

THE TALBOT COUNTY FREE LIBRARY
100 W. Dover St.
Easton, MD 21601
Minutes of the Board Meeting
July 20, 2023

The meeting was called to order by Susan Sherman, President at 5:05 pm. Meeting held in Easton.

Attendees: Susan Sherman, Charles Yonkers, Becky Amaral, Mary Pellicano, Sue Regier, Robert Forloney, and Don Abatiello, Town of Easton Liaison

Director, Dana Newman, Scotti Oliver, Assistant Director, and Christina Acosta Communications Manager, represented the TCFL.

Guest: Sabine Simonson, Outreach Services/Volunteer Coordinator

Excused: Andrew Thaler, Marlene Thomas, and Pete Leshar, Talbot County Liaison

Absent: Estela Ramirez

Action Items:

- **Board members approved the June 15, 2023, minutes.**
- **Board members approved the Income and Expense Statement.**
- **Board members approved the rollover of amount of leave given for this year to be permanent.**
- **Board members approved the re-election of Charles Yonkers for an additional term of service on the board.**

Action items that didn't require a vote:

- **Committee chairs to begin submitting written reports in July.**
- **Reminder that there is no board meeting in August.**
- **Members of the Finance Committee were selected: Mary Pellicano, Susan Sherman and Becky Amaral**
- **Andrew Thaler, St. Michaels project liaison was not present and did not have a report but Becky Amaral said she can attend the HDC meeting on August 3rd.**

Review of the June 15, 2023, Minutes: Susan Sherman asked the board if there were any changes. Hearing none, asked for a motion to approve with Becky Amaral moving and Robert Forloney seconding. The motion carried.

Guests: Sabine Simonson, Outreach Services/Volunteer Coordinator

- Sabine shared that before working at the library she was a kindergarten teacher and a wedding coordinator. She was also a volunteer with the Friends Council before working at the library, putting in several hours helping at the Friends book sales. Her role as the Outreach Services/Volunteer Coordinator is very rewarding and includes such tasks as attending many outreach events, such as the Pride Festival and events at the Senior Center. Sabine is a member of the Talbot Chamber of Commerce where she has

an ambassador role. This role is key for making connections in the community. She also has her own show called On the Shelf, maintains the library face book page and is a member of the MLA Public Service Interest group.

- Some other tasks she enjoys is working with all our volunteers, serving on several boards, hosting author programs, working at the Circulation Desk and helping at some of the library programs. She mentioned that she especially likes being a guest reader at Story Time.
- Being the staff liaison to the Friends and fulfilling numerous other duties as assigned keeps her busy. She loves her job at the library.

The board all thanked Sabine for all her work and that she is doing a wonderful job.

Advocacy sharing:

Susan Sherman shared that attending and being aware of events helps make community connections. We have a few events coming up, such as 1-2-3 Andres on August 4th, Bark to School on August 5th and later in September we have a Friendraiser. It will be held on September 26th at the St. Michaels library where the purpose is to hold a high end social event where we hope to meet people that would be interested in supporting the St. Michaels expansion and renovation. Charles Yonkers shared that he continues to have great results connecting with people at events when he wears the library logo shirt and encouraged others to wear their shirt.

Old Business: none

New Business:

Policy: Increase leave rollover permanently:

Dana reviewed with the board the current leave rollover policy that had been approved starting when we had Covid-19 as a way for staff to be able to use their unused leave. We are asking the board to grant the following rollover of leave as permanent:

- Employees earning 15 days per year of vacation may carry over a maximum of 22.5 days
- Employees earning 20 days per year of vacation may carry over a maximum of 30 days.

Discussion followed regarding financial concerns, how leave is awarded, and will staff make an effort to use their leave. A question about the accrual of leave was also discussed as it is unusual that the library awards leave for the year when a new employee begins as opposed to earning leave per pay period.

Susan Sherman asked for a motion to approve the rollover of leave as permanent with Robert Forloney moving and Sue Regier seconded. All in favor. The motion carried.

The board agreed that the topic of accruing leave will be discussed at a later date as more research needs to be done about the procedure for this.

