

### **Director's Report:**

Ashley Teagle provided updates about the following: FY2020 Budget; 150<sup>th</sup> Anniversary Celebration plans; inclement weather closure; new Pittsville Library discussions; Center, Downtown and Pittsville Branch staff and programs; as well as highlights of her recent outreach efforts, meetings with County officials, expansion of partnerships with Wicomico Board of Education, Salisbury University, U.S. Census, and professional development activities.

She informed Board of an upcoming H.R. Audit to be conducted by a consultant from Regional Library. It will review and provide feedback about our procedures and verify regulatory compliance.

Among her upcoming goals is review and extension of the Library's proposed 2019/2023 Strategic Plan. Full Director's Report is appended to these minutes.

### **Head Administrator Report**

Cheryl Nardiello provided updates about the following: Bookmobile A/C status; Staff openings; and, new & ongoing renovation activities. She also noted an incident involving 2 patrons that occurred outside the Library on April 3<sup>rd</sup>.

Approval for an accounting adjustment was requested for **G/L # 1.5305 Special Projects:**

**Motion** to approve reallocation of \$10,000 originally planned for replacement microfiche machine to fund: ILS system (\$3,691.55); Pittsville Deck (\$4,000+); expenses associated with hiring new Executive Director (\$701.16); moving expenses for Executive Director (up to \$1,500) made by Richard Keenan; seconded by Michele Caponij. Motion carried.

Costs for Microfiche Reader will be supplied by Friends in FY 2020. Full Head Administrator's Report is appended to these minutes.

### **NEW BUSINESS**

- Upcoming Equity, Diversity, Inclusion webinar: What Library Trustees Need to Know Workshop (April 30<sup>th</sup>)
- Social and economic impact of going "Fine Free" was discussed. Package of pertinent information was distributed for review, including Wicomico's "Financial Transaction Summary by Fee Reason" (08/01/2017- 04/03/2019).
- Wicomico County Executive Proposed FY 2020 Operating Budget was reviewed. Chair Maida will send letter outlining Library's concerns to County Executive Culver with copy to Council President John Cannon.
- Plans for Executive Director's Performance Review were discussed. Marc Kilmer will also serve on this Committee.
- Proposed fundraiser, 2020 Trip to Ireland, was discussed. Worcester County has previously received \$1,000 from their partnership with the travel agent (Michael Healy). Consensus to allow program, provided promotional materials are clear that the Library is not the trip's sponsor and has no responsibility for it.
- Reminder from Chair Maida that Board Officers need to be elected during the June meeting for service to commence July 1<sup>st</sup>, 2019.
- Update from City & County: Muir Boda and Marc Kilmer will keep the Board updated about their respective FY 2020/21 Budget processes.

**Motion** to adjourn regular meeting made by Michele Caponij; seconded by Richard Keenan. Motion carried. **Meeting Adjourned:** 6:25PM

**Motion** for a Closed Session made by Audrey Orr; seconded by Richard Keenan. Motion carried.

Next meeting will be Tuesday, June 18, 2019 at 4:00 p.m. in the Entrepreneur Center

Respectfully submitted:



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Audrey Orr, Secretary