

**Wicomico Public Libraries
Board of Trustees Board Meeting
Tuesday, August 20, 2019**

Start Time: 4 p.m.

In Attendance: Maida Finch, Scott Duncan, Charles Dashiell, Muir Boda, Karen Treber, Michele Canopii, George Demko, Richard Keenan, Richard Duvall

Absent: Audrey Orr, James Otway

Staff in Attendance: Ashley Teagle, Cheryl Nardiello, Kerry O'Donnell

Previous Minutes:

Minutes of June 18th meeting were reviewed. Ashley Teagle questioned that the previous minutes stated that there reports appended to the notes. Do we want to include these? Already included as part of the board packet. **Motion to accept with proposed amendment** by Maida Finch, seconded by George Demko. Richard Duvall abstained. Motion carried.

REPORTS

Consent Agenda

Following reports were reviewed:

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

Grant Report – Ashley Teagle stated that we had a lot of grant activity recently.

- LSTA Hotspot program \$10,000
- YALSA ALA Great Stories Book Discussion for underprivileged kids: \$1200 plus travel cost– staff will be sent to Chicago for two days for training.
- Project Read \$5,000

A question was posed as to whether we knew why certain grants were declined. Cheryl will check with Cheryl Sidwell and will get back to the Board.

Friends Committee

Richard Keenan has taken over for Susan Bounds. Light of Literacy Awards theme this year will be Arts Literacy. Keynote speaker Daniel Bowen an Eastern Shore native interested in Arts literacy is tentatively scheduled to speak. His website is Symphony21.org if anyone would like to see what he does. The Friends have a Newsletter at present time. Mandy Marcos is the writer, editor and producer of Newsletter and will be working closely with Sam. The purpose is to convey to Friends what the group's activities and objectives are. Oct 21st is National Friends of the Library week. Group is undecided on what they will be doing. Reception November 21st for library 150 anniversary is from 6 to 8pm. Book sale November 22nd – 24th. The 50% discount will be discarded after November sale. New membership cards will note this. Membership purchases online are being investigated. Peace in the Park is coming up Scott Duncan will be spearheading that. Friends will have a table there with library info, recruiting friends. Asked board if anyone would be interested in doing a shift in bookstore. Bookstore has expanded hours. Two-hour shifts are available.

Nominating committee

Maida Finch – No update to give.

Directors Report

Ashley Teagle provided updates regarding meetings and activities, including the 150th Anniversary Reception, Round Up Your Change program, Fresh Start program, National Library Signup Month and National Friends of The Library Month in October.

Discussed branches: New Pittsville signage is really working. Lots of branch buzz with upcoming town hall meeting. Had conversation with community member, all of buzz has been community driven. Hopes to replicate level of support in other communities.

Centre Branch will be launching full-fledged passport program. Launch is Sept 9th 5 p.m. to 7 p.m.

Downtown – Wynette will be the keynote speaker at United Way 75th Anniversary Campaign on Sept 23rd.

Directors goals going forward include finalizing strategic plan. Has allotted time on calendar to shadow departments.

Head Administrator Report

Cheryl Nardiello provided updates on meeting room construction and installation of VFD device to help with floor shaking due to new pump on penthouse. Discussed construction on Maryland Room and installation of new fence between library and Canon Building. Results from annual audit not quite ready yet, Will have information by

meeting in October. Cheryl Sidwell has been promoted to Events & Programming Coordinator. Currently there are one full time and two part time positions open.

June & July Budget

Cheryl Nardiello reported for June and July. There was a lot of activity and expenses because of the fiscal year ending in June and not much happening in July. Nothing was abnormal and she was pleased that the end of year revenue was down less than 1%. This is due to no longer collecting fines on children's and auto renewals. Friends under in their income. Happy with revenue. Under 11.5% on expenses. Telephone expense rose in cost, data usage on new staff cell phones. Magazine costs going up. Expenses down 2%. Not much activity in July budget. **Motion to approve budget** by Richard Duvall, Seconded by Richard Keenan. Motion carried.

County and City Report

Muir Boda stated Mayor has filed to run for reelection. Muir Boda will run unopposed for city council. His term will be until 2023. Invited Ashley Teagle to come speak to city council in November during first legislative meeting.

Old Business

Contact list – George Demko stated he is still not a retired university professor.

Ashley Teagle discussed new policy limiting donations to employees who have exhausted leave. Policy would limit full time employees to receive 12 weeks in line with FMLA. Part Time limited to receive 64 hours sick leave per fiscal year. This is the limit for new MD Safe and Sick leave. **Motion to approve** by George Demko, Seconded by Scott Duncan. All in favor. Motion carried.

Ashley updated about Celebration for Susan Bounds which will be held at the Next Friends meeting on Sept 10th at 3:30. At this time a Celebration acknowledging 10 years' service to the board will be held.

New Business

Ashley Teagle spoke about County Executive Bob Culvers visit to the Pittsville Branch. She also gave an overview of new policy that will be used across the library system to reserve rooms and streamline the meeting room process. Biggest changes will be accepting reservations up to 3 months in advance. Can now reserve Downtown and Centre online. Payments must be made within 48 hours of receiving request. New additions regarding safety added to policy. **Motion to approve** by Charles Dashiell, Seconded by Richard Keenan. All in favor. Motion carried.

150th Reception – Concerns about setup. Ashley Teagle asked to consider closing Downtown Library at 2pm to give staff time to set up. Allow Pittsville and Centre to close

at 5pm on Thursday, November 21st. **Motion to approve** by Maida Finch, Seconded by Scott Duncan. All in favor. Motion carried.

Food For Fines: Starting November 21st – Same as last year. **Motion to accept** by George Demko, Seconded by Richard Dasheill. All in favor. Motion carried.

Kidney Walk: Wynette is Team Captain. Team Name Lurching Librarians. Sunday Oct 13th at 9am at Winterplace Park. Asked Board to participate or donate. Ashley will send a link to team page.

Acting Pay Policy: Ashley asked for active pay policy for employees who have filled in to assist in another capacity outside of their normal job responsibilities. This would be a 15% onetime bonus based on gross bi-weekly salary that covers the duration of the period that they were in the acting position. **Motion to approve** by George Demko, seconded by Richard Keenan. All in favor. Motion carried.

Due to time constraints, Additional staff training, Board of Trustees By-laws revisions and Strategic Plan were not discussed and will be covered in October's meeting.

Reports will be archived with board packet and are available upon request.

Motion to adjourn regular meeting made by Maida Finch. **Meeting Adjourned:** 6:06 p.m.

Motion for a Closed Session made by Maida Finch, seconded by Richard Keenan. Motion carried.

Next meeting will be Tuesday, October 15, 2019 at 4pm in Room 1

Respectfully submitted: _____


Dr. George Demko, Secretary