

THE TALBOT COUNTY FREE LIBRARY  
100 W. Dover St.  
Easton, MD 21601  
Minutes of the Board Meeting  
October 20, 2022

The meeting was called to order by Susan Sherman, President at 5:00 pm.

Attendees: Susan Sherman, Andrew Thaler, Robert Forloney, Bernice Michael via zoom, Heena Peeracha via Zoom  
Director, Dana Newman and Assistant Director, Scotti Oliver represented the TCFL, Sue Regier, TCFL Friends, Pete Leshner, County Council Representative, Nancy Shirey, Foundation board member, Christina Acosta, TCFL Communications Manager via Zoom,, Amanda David, Foundation President, Karen Collier, TCFL Acquisitions Librarian, Roy Gieser, Partner with UHY Accounting/Salisbury, MD via Zoom  
Guest: John Jelich, Library Associate at St. Michaels  
Excused: Charles Yonkers, Marlene Thomas, Leslie Parkerson, Ron Engle  
Absent: John Stumpf and Estela Ramirez, Hudson Berry

**Action Items:**

**Board members approved the September 15, 2022 minutes (pending a vote by email to make the quorum.)**

**Board members approved the Income and Expense Statement (pending a vote by email to make the quorum.)**

**Board members approved the Audit (pending a vote by email to make the quorum.)**

**Board members approved the Collection and Development policy (pending a vote by email to make the quorum.)**

**Board members approved the Strategic Plan (pending a vote by email to make the quorum.)**

**Board members approved the Changes to the student virtual card (pending a vote by email to make the quorum.)**

**General reminders:**

**The board meeting on Thursday, December 1st will be held at Easton.**

Susan opened the meeting by thanking everyone for attending the meeting and welcomed our guest, John Jelich, TCFL Library Associate at St. Michaels.

**Review of the September 15, 2022 Minutes:** Susan Sherman asked the board if there were any changes. Hearing none all approved and the motion carried (pending a vote by email to make the quorum.)

**Guest:** John Jelich

John explained that he recently completed his LATI [Library Associate Training Institute] training enabling him to work at the Information Desk at St. Michaels. He said that unlike at Easton where staff do a particular job, at St. Michaels staff do a little of everything. Next month, he is leading a program featuring the cubist artist, Steve

Cohen. Dana told the board that John's greatest strength is his customer service and how he builds relationships with our patrons. All the board thanked John for his work.

**Old Business:** none

**New Business:**

**Action Item: Audit**

Roy Geiser, Partner from UHY out of Salisbury, introduced himself and highlighted a few key points in the financial statements:

- The paragraph that says all financial documents were clean and free of errors, was moved to this first page from the second page.
- Under Emphasis of Matter, page one, there were two types of leases, rent and capital. Now you are required to have an asset and liability.
- Page nine shows the general fund and some adjustments to the Foundation with a re-focus on net position-watch this trend of going up or down.
- The stock market has been down, so investments went down.
- Page 19 shows the maturity of the funds and the losses at the bottom of the page.
- New is on page 27/note 12 shows net position from last year's statement. We have a xerox lease.

Roy then reviewed the Audit Communications citing on page 6 under GASB (Governmental Accounting Standards Board Statement) it is now GASB no. 96 which is very similar to GASB 87, which is anything for cloud computing goes to no. 96. The board was asked if there were any questions for Roy and hearing none made a motion to approve the audit communication and financial statements. Andrew Thaler moved with Robert Forloney seconded. All in favor. The motion carried with the Board members present. Vote carried to email because of lack of a quorum.

**Action Item: Collection Development policy**

Karen Collier, Acquisitions Librarian said that the library has been wanting to make these changes to the policy for sometime. Dana then explained to the board that lots of libraries have been making sure their collection development policies are up to date. With so much happening with how books are chosen, policies are what we need as it provides the ability to communicate with our patrons. If a patron has a concern, they are given a reconsideration form along with the policy. The policy also helps to protect staff. Dana outlined the changes as being:

- children's and teen collections where it is the parent or guardians' responsibility to decide which materials in our collection are appropriate for their own minor children.
- reasoning for diversity of materials
- more clarity of the collection at Easton and collection at St. Michaels
- Freedom to Read and View statements including a link with further information
- statement from the Association of Rural Libraries
- Criteria for selection, including such reasons as demand, quality and more
- Weeding guidelines
- How we handle donations
- Reconsideration process

All thanked Karen Collier for her hard work. Susan asked for a motion to approve the changes in this policy with Robert Forloney moving and Andrew Thaler seconded. All in favor. The motion carried (pending a vote by email to make the quorum.)

#### **Action Item: Human Resources policy authority**

Dana explained to the board that there was a suggestion that the library director have some authority at the last Board meeting regarding a few HR decisions possibly not requiring board approval, such as the rolling over of annual leave. Dana had done some research with other libraries to see what they do and this may not be such a good idea and could be problematic. Maryland library law requires the Board of Trustees to make policy decisions. A few ideas were discussed by the board and the best choice was that Dana make operational decisions but any decisions involving policy be approved by the board.

