Start time: 4:06 P.M.

In Attendance: Maida Finch, Ph.D., Audrey Orr, Scott Duncan, Ph.D., Richard Duvall, Esq., George Demko, Ph.D., Richard Keenan, Ph.D., Marc Kilmer, Jim Otway, Esq., Michele Canopii, Ph.D.

Absent: Susan Bounds, Jim Ireton

Staff in Attendance: Andrea Berstler, Cheryl Nardiello, Scott Mahler, Courtney Armstrong, Karen Marks, and LeVita Bragdon

Guest: Doug Wilson

The meeting commenced with an introduction to the WPL Transition Team. An explanation was given to the Board concerning their purpose and function. The Board was asked to appoint a representative to act as the liaison between the Team and the Board. It was determined that Audrey Orr would fill that position with Richard Duvall a back-up.

Dr. Doug Wilson then addressed the Board concerning the Strategic Plans current status. He briefly touched on the purpose of the Mission Statement and read proposed newly revised Mission Statement to the Board. He then went on to explain the Northstar Strategy (Strategic Intent), Implementation Plan, Organizational Value, and Functional Accountabilities, giving an overview of those bullet-points. Next he clarified that once the plan was completed, the Board would be asked to provisionally approve it. We’re asking for provisional approval is because our Director is departing in October. This way the new Director will have the ability to have some input in the final product.

There were some questions with regard the library goals, e.g. percentage of library cards, state and county funding and staff involvement.

PREVIOUS MINUTES

There were a number of corrections that needed to be made to the April Minutes. Therefore, there was a Motion to table the minutes until the October meeting.

Motion to Accept: Richard Duvall Seconded: Jim Otway Decision: Unanimous
**ACTION ITEMS**

**Bylaws:**

Richard Duvall addressed the Board regarding unfinished business concerning the Bylaws. The first issue concerned an Amendment to Article IV, which addresses the election of the Chair and Vice Chair. He explained in detail these proposed changes would be voted upon at a later date. The Board was reminded that the Bylaws required a first reading before a vote. Therefore, these changes would be voted upon at a later date.

It was noted that there is no reference for use or prohibition of proxy votes in the Bylaws. Mr. Duvall offered to research the issue for the Board to revisit at a future meeting.

There is still some question regarding the requirement for the number of Board members. The COMAR statute states that “Each Board shall have seven (7) members appointed by the county governing body from nominees submitted by the Board of Trustees.” It goes on to say, “the Board that existed before 1945 under a corporate charter may continue as constituted if it has at least seven (7) members.” We have been able to discern that there have always been more than seven (7) board members and as many as 15. When the corporate entity was dissolved in 2001 there were twelve (12) members on that Board of Directors. We want to pin down specifics with regard to this issue and close that loop. We want to make sure we are in line with COMAR regulations.

**June & July Budget Reports:**

The Director informed the Board that PKS had finished our audit for the 2018 fiscal year. It went very well. That report will be presented in October. She then asked if there were any questions concerning the June Budget because that is the end of the fiscal cycle.

July is the first month of the new fiscal cycle. For the most part things stay the same. There are a few anomalies and Cheryl has put explanations next to those. For the most part this reflects what we expected. Printing and Room rentals are up. With expenses, the numbers that probably stand out are periodicals and special projects. Those annual expenses are paid up front. Andrea and Cheryl elaborated on the special projects surplus. There were plans to purchase a scanner/indexer to transfer the Daily Times from microfilm. Because the microfilm is degrading and it contains information that cannot be found on the online version of the paper. It is therefore a better historical record than is the Daily Times own online record. It was determined that those funds would instead be used toward the purchase of a new ILS and we would seek out grant money for the scanner.

The question was raised concerning the significant increase in our health care costs this year. Andrea went on to annotate the reasoning behind the increase and how those cost were being covered. The Motion was made to accept the Budget Report.

**Motion to Accept:** Scott Duncan **Seconded:** George Demko **Decision:** Unanimous
CONSENT AGENDA

Statistics Report:
There were no questions with regard to the Statistics Report.

The Director pointed out the substantial increase in the number of grants we have received and those for which application has been made.

Foundation Report:
Scott Duncan stated that the group is scheduled to meet later this month.

Friends:
Audrey Orr briefly addressed the Board on behalf of the Friends.
Event update:

Given the impending change in Executive Director, Library staff is not moving forward, at this time, with the 150th Gala as originally planned. This change allows the Friends to hold the Light of Literacy Awards Breakfast in April 2019. Focus will be on S.T.E.M. Date: April 25th.

Recognizing that that competition with the National Folk Festival would negatively impact soliciting sponsorships, the Fall Mini Golf Event has been cancelled. Note – that Festival may affect decisions about downtown Library fund raising events during the Fall for the next couple of years.

Mark your calendars for our November book sale (November 15-19, 2018). The Bookstore continues to do very well. Valerie Murphy is doing a wonderful job of keeping it staffed.

The Rotary Club of Salisbury will be donating $1,000.00 toward the Reader Van Program. The Club was quite impressed with it.

Peace in the Park will be happening again in September. All are welcome.

