Wicomico Public Libraries  
Board of Trustees Board Meeting  
Tuesday, February 13, 2018

Start time: 4:09PM

In Attendance: Maida Finch, Ph.D., Jim Otway, Esq., Audrey Orr, Scott Duncan, Ph.D., George Demko, Ph.D., Susan Bounds, Marc Kilmer

Absent: Jim Ireton, Richard Duvall, Esq., Richard Keenan, Ph.D, Michele Canopii, Ph.D

Staff in Attendance: Andrea Berstler, Cheryl Nardiello, Tim McRoberts and LeVita Bragdon

Previous Minutes:

No changes were made to the minutes from the December 12, 2017 Board Meeting.

Motion to Accept: Jim Otway  Seconded: Scott Duncan  Decision: Unanimous

ACTION ITEMS

December & January Budget Reports:

We focused on the January numbers. Of note, we are 7 month into the budget cycle (58.33%). Andrea gave an overview of the budget charts and explained the reasoning for the steady drop in fines and fees. Items checked out on the new virtual student card program are not subject to fines. Also, the automatic renewals with the new cataloguing system contribute to that decline as well. We’ve budgeted less for that line-item next year.

On the expense side we’re doing well particularly in areas such as Unemployment Tax and Workers Compensation. A question was asked concerning IT spending. It was explained that they purchased items in bulk at the beginning of the fiscal year and that is continuing to track down. It is difficult to pinpoint the budget exactly because many of the things we budget for are precautionary and may or may not be utilized in any given year. The Director made the observation that the staff does a good job of watching their expenses in order to stay in budget.

You will also note that the Financial Highlights page is attached as requested. If you should have any questions about those please let us know.

Motion to Accept: George Demko  Seconded: Audrey Orr  Decision: Unanimous

Policies to Review:

There are two policies to review. We first reviewed the Collection Development Policy. The Director explained that the changes that had been made to it were perfunctory. They had to do with things such as name changes and collections that we no longer carry. It has not fundamentally changed at all. The documents in the last 2 or 3 pages are not up for edit. They
are “Appendix” only as outlined by The Library Association. She offered to provide a red line copy to anyone who wished to review same. The document itself was not fundamentally changed. In summary it says that we will strive to do everything we can to provide a fair and balanced collection that represents all aspects of the community and all sides to any issue. It is a public document.

There was some question as to the reconsideration of Library resources and how that kind of decision is made. Open meeting vs. Executive Session. The Director explained that the Board is held to the open meeting law. The Director offered to look into this issue further. We can approve this policy with the understanding that, if there is an issue it will come back before the Board.

There was a Motion to approve the Collection Development Policy upon resolving the question concerning the reconsideration of Library resources.

**Motion to Accept:** Marc Kilmer  **Seconded:** Scott Duncan  **Decision:** Unanimous

The next policy to review is the Use of Library Materials Policy. This is what guides the overview of the library card itself and what the card allows. The only changes made here were to bring the policy up to date, and includes the use of the virtual library card. It also brings things such as loan periods, library notices, and fines and fees up to schedule with what we’ve been practicing over the last year, and what the new consortium is doing.

There was some question about what happens in regards to this policy when a child turns 18. Tim explained that they are transitioned from a child’s card to an adult’s card.

There was a Motion to approve the Use of Library Materials as revised.

**Motion to Accept:** Audrey Orr  **Seconded:** George Demko  **Decision:** Unanimous

The Approval of the Holiday Schedule was postponed until the April meeting.

**Strategic Plan Update:**

We’re working with Doug Wilson to create a new Strategic Plan for the Library. The one that is currently in place is very old. It was determined that it would be best to start from square one. We are looking at the Vision Statement and the Mission Statement. Doug is setting up a strategic working committee of community leaders. This group currently has representatives from the City, several companies in the community, non-profits and the Board of Education. It’s a well-rounded group of businesses and community leaders who will be helping to create this new Strategic Plan. There are, at present 2 workshops scheduled the first will be Saturday, March 3rd and the second is scheduled for Saturday March 24th. Two work sessions are set-up for the staff. The Director handed out a survey to the Board for their input and indicated that the same survey could be taken online if they preferred to do so. The deadline for completing same is weeks-end (February 16th). It is anonymous. We’re hoping to get 6 or 7 years out of this updated plan and to have this completed by September.
Consent Agenda:

Gift/Memorial Report:

Maida had a question concerning the Gift and Memorial Fund for January and what the numbers indicated. Cheryl explained the differences between the totals. One amount is the designated amount and the second amount is the total of designated and undesignated combined.

Scott asked for clarification on how the various reports (Gift, Statistical, Donations and Grant) were connected, more specifically the flow of the funds and how they are directed for use. It was explained that Grants were funds for which we applied or were granted and they generally have a designated purpose. We have to track the spending with those. Donations and Gifts are from individuals or a donor fund, we don’t apply for them and they do not require the same amount of paperwork. The Homework Help Center was used as an example to break down the money usage as far as grants vs. donation. It is complicated and we determined that we could look at the structure of the reports. Cheryl explained that there were parameters she had to stay within for the auditors’ report and offered to look to see where the reports could possibly be simplified.

