

**Wicomico Public Libraries  
Board of Trustees Board Meeting  
Tuesday, June 18, 2019**

**Start time:** 4:00 P.M.

**In Attendance:** Maida Finch, Scott Duncan, Charles Dashiell, Karen Treber, Michele Canopii, Audrey Orr, George Demko, Richard Keenan,

**Staff in Attendance:** Ashley Teagle, Cheryl Nardiello, Stephanie Daisey.

*Outstanding Employee Award:* Pat Hofman, President, Citizens for Maryland Libraries and Al Martin, CML Board Member, presented the Award to Cheryl Nardiello. WPL Board members congratulated Ms. Nardiello and thanked CML Board members for making the presentation.

Mark Kilmer is moving from the area. Board members thanked Mr. Kilmer for serving as County Council liaison and for his personal support to the Library over the years. John Cannon has been nominated as the new liaison; awaiting County Executive approval.

Chair Maida Finch welcomed members Karen Treber and Charles "Chip" Dashiell to their first Board meeting and thanked all members for their support during her tenure as Chair. She presented members with pins and shared video tours of beautiful international libraries.

Ashley Teagle & Cheryl Nardiello introduced new staff members and provided information about changing staff roles and titles. Stephanie Daisey, Centre Branch Manager, presented information about recent activities at that library location. The Centre Branch becomes a *Passport Acceptance Facility* in September, 2019.

#### **PREVIOUS MINUTES**

Minutes of the April 9<sup>th</sup> meeting were reviewed. **Motion** to approve Minutes, as submitted, made by Michele Canopii; seconded by Scott Duncan. Motion carried.

#### **REPORTS**

##### **Consent Agenda**

Following reports were reviewed: **Gift, Statistics, Grants, Donations**. No action taken. Reports appended to these minutes.

##### **Friends Committee**

Audrey Orr provided information about recent Friends activities including Book Sale, Membership, Bookstore, and updated the Board with regard to April's *Light of Literacy Awards Breakfast*. As Susan Bounds' term on the Board is expiring, Richard Keenan has agreed to Chair the Friends Committee for the coming year. Report appended to minutes.

##### **Nominating Committee:**

Richard Keenan named several potential Board members. Going forward, IPP Maida Finch will Chair this Committee. Information about potential candidates should be sent to Maida. George Demko, whose term on the Board of Trustees expires June 30th, agreed to serve another (5yr) term. Susan Bounds' second term as Trustee expires in June 2019. The Board thanked Susan (in absentia) for her many significant contributions during her tenure.

##### **Director's Report:**

Ashley Teagle provided updates about meetings, trainings and activities, including: "Census Complete Count" Committee; "Wicomico Goes Purple" program(s); Managers' "Collaborative Communication" training; upcoming HR Audit (provided by ESRL); Library's receipt of the *Community Drug Use Impact Award* from the Health Department; and, reminded Board that she meets quarterly with the County Executive. Director's Report is appended to these minutes.

### **Head Administrator Report**

Cheryl Nardiello provided updates about the following: Bookmobile A/C status; Staff openings; new & ongoing renovation activities; and, noted that the Library saved \$2,500 by in house staff completing new Pittsville deck. Head Administrator's Report is appended to these minutes.

### **April & May Budget Reports**

Cheryl Nardiello highlighted several line items. **Motion** approve the Budget Report made by Audrey Orr; seconded by George Demko. Motion carried. Budget reports appended to these minutes.

### **OLD BUSINESS**

Ashley Teagle presented revised *Leave Donation Policy*. **Motion** to approve, as written, until question is resolved about limiting "catastrophic leave bank" time that a single employee can receive, made by George Demko; seconded by Michele Canopii. Motion carried. Board will review this policy again in August.

### **NEW BUSINESS**

- Strategic (5-year) Plan timeline has been extended to allow for broader input. Managers will work on draft for Executive Committee review. Implementation anticipated in early 2020.
- National Folk Festival (September 7 & 8) – Library will participate by providing Story Time and Craft activities. **Motion** to close the Downtown Branch on those dates made by Audrey Orr; seconded by Michele Canopii. Motion carried.
- Election of Library's Board of Trustees Officers for the 2019/20 Year. Note, there were no additional nominations.
  - Chair – **Motion** by Maida Finch to elect Michele Canopii for Chair (2-year term); seconded by Richard Keenan. Motion carried.
  - Vice Chair – **Motion** by Maida Finch to elect Audrey Orr for Vice-Chair (2-year term); seconded by Michele Canopii. Motion carried.
  - Secretary – **Motion** by Maida Finch to elect George Demko for Secretary (1-year term); seconded by Audrey Orr. Motion carried.
  - Treasurer – **Motion** by George Demko to elect Jim Otway for Treasurer (1-year term); seconded by Scott Duncan. Motion carried. Maida will contact Jim to confirm his willingness to serve.
- Cheryl Nardiello presented the FY 2020 Budget. She noted that while additional \$40,000 was planned by the State, funding from the County is "flat". She highlighted several fiscal challenges and described how the Library will address them. No Capital Improvement Requests are in the 2020 Budget. **Motion** by Audrey Orr to approve 2020 Budget as presented; seconded by Richard Keenan. Motion carried. Budget appended to these minutes.

### **OTHER BUSINESS**

- Going forward, documents for Board Meetings will be sent digitally.
- Discussion about how events are promoted, e.g. the recent night for Hispanic Families.
- Private Facebook page, unsolicited or promoted by Library, raised \$577 for Pittsville Branch. These monies will be held in the Gift & Memorial Fund, restricted for new/upgraded building.

\*Reports available upon request in Board of Trustee packet archives.


**Wicomico Public Libraries  
Board of Trustees Board Meeting  
Tuesday, June 18, 2019**

**Motion** to adjourn regular meeting made by George Demko; seconded by Richard Keenan.  
Motion carried. **Meeting Adjourned: 6:25PM**

**Motion** for a Closed Session made by Audrey Orr; seconded by Richard Keenan. Motion  
carried.

**Next meeting will be Tuesday, August 20, 2019 at 4:00 p.m. in the Entrepreneur Center**

Respectfully submitted:

  
\_\_\_\_\_  
Dr. George Demko, Secretary