

THE TALBOT COUNTY FREE LIBRARY
100 W. Dover St.
Easton, MD 21601
Minutes of the Board Meeting
October 21, 2021

Hybrid meeting with Robert Forloney and John Stumpf participating via Zoom. Other attendees were in person. The meeting was called to order by Robert Forloney, Vice-President at 5:10 pm.

Attendees: Marlene Thomas, Charles Yonkers, John Stumpf, Estela Ramirez, Robert Forloney, Tyson Lubin, Talbot County Free Library Friends

Director, Dana Newman and Assistant Director, Scotti Oliver represented the TCFL, Tom Reynolds represented the Foundation

Presenter: Roy Geiser, TGM Advisors

Guests: no guest at this October meeting

Excused: Susan Sherman, Ron Engle, Town of Easton Representative, Barbara Heatly

Absent: Andrew Thaler, Hudson Berry, Heena Paracha, Talbot County Council Liaison, Pete Lesher

Action Items:

Board members present approved the Draft of the Audit, vote carried over to email as there was not a quorum at the meeting

Board members present approved December 23 closure in observance of Christmas Holiday since Christmas falls on a Sunday, vote carried over to email as there was not a quorum at the meeting

Board approved the representation of 2 people (Dana and Susan) to the ESRL board for the one year term, vote carried over to email as there was not a quorum at the meeting

Board approved the statement of activities and the quarterly balance sheet, vote carried over to email as there was not a quorum at the meeting

Review of the September 2021 Minutes: Robert Forloney asked the board if there were any changes. Hearing none made a motion to approve with a move to accept by Charles Yonkers and seconded by Marlene Thomas. Motion carried. The vote was carried over to email as there was not a quorum at the meeting.

Old Business: none

New Business:

Audit

Roy Geiser from TGM Group/CPA, presented the draft of the financial statements and audit communication:

- The review letter citing that it is in the opinion of TGM that all library statements are okay.
- On page 8, it shows the Library's net position decreased by 18% during the year ending June 30, 2021.
- On page 22, it shows total capital assets which shows an increase from \$424,649 in 2020 to \$445,209 in 2021.
- On page 21, it is noted that the Foundation investments show about a 14% increase in market value.
- TGM provides a letter that it is required to submit to the board outlining things such as no new accounting policies, no disagreements and outlines estimates that affect the financial statements, such as post-employment benefits.

Charles Yonkers wanted to note that the board would like to give credit to the excellent fiscal management done by Dana Newman and Scotti Oliver. They do such a responsible job.

Robert Forloney made a motion to the board to approve the audit. Charles Yonkers moved to approve and was seconded by Marlene Thomas. All were in favor. The motion carried. The vote was carried over to email as there was not a quorum at the meeting.

Holidays

Dana noted for the board that the Christmas holiday in December 2022 is over the weekend. Christmas day is on a Sunday and so the library will already be closed on Christmas Eve which is a Saturday. Dana asked the board to take action on giving the staff off by closing the library on Friday, December 23, 2022. Robert Forloney made a motion to have the Friday off for staff due to Sunday being the Christmas holiday with Marlene Thomas moving to pass the motion and Charles Yonkers seconded. The motion carried. The vote was carried over to email as there was not a quorum at the meeting.

ESRL Board Bylaw Change-Representation needed on ESRL Board

Dana reviewed with the board the two handouts which cite that:

- The State Library Board is proposing changes to the statute that covers the Eastern Shore Regional Library. The law was passed in 1957 and does not reflect how each of the regional libraries in Maryland are governed today.
- On December 1, 2021, there is a conference to discuss the proposed changes to the statute with representatives attending from each library that is served by a regional library such as ESRL. The goal of this conference will be to develop a statute and get buy in from the attendees.

Currently, ESRL's board has one library director from each of the 8 public libraries served by ESRL. They are wanting to be in compliance with the current state law and have 2 representatives on the ESRL board.

