Wicomico Public Libraries
Board of Trustees Board Meeting
Tuesday, April 10, 2018

Start time: 4:07PM

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

Absent: Jim Ireton, Jim Otway., Richard Keenan, Ph.D, Susan Bounds, Marc Kilmer

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

PREVIOUS MINUTES

No changes were made to the minutes from the February, 13, 2018 Board Meeting.

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

ACTION ITEMS

February & March Budget Reports:

We focused on the March numbers. March is the end of the 3rd quarter so we’re at 75% of the allocated budget for FY 18. There was a brief discussion regarding the decline of monies in the fines & fees column. The director shared with the Board the fact libraries in general are trending toward a fine free system. Of note, it has been found that fines really do not deter individuals from returning materials late they do, however, discourage them from returning to the library. Andrea went on to explain that eventually fines will be a thing of the past for all libraries and this revenue line will then be gone as well.

She explained that for the most part we are on target for the year. There was some question concerning the fluctuation of the grant totals. Those numbers change annually because we apply for different grants every year and never really know which we’ll receive. It is a figure which is based on our best educated guess.

It was made clear that many of the items that appear to be in the red are actually pro-rated expenses for the year and they will balance out by year’s end. The health insurance line-item was examined a bit further. The director explained to the Board how that the number
is pro-rated. This led to a conversation about next year’s projected number and the actuality that our health care costs will see a substantial increase at that time. We also delved into the libraries sick-leave buy back option how it works and the fact that it is being phased out.

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

**Policies to Review:**

The Board had asked Andrea review the Collection Development Policy, specifically the section concerning the reconsideration of materials and the mention of the fact that they would be deliberated in a closed meeting. Having discussed this with other library directors, and done a bit more research, it was concluded that there are no grounds for that meeting to be closed. This determination was made after reviewing sample policies from four other libraries and compiling the best of each of them. Because it is an open meeting we want to have a procedure in place with which the Board is comfortable.

There was a Motion to approve the Collection Development Policy as revised.

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

There were 3 other policies to examine; The Bulletin Board Policy, Cell Phone Policy and Credit Card (Internal Use) Policy. No changes have been made to these policies. The Board was asked to review them and indicated any changes they may wish to employ. All three policies were lumped together for the purposes of approval.

There was a Motion to approve the Bulletin Board Policy, Cell Phone Policy and Credit Card (Internal Use Policy respectively, without revisions.

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

We next reviewed the Holiday Policy. You may note the only real change is beginning in 2021 we will be closed on New Year’s Eve. It is not a busy day. The change in the schedule only affects the part-time staff. The proposal is that we be closed on New Year’s Eve moving forward from this year.

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

Statistics Report:
Circulation numbers are up across the board from last year. This increase is largely attributed to the Reader Van, community outreach and marketing.

Gift/Memorial Report:
We will be revising the lay out of this report. When we have a draft of the reworked document we will send it out to the Board.

Grant Report:
The number of grants we have applied for and are receiving can be ascribed to our grant writer. She has been working very hard to secure any and all grants that we qualify for.

Foundation Board:
There was nothing to report.

Friends Committee:
Audrey Orr addressed the Board on behalf of the Friends.
The spring book sale was quite successful.
The Light of Literacy awards breakfast is April the 19th. Tickets are still being sold. Steve Leonard of PRMC is our keynote speaker. He visited the Library and was quite impressed with what we are doing. He has reached out to Andrea regarding partnering with the Library on a health literacy program.
The bookstore continues to do very well. As a group by the end of FY 2018 we’ll have about $30,000.00. We’re looking for the most effective way to use these funds.
We are continuing to struggle with getting new memberships and maintaining old ones. We will make an appeal for memberships during the Light of Literacy Breakfast.
Andrea encouraged the Board to mark their calendars for the October 27th event. There will be Mini Golf in the Library. It is a fundraiser for the Friends and the Foundation. The monies are earmarked for the renovation of the building facade.
The Director’s Report:

The ILS is fully operational. Online fine payment is up and running. The user interface still needs a bit of work but that is being addressed.

The parts for the new HVAC have been ordered. It should be up and running by summer.

The Friends of Lee Powell have been raising money for new furniture and a mural in the children’s area.

Doug Wilson is working on the Strategic Plan.

The Director is participating in Leadership Maryland which starts tomorrow evening. It is a monthly program that concludes in October. Graduation is in November. It is a two day intensive process of developing your leadership style. You meet with leaders from across the state and discuss hot-button subjects of the day. Each session will focus on specific subject matter. It is a great networking tool.

Andrea has been asked to run for President of MLA.

With regard to the County budget, we will likely be flat-funded this year. We have asked for full restoration of our cut from 10 years ago. Were we to receive the amount requested it would move us from the lowest funded library in the state to the second from the lowest. It’s supposed to go before the Council on April 14th. We have had some community leaders reach out to the County on our behalf. If we are flat-funded we will have to really look at where we can make cuts to make up the money for the increased healthcare cost. Many people are emailing the County Executive’s Office in support of the Library. Budget aside, the Library is running very well. We have an excellent staff and it seems as though we are having a lot of community engagement as of late.

Bylaws:

Richard Duvall addressed the Board regarding the revamping of the bylaws. He went through the document Section by Section giving an overview of the proposed changes. The bylaws, as proposed utilize the language from both the County Charter as well as the State Statutes. These are in line with COMAR regulations and make clear that both the City and County liaison positions are appointed not nominated by the Board and therefore, have no vote. This is in line with the Library Board’s a-political posture. The new term limits were specifically addressed. Some material was taken out because it is procedure related and reflected in the Employee Manual. Of note many existing
committees have become obsolete and have therefore been deleted. We have added and Ad Hoc Committee and the Community Outreach Committee. The new language regarding the committees both reflects these changes and better defines the committee responsibilities. The Board reviewed the document in depth and gave their input with regard to specific aspects of same.

This will be voted upon at the June meeting.

**Strategic Plan:**

The Director gave a very brief outline of the Strategic Plan, its purpose, all that it encompasses and the progress thus far. The Board will see a draft of the new Strategic Plan before it is released.

**OLD BUSINESS**

**NEW BUSINESS**

There was a Motion to Adjourn.

**Motion to Accept:** Richard Duvall  **Seconded:** Scott Duncan  **Decision:** Unanimous

**Meeting Adjourned:** 5:29PM

The next meeting will be Tuesday, June 12, 2018 at 4:00 p.m.

**Approved By:**

Audrey Orr, Secretary