

Wicomico Public Libraries
Board of Trustees Meeting Minutes
June 16, 2020
4pm - 6pm

Start Time: 4:00p

In Attendance Via Zoom: Michele Canopii, Audrey Orr, George Demko, Maida Finch, Richard Duvall, Charles Dashiell, Scott Duncan, Karen Treber

Absent: Richard Keenan, James Otway, April Jackson, John Cannon

Staff In Attendance Via Zoom: Ashley Teagle, Cheryl Nardiello

County Council In Attendance Via Zoom: Josh Hastings

Previous Minutes:

- Review of April 14,2020 meeting minutes. **Motion to approve** by Michele Canopii. Seconded by George Demko. **Motion approved.**

Reports

Consent Agenda

Following reports were reviewed:

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

Gift Report

Cheryl Nardiello stated that between April and May there was \$6,284 received. \$250/American Legion. \$1000/Layton Community Foundation(WPL receives annually). \$4750/Community Foundation for the Job Search Center. \$208/Interest from estate donation. \$75.48 United Way donation for Project Read.

Statistical Report

Ashley Teagle announced that WPL launched its first 3 part virtual program called: Grow It, Eat It, in May. There will be a follow up to see how the program fared. She stated that we are tracking virtual reports separately until we can get back to in person events. Ashley also mentioned that WPL is tracking all virtual programs as if we are one branch.

Donations Report

Cheryl Nardiello stated that this report was just a more in depth summary of the gift report that she had previously gone over. She stated again that between April and May there was a total of \$6,284 in gifts and donations. There were no questions or concerns.

Grant Report

Ashley Teagle stated that WPL re applied for the United Way Scholarship. WPL is asking for \$10,000 and there is a site visit planned for later this month. WPL did not make it to the second round for the Rural Maryland Grant. Ashley states that this leaves us trying to find alternate funding for the Job Search Center. Ashley applied for the LSTA (Library Science Technology Act) grant and expects to hear something with in the next few weeks. Ashley states that Cheryl Sidwell applied for a grant from the Institute of Museum and Library Services. Ashley is not sure of the turnaround for this grant.

Friends Committee

Audrey Orr reported for Richard Keenan. She stated that Friends are having budget issues because in the last couple months there has been no bookstore, book sales or Light of Literacy. She stated that Friends will not meet the budget. She also mentioned having a virtual program for Light of Literacy or maybe having a public event in Spring of 2021. Michele Canopii stated that whether the public event is in 2021 or 2022, the 2020 awardees can still be acknowledged.

Nominating Committee

Maida Finch mentioned that the nominating committee decided to solicit letters of interest from people as a more strategic approach. The committee got a response from three people. Maida mentioned that Michele Schlehofer was interviewed, as she indicated the strongest interest. The committee feels that she is a great candidate. Scott Duncan asked if the committee feels that Michele could fill any of the needs that the board actively seeks such as diversity, having contacts with people that might be able to make generous donations etc. George and Maida stated that they feel the candidate will bring a voice to the LGBTQ community. Scott Duncan made a **Motion** to approve. Richard Duvall **Seconded**. **Motion** approved.

Building Committee

George Demko stated that the committee met on 05/16/2020 and they discussed concerns about the auto body shop location for the Pittsville Branch. They want to visit more locations, so at this point they don't have any additional plans. Ashley stated that she has had a documented conversation with county council about locations for the Pittsville Branch. Josh Hastings discussed some of the impacts of funding amid Covid19. Josh states that as advocates we're going to be firm with the state of MD to get our fair share of funding.

Director's Report

Ashley stated that staff has been rotating back in the building on a limited basis under phase one. She noted that the work hours are 10a-2p, Tuesday – Saturday and the remainder of the scheduled hours are credited as administrative leave. Ashley stated that Sam has continued to promote our resources via social media. She mentioned WPL launched a service called, Books To Go, which is our holds pick up. Ashley mentioned the budget issue with re opening to public is cleaning. She stated that currently we are quarantining items for one week because the Coronavirus can't live on surfaces for that amount of time. She said there was no information on the other branches at this time.

