Start time: 4:01 P.M.

In Attendance: Maida Finch, Ph.D., Audrey Orr, Scott Duncan, Ph.D., Richard Duvall, Esq., George Demko, Ph.D., Richard Keenan, Ph.D., Marc Kilmer, Susan Bounds, Jim Otway,

Absent: Michele Canopii, Ph.D., Jim Ireton

Guest: Charles R. Dashiell, Jr., Walter Press

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

PREVIOUS MINUTES

No changes were made to the minutes from the April 10, 2018 Board Meeting.

Motion to Accept: Richard Keenan Seconded: Richard Duvall Decision: Unanimous

ACTION ITEMS

Bylaws:

Richard Duvall addressed the Board with regard to the adaptation of a proposed new set of Bylaws. He acknowledged that they had been thoroughly reviewed and modified multiple times and asked if there were any further questions or concerns regarding the changes.

A Motion was made to approve the Bylaws.

Motion to Accept: Jim Otway Seconded: Richard Keenan Decision: Unanimous

Officers:

The Motion was made to ratify a 2 year term for both the Chair and Vice Chair in accordance with the new Bylaws. This term is effective from the date of their most recent appointment (July 2017).

Motion to Accept: Richard Duvall Seconded: George Demko Decision: Unanimous
A separate Motion was made to reappoint Scott Duncan as Treasurer and Audrey Orr as Secretary for another term.

**Motion to Accept:** Richard Keenan **Seconded:** Richard Duvall **Decision:** Unanimous

**April & May Budget Reports:**

We focused on the May Budget Summary Report. Andrea gave a brief explanation concerning reasoning behind the decline of monies in the fines & fees column. She explained that it will be a continuing trend. Overall, we did very well for the fiscal year.

The Director pointed out that the Bookmobile budget was at 64% which is phenomenal. This is primarily due to the generosity of J.G. Parks. The Bookmobile has been in for repairs at least 4 times this year and J.G. Parks has donated their services every time. It was suggested that we give them public recognition. The decision was made not to do, out of concern that they might be inundated with people expecting similar treatment.

The discussion then turned to our parking costs, how we are receiving the non-profit rate but that eventually it would go up just like the water and sewer cost. We're a bit late in this budget season to address these issues we'll take this up with the City again in the fall.

It was pointed out that the utilities line was only slightly over this year. Andrea speculated that it would likely improve next year because we are installing new more energy efficient air handling units.

We touched briefly on the significant increase in our health care costs.

The Motion was made to accept the Budget Report.

**Motion to Accept:** Audrey Orr **Seconded:** Scott Duncan **Decision:** Unanimous

**FY – 2019 Budget:**

The Director went through the Budget for FY-19 line by line. Due to some last minute negotiating we received an additional $61,000.00 from the County. There is a 2% COLA for the staff that has been built into the budget. Fines and Fees have dropped down. Print Management continues to grow. The grants that you see are only the ones we know we have gotten. That could change. The Friends contribution is quite notable. She broke down personnel costs. These include 2 new positions. They are both part-time: one is a graphic designer to help the Marketing Department and the other is a part-time assistant for the Programing Department to focus on STEM programing. There are a couple of other positions we’d like to have (fulltime IT assistant and an additional upstairs floor person). At this point these positions are not critical and can be postponed. Workers Comp. went up slightly and there was an increase in health insurance. We've stayed the same in many areas for example Books and Materials. General Operating expenses have changed, but not substantially.
Andrea explained that the staff requests for the budget were noted and the cost broken down. Some of these requests were granted. One of the things we'd like to do is bring the Computer Club downtown. Repairs and maintenance have gone up a bit. We'd like to be able to hire someone to maintain the new HVAC system on a regular basis. Marketing and Communications has gone up a bit. They have made a request for some new software (Orange Boy) that will allow them to target individuals in the community based on demographics, and how they use the library - thereby market to them based on their interest. The software comes with support that will also make suggestions on how to reach out to certain demographics. It is an expensive program ($6,000.00 annually). We'd like to try it for a year. We anticipate utility costs may drop next year as a result of our equipment updates. There was some question concerning parking permits being now being considered a benefit, and the tax repercussions to employees. This is being looked into.

The old library consortium will be folding this year. It is our hope that by the end of this fiscal year we can close it down completely. There is still money in the consortium account. There were 4 libraries that contributed to a fund balance that was supposed to be used to purchase server equipment. Because we changed software it was never purchased. The money that we get back from that surplus will be used for this years' ILS Software Maintenance (5390). That's just for this year. Next year we will have to pay the full fee. You will note the special projects line is $10,000.00. That money will be used for a machine that will scan, digitize and index all of the microfilm we have upstairs. It is very fragile and dates back to around 1942. This will make it so the information is searchable. It can also digitize documents.

If you look at the annual expenditures and the annual revenues we have a $26,375.00 shortfall. The Director requested that the Board authorize a one-time payment out of the Fund balance to cover the difference. This was done the first 2 years after the 2008 budget cuts and we were able to make our way back from that. With the health care bump this year and putting in the COLA we fell just short of our projected budget. Note - Most years the Library comes in under budget.

The Board asked for some clarification with regard to funding for programming and how it is being used. There was also some question concerning the costs for the 2 new part-time employees.

There was a Motion to approve the FY 2019 Budget.

