

Wicomico Public Libraries Board of Trustees
Minutes
October 15, 2019
4pm-6pm

Start Time: 4:10p

In Attendance: Richard Keenan, Muir Boda, George Demko Karen Treber, Charles "Chip" Dashiell, H. Scott Duncan, Michele Canopii, Maida Finch, James Otway, Audrey Orr, John Cannon

Absent: Richard M. Duvall

Staff in Attendance: Ashley Teagle, Cheryl Nardiello, Bernadette Cannady

Public in Attendance: Ebonee Barkley (Graduate Student)

Auditor's Report – PKS & Company

Books & Records in Good order

Previous Minutes:

Review August 20, 2019 Meeting Minutes

Motion moved by Scott Duncan to accept minutes as written with corrections Motion second by George Demko Motion approved.

Reports

Consent Agenda

Following reports were reviewed

Gift Report

Statistical Report

Donation Report

Grant Report

Friends Committee

9/10/19 Meeting Date

Light of Literacy Breakfast – Keynote Speaker – Daniel Bowen – Topic – Power of Music – possible another musician will accompany Mr. Bowen committee will need to investigate if this will be an additional cost

30 second video tape of nominees is planned.

Liz Bellavance Award – Still under consideration whether this award will be awarded

Book Sale – Lawn signs will again be placed throughout the area to increase publicity. Last year for the 50% discount for Friends members – Books left will be donated to Pittsville Branch for sale at Pittsville Branch

Pittsville Resident will be selected to serve on the Friends Steering Committee

Peace In the Park – 2 Library Card Sign-ups – 1 Friends Membership Sign-up – Expenses were increased due to cost of permits, speakers. Food trucks were allowed

150th Anniversary – Tickets on sale now – Silent auction planned – Each board member asked to donate a bottle of wine

Nominating Committee

7 Potential names

Committee will now need to meet to decide how to go forward.

Director's Report

Ashley Teagle and Cheryl Nardiello met with county officials to move forward in trying to find a possible location for the library. Much discussion followed on how much influence the county will have on the

location for a new library and how the county would construct a concept plan. More discussion followed on how library staff will and should take the lead on the process of land acquisition and plans for a new library.

Beginning talks with Board of Education for a possible public library presence in the future building of Mardela Middle and High School.

Head Administrator Report

Budget Report(s)

Reports reviewed. Fine free start will need board approval. Discussion – need to look for revenue to replace income that would be lost by waiving fines. Possibly look to ask city to eliminate parking permits and we would equalize the asking by reporting the library will be waiving fines for residents

Motion moved by Maida Finch to approve budget reports. Motion second by Audrey Orr. Motion Carried
Budgets approved.

Old Business

- Organizational chart is needed.
- Sean will train Board Members to use conference call program to be able to call in if unable to be present at the meeting.
- Bookstore lock not working very well – Lee will be asked to check the lock.
- Selected Staff will be given 5-10 minutes at the beginning of each Board Meeting to introduce themselves to the Board.
- April 17, 2020 – 9-5 – All Staff Training Day – Request permission to close all branches.
Motion moved by Richard Keenan Motion second by Scott Duncan Motion Carried
- Meeting Room Policy
Motion moved by Maida Finch to accept updated Meeting Room policy Second by Audrey Orr Motion Carried

New Business

- Capitalization Policy
Motion moved by Charles Dashiell to accept capitalization Policy Motion second by Richard Keenan Motion approved
- Staff Development – Folk Festival Friday 9/11/19 -Request permission to close Main Branch
Motion moved by Maida Finch Motion second by Audrey Orr Motion Carried
- Holiday Party - 12/13/19 - requesting Centre and Pittsville Branch close at 5pm
Motion moved by Audrey Orr Second by James Otway Motion Carried
- Sean will train Board Members to use conference call program to be able to call in if unable to be present at the meeting.
- Board of Trustees Handbook coming soon
- Thank You Note received from Susan Bounds

Motion moved by Richard Keenan to close meeting Second by Scott Duncan Motion Approved.

Next meeting scheduled for 12/17/2019 in meeting rm 1

Respectfully Submitted: _____

Dr. George, Demko, Secretary