Head Administrator's Report

Cheryl Nardiello states that she has purchased \$5,700 in PPE and cleaning supplies and she's comfortable with this amount. She stated that all accounting and administration tasks have been done. She also mentioned that she's been working on the Pandemic and Telecommuting policies and they will soon be ready for the Board's review. The audit will be done remotely on August 12th and 13th by PKS.

Budget Report - May

Cheryl Nardiello stated that of course fines and print management percentages were down. She stated that the overall revenue was up 1.58%. Cheryl stated that we will be over on the telephone use because more cell phones had to be purchased due to Covid19. She noted that WPL was under expenses by 11.91%.

Old Business

Donations

Ashley Teagle stated that the county is going to provide \$50,000.00. Ashley stated that she needed to modify the amount used to \$77,541.59 and would need a vote, as the previous amount was \$81,000.00. She noted that whatever was not used will go to the gift and memorial fund. **Motion** to approve made by Richard Duvall. **Seconded** by George Demko. **Motion** approved.

New Business

FY 21 Budget

Cheryl Nardiello recommended adding \$34,122.00 to appropriations and reducing Friends by \$34,122.00, as this will allow us to keep the budget as is. She stated that we would just be adding the money where it's needed because of the uncertainty of fundraising this year for Friends. Cheryl asked that salaries be discussed in a closed session. There has been seven claims for unemployment and Cheryl expects this number to rise. Contractual has a cushion in case more funding is needed for professional cleaning due to COVID19. She noted that postage increased because of the anticipation of books by mail. With the amendments that will bring the total expenses to \$2,760,025.00. **Motion** to approve made by Richard Duvall. **Seconded** by Audrey Orr. **Motion** approved.

Leave Rollover

Ashley Teagle states that the pandemic put us in a spot where everyone was not able to use all of their PTO before June 30, 2020. Ashley is asking that staff be allowed another FY to use any PTO over 7 hours. The Board was in agreement, however, they made it clear that if the time is not used by FY 2021, then it will be time lost. **Motion** to approve made by George Demko. **Seconded** by Audrey Orr. **Motion** approved.

Lost & Found Policy

Ashley Teagle states that she wasn't sure what was currently being done with lost and found, so she wanted to get a protocol in place. Ashley stated that after trying to reach the patron by all legal possibilities, all high value items would be turned in to law enforcement. She also stated that each branch manager would have a lost and found item log. Ashley noted that she borrowed heavily from another library for this policy. George Demko made **Motion** to approve with addendum that any unclaimed valuables be properly destroyed after a certain amount of time. Audrey Orr **Seconded**. **Motion** approved.

Telecommuting Policy

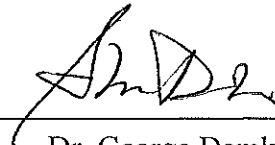
- Emergency Closings – Cheryl Nardiello stated that in cases like a pandemic or emergency situation, there was nothing in place regarding telecommuting and working from home. Cheryl would like the wording changed from Administrative Leave to Emergency Paid Leave. **Motion** to approve made by Audrey Orr. **Seconded** by Scott Duncan. **Motion** approved.
- Non – Emergency Closings - Cheryl Nardiello stated that this form of telecommuting allows employees on the road or from satellite to work remotely. This would be on a short term, case-by-case basis. The employee would be on a three week trial period and their supervisor would really have to monitor their productivity. The employee must have worked for WPL for 6 months and an agreement must be signed by the employee. Cheryl stated that this agreement template was borrowed from another library. **Motion** to approve made by George Demko. **Seconded** by Maida Finch. **Motion** approved.

Motion for a closed session made by Ashley Teagle. **Seconded** by George Demko. **Motion** approved.

Motion to adjourn made by George Demko. **Seconded** by Scott Duncan. **Motion** carried.
Meeting Adjourned: 6:15p

Next meeting will be Tuesday, August 18, 2020 (Downtown Branch at 4p in Room 8)

Respectfully Submitted: _____



Dr. George Demko, Secretary