**Motion to Accept:** Richard Keenan **Seconded:** Richard Duvall **Decision:** Unanimous

**Room Use:**

Walter Press appeared before the Board to contest his being banned from the use of the Library meeting rooms. The Libraries Senior Administrative Assistant, Vita Bragdon briefly addressed her concerns regarding Mr. Press' behavior, citing his repeated violations of established meeting room policies and disrespectful behavior towards Library staff. Mr. Press was given the floor, and refuted many of Ms. Bragdon's statements. He spoke at length with regard to his ATSSA Flagger Training program and how he believes he's providing a service to the community. Upon the conclusion of his remarks, Madam Chairperson thanked him and informed him that he would be welcome to stay for the
rest of the meeting, but his concerns would be addressed at the end of the meeting. Mr. Press excused himself and left the room.

CONSENT AGENDA

Statistics Report:

All of the statistics reports were there for review with the exception of the Circulation Report. It is a multi-faceted report that is not always easy to pull together. We’re trying to merge old statistics from old software with the new statistics from the new software it is not an easy task. Hopefully in the new fiscal cycle we’ll get all of the bugs worked out.

The Job Search Center and Homework Help are pretty much on trend. The Bookmobile’s numbers tend to fluctuate. Their schedule for the Fall has been set, and they have added a school to their stops. The Reader Van continues to grow greatly. It’s an innovative program, so much so that the State Library found four libraries on the Western shore that want to model this program. Barb and Krystal took the van across the bridge to train other libraries on how this program works.

Because of time constraints the Director offered to answer any questions with regard to the Gift/Memorial and Grant Reports.

Friends:

Susan Bounds briefly addressed the Board on behalf of the Friends.

The bookstore continues to do well. The 2018 Light of Literacy Awards Breakfast did very well. Memberships have increased somewhat. There was some discussion regarding the levels of membership and the Member discount for the Friends Book Sale. We were able to give away books to some of the children that came and participated. The left over books are going to the summer reading program.

The mini golf event is in October. The Friends will be doing fundraiser along with The Library Foundation. The monies earned from this event will be going toward the remodel of the front façade. Some of the Friends have been recruited to help with that event.

The library staff will be forwarding their “Wish Lists” to the Friends. That information will be available in July. Fifteen Thousand ($15,000.00) has been allocated for this year.

The Friends started tracking their funds very closely over the past four years. They’ve donated $35,000.00 toward programing and almost $32,000.00 toward wish list items in that time. Even after that, there’s approximately $38,000.00 that can be set aside for long-term projects and still have an additional $5,000.00 remaining as seed money for the new year. During that 4 year period the Friends have raised about $109,000.00 and we’re looking at what we could donate to the Foundation. At this
point we could donate about $38,000.00. Towards the Fall with the upcoming fundraiser we may be able to donate an amount approaching $50,000.00.

The Director’s Report:

The strategic plan is still in process we will have something for you to approve by the August meeting. The Economic Impact Study is also in process; we have not yet received the report. Hopefully at the Regional Board meeting in 2 weeks we will have heard something.

The Health Literacy Initiative was announced at the Light of Literacy Breakfast. Library staff has been charged with creating a master list for the collection piece of it. There will be a coordinator hired for this project. They will be hired for the project through the fund that the United Way is managing. We’re hoping they will be stationed here in the library. They will be working with all of the libraries on the lower shore.

Leadership Maryland is going very well. It is a huge time commitment but it is very enlightening.

The Maryland Library Association held its elections a month ago. Andrea is the new Vice President/President Elect for MLA.

The Motion is to approve the Consent Agenda.

Motion to Accept: Audrey Orr Seconded: George Demko Decision: Unanimous

The Foundation:

Mr. Duncan briefly addressed the Board. He would like for them to begin to think of ways that they can personally get closer to making contributions toward the new library façade. We do not yet have a final figure. We do know it will be in the high six figures. This Board needs to seriously consider how they can personally make a contribution and how they can connect with individuals that may be able to help us reach our goal of roughly $1,000,000.00. Please give him your ideas. A committee was suggested.

OLD BUSINESS

NEW BUSINESS

Room Use Discussion:

The Board recognized that Mr. Walter Press provides a useful training program to members of the community. Review of the record of Mr. Press’ behavior when using a meeting room included: his disregard of policies & procedures, even after being cautioned by staff, and the occurrences of discourteous, at times bordering on abusive, behavior directed toward Library staff. (Note - recent example of his unacceptable behavior occurred on April 13, 2018.) This is the first Board Meeting since
that incident.) Options to allow him to continue to use the rooms, including the possibility of imposing stricter guidelines, were discussed, and dismissed. Given the documented pattern of behavior as referenced, a decision was reached by the Board to deny Mr. Walter Press use of the Library’s meeting rooms in future. Executive Director, Andrea Berstler was instructed to draft a letter, with board review, advising Mr. Press of the decision as soon as possible.

There was a Motion to permanently ban Mr. Walter Press from further use of the Meeting Rooms.

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

There was a Motion to close the meeting to discuss the Director’s evaluation.

**Motion to Accept:** Jim Otway  **Seconded:** Scott Duncan  **Decision:** Unanimous

**Meeting Closed:** 5:57PM

The next meeting will be Tuesday, August 14th, 2018 at 4:00 p.m.

**Approved By:**

[Signature]

Audrey Orr, Secretary