

THE TALBOT COUNTY FREE LIBRARY  
100 W. Dover St.  
Easton, MD 21601  
Minutes of the Board Meeting  
September 16, 2021

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

Attendees: Susan Sherman, Barbara Heatly, Marlene Thomas, Charles Yonkers, Hudson Berry, Talbot County Council Liaison, Pete Leshner, Robert Forloney, Tyson Lubin, Talbot County Free Library Friends, Andrew Thaler, Heena Paracha, and Ron Engle, Town of Easton Representative

Director, Dana Newman and Assistant Director, Scotti Oliver represented the TCFL.

Guests: Karen Collier, TCFL Acquisitions Librarian; Christina Acosta, TCFL Communications Manager; John Jelich, TCFL/St. Michaels branch Library Associate and Zach Jameson, TCFL Intern

Excused: John Stumpf, Estela Ramirez

**Review of the July 2021 Minutes:** Approval of the July minutes – motion to approve by Susan Sherman and seconded by Marlene Thomas. The motion carried.

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

- ESRL received a grant to do a Facilities Master Plan for all 8 libraries on the Eastern Shore. The last plan was done 10 years ago. The plan will be helpful in identifying problem areas, space needs and maintenance needs. This master plan is required to be completed in order to apply for capital grant funding.
- The library received \$23,000 from the Emergency Connectivity Fund. The library will use these funds to purchase 50 Wifi hotspots and 10 iPads for circulation to patrons that do not have internet connection for educational purposes.

Dana introduced three guests:

*Christina Acosta* is the new Communications Manager at the library and has been here a few weeks. She is getting to know staff and the community. Christina is from San Antonio, TX where she was a reporter.

*John Jelich* is well-known at the St. Michaels branch as a Library Associate. John is visiting the board meeting as part of his coursework for the LATI (Library Associate Training Institute) program.

Scotti introduced our intern:

*Zach Jameson* is our intern who is in his last year of his Masters in Library Science degree at the University of Maryland. We are showing Zach all aspects of library work.

Guest: Karen Collier, TCFL Acquisitions Librarian. Karen did a brief power point presentation highlighting the most popular areas of the TCFL collection.

- The top three highest circulating collections are Easton adult, Easton children's and St. Michaels adult.
- DVDs are circulated at high rates. The largest turnover rate is high in DVDs and adult audio.
- Karen noted that the data doesn't include downloadables like Hoopla, which constitutes about 1/3 of the collection.

**Old Business:**

- Susan made a motion to formalize the EDI name in the bylaws to add Accessibility and Justice. The name will be Equity, Diversity, Inclusion, Accessibility and Justice. Motion to approve with Charles Yonkers and seconded by Andrew Thaler. Motion carried.
- Susan asked the board to formally consider reducing the number of board meetings from 10 to 9 by eliminating the March meeting. She asked for any concerns and hearing none made a motion to change the bylaws to

reflect having 9 meetings per calendar year. Motion to approve by Charles Yonkers and seconded by Andrew Thaler. Motion carried.

#### **New Business:**

##### **Annual leave rollover possibility update**

Scotti directed the board to the paragraph of the action item outlining the request that staff be able to rollover additional leave from 2021 to 2022. Scotti read the paragraph to the board and asked for a motion to approve with Charles Yonkers approving and seconded by Andrew Thaler. Motion carried.

##### **Board retreat review-Charles Yonkers provided these highlights:**

- The minutes with the links to the films were very helpful especially for those who could not attend.
- The retreat was well-attended by board and staff.
- Dr. Avila did a great job. She was very informative.
- The retreat was a very enlightening experience. This topic is a community wide issue.
- A very key element was the inter-activity that occurred. We broke into small groups and then came back to report to the whole group. There was a lot of candor and energy.

##### **President's Report-Susan reported on a few matters:**

- On October 5<sup>th</sup> the ESRL Master Plan architects will be visiting St. Michaels and Andrew Thaler and John Stumpf will be there. On October 6<sup>th</sup> they will be visiting the Easton library and Susan Sherman will be there.
- On October 16<sup>th</sup> the Citizens for American Libraries will have their annual meeting from 10:00 a.m.-3:00 p.m.. The keynote speaker is Rebecca Cokley from the Ford Foundation. Please let Susan Sherman know if you would like to attend as carpooling can be organized.
- Susan will be away for the October meeting and Robert Forloney will chair the meeting.

**Treasurer's Report** – Barbara reviewed the Statement of Activities report for July-August 2021. We are showing month 2 of the fiscal year and so total revenue at 16.39%. The library is not presenting the usual programming and so expenses are low for printing and other library purchases of materials. DVDs show zero being spent but DVDs are on order. Barbara also noted that it shows zero for Accounting and Bookkeeping but this is because we haven't been billed yet. Monies for staff development continue to not being spent like pre-pandemic times as staff are still not traveling as much. Motion made to approve the treasurer's report with Charles Yonkers moving to accept and seconded by Andrew Thaler. Motion carried.

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

**Easton Town Council Representative's Report-**Ron Engle reported that the town is busy with lots of zoning projects and flooding projects and repairs. He relayed to the board that the Town has received the libraries application for receiving grant monies and that funding is likely.

**Diversity and Inclusion Committee-** Charles Yonkers reported that while the retreat was a great accomplishment, there has been a lot happening with EDIAJ in the background:

- The library is much more engaged in the community that it was before. We are building more connections.
- Ron has been keeping Dana informed whenever he hears of a community program coming up.
- Frederick Douglass Day on September 25<sup>th</sup> is a key event that the library is involved in. There is a lot of energy around EDIAJ issues and events.
- The TCFL strategic planning process is coming up and Heena Paracha is our representative from the EDIAJ committee and so she will be part of this important planning process. EDIAJ should be an intentional part of the strategic plan.

**Nominating Committee-** Robert Forloney reported that the committee is wanting to get a list of individuals who would be good candidates for the board. We are seeking candidates with a diverse background and if anyone had suggestions for names to please submit them to Robert Forloney or Estela Ramirez. The Nominating Committee is also seeking another member.

**Friends' Report-**Tyson Lubin shared some highlights:

- Suzanne Sanders did a great job with the book sale. We made about \$2,500.
- Friends has 3 new members on the Council.
- The golf tournament which is one of the Friends fundraisers, has been delayed.
- It is Library Card month and so we are encouraging patrons to have their picture taken with a new card and they can receive a prize.
- Friends will have an exhibit table at the Waterfowl Festival in November.

**Foundation Report-**There was no report as the Foundation does not meet until October 21, 2021.

Meeting adjourned at 6:00 pm. Our next meeting will be both in person and virtually using OWL on October 21, 2021 at 5:00 p.m. at the Easton library.

Respectfully submitted, Katie Dodds