#### **Action Item: Strategic Plan**

Dana highlighted the strategic directions and praised Christina Acosta, TCFL Communications Manager for her great job on this document:

- Strategic Direction (1): Accessibility and Ease of Use: Under this topic is the creation of welcoming places, including the St. Michaels expansion and renovation project. This is a major focus of the plan to raise money for the St. Michaels library.
- Strategic Direction (2): Community and Outreach: we will focus on access points and finding ways to reach those in the community who can't get to our library.
- Strategic Direction (3): Diversity and Inclusion: we are focusing on integrating Spanish into our materials.
- Strategic Direction (4): Lifelong Learning and Enrichment: focus on service learning

Dana asked if there were any questions or suggestions and discussion followed with several suggestions:

- Standards of measurement will be built into the annual plan
- Include a statement promoting intellectual freedom and where would this statement be placed: the library website; annual plan, or a separate document
- Making the library website more user friendly
- Include a Spanish speaking option with the phones at the library

Susan made a motion to accept the Strategic Plan. Andrew Thaler moved with Robert Forloney seconded. All in favor. The motion carried (pending a vote by email to make the quorum.)

#### **Action Item: Changes to the student virtual card**

Dana Newman explained that the SEA card is available to Talbot County Public School students and allows them to have access to the library's virtual resources and allows them to log onto public computers in the branches. The board was asked to approve the addition of allowing students to also check out two books or Books on CD on their SEA card. Susan made a motion to approve this change to the SEA card with Robert Forloney moving and Andrew Thaler seconded. All in favor. The motion carried (pending a vote by email to make the quorum.)

**President's Report**-Susan Sherman reported a few items:

- October 15th was the Citizens for Maryland Libraries annual conference and it was wonderful. Board effectiveness and intellectual freedom was discussed. Board effectiveness could be a topic at the next board retreat.
- The board was asked to consider holding our next board retreat in March instead of August.

- Susan attended the October 10th staff training day where staff years of service awards were given. It was great being able to support staff.
- The Friends Patriot cruise fundraiser was very well attended and a great evening. The Friends did a great job.
- The Frederick Douglass Literary landmark was supported by the County Council and there will be a ceremony in September.

#### **Treasurer's Report –**

Dana Newman explained the Income and Expense Statement which shows activity through the end of September 2022.

- Contributions were higher than at this time last year
- We spent more for adult books as funds for materials from FY20 that were not used due to Covid-19 were spent in FY21. A big variant was with magazine subscriptions.
- Under operating expenses there was an expense under printing for translating into Spanish.
- Also, under operating expenses was the cost of work by Pam Gardener, Architect, to give grant support.

Susan Sherman asked for a motion to approve the Treasurer's report and the Quarterly report with Robert Forloney moving and Andrew Thaler seconded. All in favor. The motion carried (pending a vote by email to make the quorum.)

**County Council Representative's Report-** Pete Leshar reported that it is an election year and that three current council members are not running for re-election. Candidates are running for five seats. By the December board meeting we will know the results of the election with new members sworn in on December 5th. Pete told the board that if there are new members that we should educate them about the library and the need for the St. Michaels renovation. Pete suggested that Dana might want to make a presentation in February at the formal Council meeting about the renovation.

**Easton Town Council Representative's Report -** Ron Engle was not in attendance at the meeting.

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

- The library is offering a wide range of STEM programs for all ages, including STEM day on Saturday, November 5th. Board member Andrew Thaler will be helping with an aquatic robots demo.
- Over 40 people attended a program on Alzheimer's, Dementia and the Latest Research.
- We have 47 people signed up for Blood donation day, tomorrow, Friday, October 21st. There are a few openings left if anyone would like to sign up.
- Terry Britt donated a piece of sculpture by Artist Jan Kirsch, of an avocado shaped fountain.
- Dana showed the board a painting donated by former library director, Robert Horvath. It is hanging in the meeting room at St. Michaels and is of the bandstand at the Maritime museum. The painting was painted by a Plein Air artist in 2012.

**Diversity and Inclusion Committee-** Charles Yonkers was not in attendance.

**Nominating Committee-** Robert Forloney had nothing to report.

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

- The Patriot Cruise was a great success with more than 80 people attending. The event made about \$5,000 toward the St. Michaels renovation.
- We have a new council member, Charlotte Compton who is a Reading Specialist at Easton High. We currently have 202 members of Friends of the Library.

- The September World of Adventure book sale made \$581. The next sale will be 4 mini book sales on November 7, 14, 21, and 28. There will also be another book sale planned in February.

Sue reported that there is a lot of energy with the Friends and a retreat is being planned to discuss the tasks the Friends council members volunteer to do.

**Foundation Report-**The Foundation met this morning and Dana Newman highlighted some points from the meeting:

- Amanda David was elected the new President of the Foundation board.
- Nancy Shirey has left the board after serving her term of service.
- We are looking for a new board member, especially someone with an accounting background.
- The board discussed the hiring of a consultant for the capital campaign.
- The annual fall appeal letter will go out under the auspices of the Foundation. In years past, it has been sent on behalf of the library.
- The Foundation adopted the Marketing and Development plan.
- Board members were encouraged to send any potential donor names to Dana.
- The value of the Foundation portfolio as of September 30th was \$2,539,784.

Meeting adjourned at 7:00 pm.

**Reminder: Our next meeting will be on Thursday, December 1, 2022 at 5:00 p.m. at Easton**

Respectfully submitted, Katie Dodds