Statistics Report:

A new category is the Circulation for the Reader Van. Please note that it is growing exponentially. Also please note the Circulation numbers. There has been a change in how we’re counting Circulation and it affects the numbers. You will notice the trend is downward. With the new system it is more a measurement of how busy the building is versus how much the collection is being used. There will probably be quite a bit of variance in the numbers over the next few months. It will not affect our ability to update the collection. The new system allows us to formulate reports that show how often a particular part of the collection or even a specific book is being utilized. This system will focus on how busy the staff is versus how much the collection is being used. With our new consortium we are able to process requests much faster. It also helps us hone in on what parts of the collection are in high demand and our responsiveness is much better. Going forward the numbers you see will be indicative of how busy the Library is. We are still perfecting a way to show you how often the various parts of the collection are being used.

Grant Report:

Andrea gave an overview of the Grant Report explaining the differences between pending grants, existing grants and those which we’ve applied for. She went on to explain in greater detail the Best Buy Geek Squad Academy, the Coretta Scott King and the Community Foundation grants. All of which we’ve applied for.

Foundation Board:

Scott Duncan reported on the most recent developments with The Foundation Board. He shared with some concept drawings of the Library façade and detailed the ultimate plan. He went on to explain that the Foundation Board was going to undertake this project for their first fundraiser. We are waiting for a quote on the projected cost of these improvements. Andrea and Scott gave a basic outline of how they thought the funds could/would be raised for this project. Scott asked for the support of the Board. The Board was very enthusiastic about the proposed
improvements. The Becker Morgan Group is donating the concept drawings which will be unveiled at the Light of Literacy Breakfast.

**Friends Committee:**

Susan Bounds spoke on behalf of the Friends. She addressed an inquiry about the differences in the Fall and Spring Book sale as far as profit. It was determined that there really wasn't a substantial difference.

Audrey Orr spoke regarding the upcoming Light of Literacy Awards, and the fact that the time for nominations was drawing to a close. She encouraged the Board members to submit nominations. Ticket sales were encouraged. Many of the Board members took packets of tickets to sell.

The Bookstore is still doing very well. There were some issues with the heat in the store but they have seemingly been resolved.

The Membership committee is still looking for ways to increase membership. They are also trying to find out what kind of engagement they want from members. A Survey Monkey survey went out and the members it gave a lot of good input to consider.

The Vendor Fair has dissolved because there as so many others planned for the same time.

The Pittsville Branch wrote the FRIENDS a very touching letter thanking them for their contribution to their branch. It inspired a few members to try to get a little contingent in Pittsville going.

The Book Fair is coming up and they will be participating in the upcoming Folk Festival.

**The Director’s Report:**

The Director hit the highlights. Over 13,000 students now have virtual library cards.

The reimbursement has been submitted to the State for FY-17. The FY-18 projects (the cooling towers) are on hold until we get clearance from the County Executive’s Office.

There was some question as to how the reimbursement from the State works. Andrea explained how the funds are disbursed. The Library stays in the middle of this process to ensure that the funds allocated are directed to the actual project they were slated for. There have been a lot of issues as far as County payment the invoices the Library has signed off on. Our hands are tied as far as moving forward on various library projects because of this. The County has been through 3 Finance Directors and the current one has been the most responsive. We're in limbo until this gets squared away.

The new Reader Van is in the final graphics having been approved.

We have openings in Circulation and on the Bookmobile.
The Director encouraged the Board to participate in the Strategic Planning, Survey Monkey survey.

Andrea announced that she had been accepted into the Leadership Maryland Class of 2018.

The Board received copies of the Maryland Sick and Paid Leave Entitlement. It is a plan that revolves around sick leave for part time staff. After looking at the numbers it was determined that we’d give each part time staffer 5 sick days. They’ll accrue 35 hours over a 12 month span. Cheryl attended a webinar on this legislation. Our policy is taken word for word from that piece of legislation. The Board will need to vote on this because it is an employee benefit.

Motion to Approve: George Demko  Seconded: Susan Bounds Decision: Unanimous

We have our budget hearing on March 14th. It has been 10 years since we sustained a huge budget cut. The Director plans to ask for restoration of those funds. She gave the Board an overview of the per capita budget over the past 10 years and how we compare to other libraries in the State. We fall behind annually because the county’s population grows at a greater rate than the increases we receive from the county do. The Director pointed out that the State is pretty generous towards us. Our largest shortfall comes from the County. The restoration of funding would allow us to expand our hours and, to be out in the community more. We are just asking for the same buying power we had 10 years ago. A letter will be forthcoming that can be mass mailed to the County Executive’s office in support of the budget restoration.

Old Business:

There was a Motion to Adjourn to for a Closed Session to go over the Executive Director’s review.

Motion to Accept: Jim Otway  Seconded: Audrey Orr  Decision: Unanimous

Meeting Adjourned: 5:12 PM

The next meeting will be Tuesday, April 10, 2018 at 4:00 p.m.

Approved By: [Signature]
Audrey Orr, Secretary