Dana asked the board to take a vote on nominating Dana Newman and Susan Sherman as the two TCFL representatives that would sit on the new ESRL board.. Robert Forloney made a motion to the board to comply with the ESRL board bylaw changes and to officially vote to have Dana and Susan be the 2 new representatives on the ESRL board. Charles Yonkers moved and Marlene Thomas seconded. None opposed and the motion carried. The vote was carried over to email as there was not a quorum at the meeting.

President's Report-Robert Forloney reported a few items on Susan's behalf:

- On October 16, Susan virtually attended the Citizens for Maryland Libraries annual meeting. The keynote speaker was Rebecca Cokley from the Ford Foundation and she led a very informative session on how organizations can be more inclusive to those with disabilities.
- Due to the Open Meetings Act, all board minutes will now be posted on the library website starting with the September 15, 2021 minutes.
- Thank you to all who attended and helped with last evenings reception, Nuestros Raices-Our Roots held here at the library.

Treasurer's Report – Dana reviewed the Statement of Activities report for July-September 2021. We are showing under public funds 25% of the year being over but the % of the budget for public funds revenue is only 16.9%. Under operations and fine and fee revenue, we are down as we are no longer collecting fines for children's materials and we are not circulating as many materials as we were pre-pandemic. Under DVDs, it shows zero, but DVDs are on order. Under Foundation, it is noted that the library has put in their first request for reimbursement.

Dana then asked the board to review the quarterly balance sheet as of September 30, 2021. She noted that under liabilities and sales tax payable that there is a big difference from last year and currently. This difference can be explained by the fact that last year we were not selling any books. Robert Forloney asked for the board to approve both financial statements. Charles Yonkers moved with Marlene Thomas seconded. All in favor. The motion carried. The vote was carried over to email as there was not a quorum at the meeting.

County Council Representative's Report- Pete Leshner did not have a report.

Easton Town Council Representative's Report-Ron Engle did not have a report.

Librarian's Report-Dana highlighted a few key items from her report:

- Library staff will be at the Easton Farmers Market on November 6 and 20 and December 11 between 8-1pm. Board members are invited to help represent the library.
- The library will be receiving Job Access with Speech (JAWS) on our public computers.
- We have hired Lydia Allen as our new ILL – Circulation Clerk. She has experience from the library in Boca Raton, FL and we look forward to her being here.
- The library received \$15,000 in grant money from the American Rescue Plan. Ron Engle is to be thanked for making the library be aware of this grant opportunity.
- The Maryland State Library is applying for a new federal grant for Maryland that can be used for capital projects. Dana noted for the board that a lot of advocacy will need to happen to obtain these funds.
- Staff got a chance to visit three community sites as part of staff training day on October 11th. Staff went to either the YMCA-Senior Center in St. Michaels, BAAM in Easton or the Chesapeake Multicultural Resource Center in Easton.

Diversity and Inclusion Committee- Charles Yonkers reported that the EDIAJ committee keeps making great progress. Frederick Douglass Day was great and the reception here at the library last evening was a highlight. Estela Ramirez is one of the authors and her origin story was so interesting. Attendance was great and the event really reached people's hearts. It was a very impactful event that addressed an aspect of our community. Many who spoke were so appreciative of the library and event but none so much as Pete Leshner, who spoke eloquently about his own story and how the library is unique in being able to offer an event like this.

Nominating Committee- Estela Ramirez did not have a report as there were no changes since the last meeting.

Friends' Report-Tyson Lubin shared some highlights:

- Suzanne Sanders is organizing a book sale that will be held each Monday in November in the Frederick Douglass room.
- Friends will have a display out in front of the library at the Waterfowl Festival in November.

Foundation Report-Tom Reynolds reported that the Foundation had met earlier today and the portfolio is doing well. The market is volatile but in spite of this the economy wants to improve. The current value of the portfolio as of October 19, 2021 is \$3,072,431. The directors voted to have John Watters join the Foundation and we had a potential new board member visit, Ms. Amanda David.

Meeting adjourned at 6:20 pm. Our next meeting will be both in person and virtually on December 2, 2021 at 5:00 p.m. at the Easton library.

Respectfully submitted, Katie Dodds