Select Finance Committee:

Mary Pellicano, serving as Treasurer, asked for members to join the Finance Committee and Susan Sherman and Becky Amaral agreed to serve.

President's Report-Susan Sherman had nothing new to report but mentioned that she is very pleased that the board is involved with advocacy. She also reported that in October there will be the annual conference of Citizens for Maryland Libraries where a key theme is diversity in children's literature. It is a free conference and will be held on October 21st at the Busch Library in Annapolis.

Treasurer's Report –

Mary Pellicano explained the Income and Expense Statement which shows activity through the end of June 2023. A few items highlighted in the notes section were the annual appeal funds used to go to the library and are now going to the Foundation, Friends provided additional funds for some of our larger programs, a few line items were re-classified and grant revenue also includes reimbursement for 4 capital outlay projects. Mary asked if there were questions. Hearing none, Susan Sherman asked for a motion to approve the Treasurer's report with Becky Amaral moving and Sue Regier seconded. All in favor. The motion carried.

County Council Representative's Report- Pete Lesher was not present and had no report.

Easton Town Council Representative's Report –Don Abatiello reported that after our last board meeting he met with Dan Richardson and Clay Stamp about getting the sidewalks fixed. They agreed to work together to finish this project in stages. They said if there is one area the library would like fixed first to let Don know. National Night Out will be on August 1st at Moton Park from 5-8pm. Mayor Cook said that she received the libraries ARPA letter.

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

- Board members were encouraged to join the Adult Summer Reading bingo as it doesn't end until August 31st. We also have a Children's Summer Reading program which is very popular.
- There will be naming opportunities for the St. Michaels renovation and expansion project and the board will have to approve these naming policies. There will also be a buy a brick for \$100 and a buy a book campaign.
- Scotti Oliver reported that the 8th Chesapeake Children's Book Festival was a great success. There were over 1,800 attendees and a great effort was made by all to make it a great day.
- Dana announced to the board that there is an important meeting on August 3rd with the St. Michaels Historic District Commission where the architect's application will be reviewed and discussed.
- Circulation numbers are up and the door count at Easton is up by 31% and at St. Michaels the count is up by 21%.

Diversity and Inclusion Committee- Charles Yonkers had sent out his report prior to the board meeting where he highlighted that the committee had met on July 13th. They agreed to a schedule of regular meetings to be held the second Thursday of the months of October, January, April and July. The committee also reviewed issues of their domain including such things as choices of programming speakers, collection content and more.

Nominating Committee-Estela Ramirez was not present and so Robert Forloney gave the report. The topic for tonight is to vote to re-elect Charles Yonkers for an additional term. At this time, Charles left the room for the vote. Robert Forloney asked for a motion to approve the re-election of Charles Yonkers for an additional term in service to the board with Becky Amaral moving and Sue Regier seconded. All in favor. The motion carried.

Friends' Report- Sue Regier highlighted several upcoming Friends events:

- Trivia Night will be held at the St. Michaels Library on September 15th and tickets are \$10.00 per person.
- Friends will host a fundraiser on the Patriot Cruise on October 12, 2023. This will be a fundraiser for the St. Michaels renovation and expansion project. Tickets will be \$100 per person and will go on sale on September 12th.
- Friends funded Teen Night's pizza; will fund STEM Festival week and for the Mermaid at the Waterfowl Festival in November. Friends will also be paying for the catering for the Social at the St. Michael's library on September 26th.
- Friends made \$1,272 at the recent book sale.

Foundation Report- Susan Sherman reported that the quarterly report for the portfolio is doing well and we continue to be pleased with FBB Partners. There was a discussion around bookkeeping procedures to reflect contributions in a clear manner as there are separate accounts. The Foundation welcomed new board member Dr. Michael McMillian and potential board member Ralph (I will get his last name) was also in attendance. Dana Newman reported that there is a balance of 2.6 million in the current portfolio which is great given the market. Our benchmark is 5.5%-6.5% and we are right on target for this.

Meeting adjourned at 6:30 pm.

Reminder: Our next meeting will be on Thursday, September 21, 2023 at 5:00 p.m. in St. Michaels

Respectfully submitted, Katie Dodds