

Wicomico Public Libraries
Board of Trustees Meeting Minutes
February 18, 2020
4 p.m. – 6 p.m.

Start Time: 4:00p

In Attendance: Michele Canopii, George Demko, Karen Treber, Audrey Orr, Maida Finch, Scott Duncan, Richard Duvall & Charles “Chip” Dashiell

Absent: Muir Boda, Richard Keenan, John Cannon & James Otway

Staff In Attendance: Ashley Teagle, Cheryl Nardiello & Tamara Davis

Guests: Claire Otterbein/ United Way

United Way Presentation – Claire Otterbein started by introducing the United Way team. She stated that each county has a team for the development side of the fundraising. She noted that they were celebrating 75 years. She went on to review United Way’s impact goals which are education, health and financial stability. She wrapped up by stating the organizations point of contacts.

Previous Minutes:

- Review of December 17, 2019 Meeting Minutes. **Motion to approve** by Scott Duncan.

Seconded by Maida Finch. Motion carried. Richard Duvall is abstaining because he was not present for the meeting on 12/17/19.

Reports

Consent Agenda

Following reports were reviewed:

- Gift Report
- Statistical Report
- Donations Report
- Grant Report

Gift Report

Cheryl Nardiello stated that the gift and memorial for December was \$7,359 and for January it was \$4,500. She stated that WPL received this amount because of the Community Foundation annual contribution. Ashley Teagle also stated that WPL did better with The Shore Gives More because of better promotion this year. There were no other comments or concerns.

Statistical Report

Ashley Teagle stated that there was nothing out of the ordinary with the programs. She mentioned that Cheryl Sidwell had revamped the spreadsheet to make it more lucid. She noted that on the left were the results from FY 20 and the right were results from FY19. The robotics club was brought up because there were no participants and Ashley stated it did not take off and it may have run its course. No other concerns were raised.

Donations Report

Cheryl Nardiello stated that there was nothing big to mention about the donations. She stated that it was a backup report to the gift and memorial report. Also stating that this report listed the specific donors. Audrey Orr wanted to know how we thank the donors and Ashley informed her that we send out thank you notes. There were no other comments or concerns about this report.

Grant Report

Ashley noted that at this time, she didn't have any super successes. She mentioned that she informed the Board at December's meeting about the Chesapeake Bay Trust grant. Stating that this grant will be used to build a story walk around downtown's riverside. Ashley stated that the main focus lately has been to salvage the Job Search Center. Maida Finch mentioned that it looks as if Lowe's is taking a while to respond and asked was this usual. Ashley responded by stating that sometimes it can be a waiting game. There were no other concerns about this report.

Friends Committee

Audrey Orr stated that the Friends met at the Lion's Club in Pittsville and it was a successful meeting. She stated that bookshelf sales are continuing to grow, averaging about \$600/month and about \$7,000/year. She mentioned that they discussed having enough volunteers because of extended hours and they are doing what they can. She also addressed Light of Literacy to save time. She gave a thank you to Scott Duncan, who brought in a new donor this year who sponsored the art award. She mentioned that PRMC will be a major sponsor for Light of Literacy this year. She noted that the awards are \$1,200 a piece this year. She mentioned that the tickets are \$20 and can be purchased online.

Nominating Committee

Maida Finch mentioned that the committee is trying a new process, which is reaching out to people to see if they are interested in serving on the Board. She states that if they are interested, she's asked them to submit a letter that the committee will keep on file to have when vacancies become available. Maida stated that they have received 2 letters of interest so far. Maida also went over the results from the meeting survey. She stated that the majority is happy with the current schedule and meeting time.

Director's Report

Ashley skipped to the Job Search Center section. She stated we are currently outside of our funding window for LSWA, but it is in WPL budget to absorb the staff salaries through mid-March. She states that hopefully this will help buy time to hear back from Community Foundation about a grant that was applied for as well as other grants. She skipped down to Pittsville, to discuss meeting with 2 drag queens that want to do a program at WPL to promote the Pride parade. She stated that a staff member posted something prematurely about this on a social media outlet and it was not received well. Ashley asked that the post be taken down until further meetings. Ashley stated that she has been appalled by the kind of back lash received regarding this because WPL is an information source and this is a form of censorship. She also informed the Board that she filed a complaint with ALA about the comments from Councilman Joe Holloway. Michele Canopii asked if the name could be changed from Drag Time Story time. Richard Duvall also raised a concern that children aren't old enough to sort out the nature of this possible programming. The Board could not come to a vote at that time and will revisit. A meeting will be scheduled on Tuesday, 3/17/2020 to further discuss.

Head Administrator's Report

Cheryl Nardiello stated that there are openings for a part – time Branch Assistant in Pittsville, a STEAM Instructor and Branch Assistant for Centre. She also mentioned that there will be a smokers pavilion built on the side of the building. Cheryl stated that the main distribution needs to be shut down and the library will need to be closed on 02/23, 02/24 and 02/25 for this.

Motion to Approve made by Maida Finch. **Seconded by** Karen Treber. All in favor. **Motion Carried.** Cheryl mentioned that a safety inspection was conducted on 1/23/2020 and a few recommendations were made, but they were already in WPL's building plans. It was also noted that Lee Edwards was key to our successful inspections. Cheryl mentioned that there will be an additional expense in healthcare. She received an estimate that it will be going up 13.5% in FY 2021. The fund balance is still healthy even after the electrical panel differential, annual deficit for healthcare and new book mobile deposit, there will still be \$690,514.89, which covers more than 3 months.

Budget Report

Cheryl went over December and January's report. She stated that everything was normal and no big issues to report. She noted that the Friends percentage was down but will be caught up. She also noted that the internet and telephone are being monitored to assure no overages. There were no concerns raised. **Motion to approve** by Maida Finch. **Seconded by Scott Duncan.** All in Favor. **Motion Carried.**

Old Business

Ashley briefly went over the WPL's Strategic Plan changes. She noted that it was essentially some of the wording that needed to be changed/updated. These changes were highlighted in yellow. **Motion to Approve** by Maida Finch. Seconded by Karen Treber. All in favor. **Motion Carried.**

Wor Wic Memorandum of Agreement was reviewed from previous meeting on 12/17/19 and **Motion to approve** by Maida Finch. **Seconded by Scott Duncan.** All in Favor. **Motion Carried.**

New Business

Ashley referenced page 12 of the new trustee's manual. A question was raised about the wording in the officers section on if a new trustee had to be selected annually. The Board will just affirm that it's the same person. She moved on to talk about Children's use of the Library. This will be carried over in April's Board Meeting.

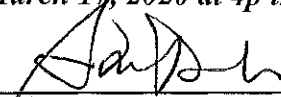
Donation

Ashley mentioned that Franklin Cooper Estate has donated unrestricted funds and a special meeting will be called on 03/17/2020 to vote how to use the funds through June.

Motion to adjourn made by Charles "Chip" Dashiell. Seconded by Audrey Orr. Motion carried. **Meeting Adjourned:** 6:10p

Next meeting will be Tuesday, March 17, 2020 at 4p in Room 1

Respectfully Submitted: _____



Dr. George Demko, Secretary