The Friends have set aside $25,000.00 for the Foundation. Appropriate process for donation/transfer of funds will be verified by Cheryl and communicated to Friends.

The Director’s Report:

There is no printed Director’s Report.

The Strategic Plan is wrapping up. A preliminary copy of it should be available by the next Board meeting. Economic Impact Study from BEACON, funded by federal grants, is expected soon. It will give us a good idea of the economic footprint of libraries on the Eastern Shore.

The Health Literacy Initiative announced at this years’ Light of Literacy is moving forward. The Library, The United Way and PRMC have formed a steering committee. That committee has met several times.
Initiatives include programming that the four lower shore libraries will be able to access. It will include a speakers’ bureau of experts from PRMC that will present monthly health based “ask the expert” programming at the various libraries. We are also assembling a collection of health based books. The master collection will be housed here. Then, the individual libraries will receive mini collections. In the second year of the program the individual libraries will have the opportunity to add to their collection.

Currently the Health Department is not involved. The Steering Committee has met and made the determination that they need to have an Advisory Committee. It will hopefully be comprised of health professionals from many organizations, including the Health Department. This is a cutting edge program. The hospital’s contribution is handling the funding for the Initiative. We plan to hire a project coordinator for this program. The position will be grant funded and housed here in the Library.

The HVAC units have all been replaced thanks to the Capital Grant. We’ll be submitting those Capital Grant reimbursements for this year. There is a noticeable difference in the buildings comfort level now. The new furnace has been ordered but not yet installed. There is one air handler that is waiting to be installed. Once all of that work is completed our HVAC will be up to 21st Century standards. We will be keeping one of the oil-fired furnaces as a back-up unit. But the building will be running off of natural gas which should significantly reduce the heating costs for this coming winter. All of the new heat pumps are energy efficient so we’re hoping to a significant drop in our electric as well.

**NEW BUSINESS**

**The Search Committee Report:**

Andrea’s last day to be in the Library will be October 10th. The search for a new Executive director begins. The committee is comprised of Maida (Chair), Scott, Richard Keenan and Susan. One more individual is needed to complete the committee. George Demko agreed to fill that opening. A tentative timeline for the search was distributed. The plan is to identify a viable candidate and offer the position in November. This should allow the incoming Director sufficient time to transition out of an existing position and (hopefully) be in place by January, 2019. The Board reviewed copies of the position posting and job description. Andrea distributed a more detailed position posting that included information about the area. There was some concern that the area description focused heavily on outdoor activities, with little about the cultural value of the University, the arts or the County itself. The description will be revised to reflect those things as well.

We next addressed the topic of a residency requirement for the position. The reasoning for that requirement is to ensure the individual has a vested interest in this community. There was some concern that this would limit the pool of potential candidates. It was generally felt that by not living in the community of the library you serve, you lose connection. It was agreed that it would also be beneficial where County Government relations are concern. The Board concurred that the job description should reflect that residency is expected. Budget planning should be included in the narrative as well. The agreed upon salary range is $80K to $86K for the starting salary.

**Motion to Accept:** Richard Duvall  **Seconded:** Michele Canopii  **Decision:** Unanimous
John Venditta has agreed to be our Interim Director. It was explained that having him in this position would be beneficial because of his extensive knowledge where the Library is concerned. He will be in our offices 1-2 days a week mostly to sign checks and confer with Cheryl should any issues arise.

The Motion was to appoint John Venditta as the Interim Director.

**Motion to Accept:** Audrey Orr  **Seconded:** Richard Keenan  **Decision:** Unanimous

Giving the Transition Team a stipend for their service was considered. The general feeling was that it would be appropriate, given the additional responsibilities that they accepted. The Board agreed to an amount of $500.00 each. The monies could come from the unused salary for the Chief Public Service Officer and the two part-time positions that were included in the budget but are now not being filled. The team will receive this bonus after a new Director is in place.

There was a Motion to give the Transition Team a one-time stipend upon seating a new Executive Director.

**Motion to Accept:** Richard Duvall  **Seconded:** George Demko  **Decision:** Unanimous

There was a brief discussion about salary ranges in general and their impact on retention. Cheryl agreed to do some research about funds that could be used to encourage retention, when and if appropriate.

**Meeting Room Policy – Private Parties**

The Board briefly discussed the current Meeting Room Policy. The decision was made to discontinue allowing the rooms to be used for social functions such as birthday parties and baby showers. This will take effect January 1, 2019.

**Motion to Accept:** Scott Duncan  **Seconded:** Michele Canopli  **Decision:** Unanimous

Marc Kilmer gave the Board an update on the changes in the County health care policy. He offered an in-depth explanation as to the reasoning behind the substantial increase in health care costs from the Counties perspective.

There was a Motion to Adjourn.

**Motion to Accept:** George Demko  **Seconded:** Scott Duncan  **Decision:** Unanimous

**Meeting Adjourned:** 6:20PM

**Approved By:**

[Signature]

Audrey Orr, Secretary

The next meeting will be Tuesday, October 9th, 2018 at 4:00 p.m.