

THE TALBOT COUNTY FREE LIBRARY
100 W. Dover St.
Easton, MD 21601
Minutes of the Board Meeting
December 1, 2022

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

Attendees: Susan Sherman, Charles Yonkers, Estela Ramirez, Marlene Thomas, John Stumpf, Robert Forloney Director, Dana Newman represented the TCFL, Sue Regier, TCFL Friends, Ron Engle, Town of Easton Representative

Guests: Becky Riti, Maryland Room Librarian and Becky Amaral

Excused: Pete Leshar, County Council Representative, Andrew Thaler and TCFL Assistant Director, Scotti Oliver

Absent: Heena Paracha

Action Items:

Board members approved the October 20, 2022 minutes.

Board members approved the Code of Conduct changes.

Board members approved the closing of the library on Monday, December 26th for the holidays.

Board members approved the Income and Expense Statement.

Board members approved the nomination of Sue Regier to the board of directors.

General reminders:

The board meeting on Thursday, January 19, 2023 will be held in St. Michaels.

Susan opened the meeting by thanking everyone for attending the meeting and welcoming our guest, Becky Riti, Maryland Room Librarian. Robert Forloney will be chairing tonight's meeting.

Review of the October 20, 2022 Minutes: Robert Forloney asked the board if there were any changes. Hearing none asked for a motion to approve with John Stumpf moving and Charles Yonkers seconding. The motion carried.

Guest: Becky Riti, Maryland Room Librarian

Becky has been at the library for 15 years and received her graduate degree in Wisconsin. She invited the board to visit the Maryland Room to see all the resources and get a tour:

- Materials in the room do not circulate. Patrons have to make an appointment to conduct research.
- We have many fine paintings, original illustrations, books and maps. Many materials are donated.
- Visitors come from all over the country to do genealogical research.
- We have over 100 years of the *Star Democrat* on micro-film.
- Becky lifted up the help she has of five wonderful volunteers.

- One special item in the records are original notes and drawings from author James Michener, of his novel *Chesapeake*.
- Patrons can view the Maryland Room webpage to see what is available in the vertical files.

All the board thanked Becky for her work.

Old Business: none

Easton Town Council Representative's Report - Ron Engle had to leave this board meeting early and so reported that the Town of Easton is getting ready for the Holiday Tree Lighting festivities on Friday, December 2nd at 6:00 p.m. in Thompson Park. The annual Christmas parade is at 6:30 p.m. and Santa will be arriving. The town will also host a New Year's celebration. Ron also announced that the Easton Economic group has secured their senior staff in their positions.

New Business:

Patron Code of Conduct changes

Dana Newman explained to the board that there were several changes made to this document. (The changes are included at the end of these minutes and are highlighted in yellow.) It has been over a year since changes have been made and we are always adding to it. The library had our attorney review this document. Some highlights of the main changes were discussed:

- Possession, use, or threatening the use of any weapon or other object in such a manner that it may be considered a weapon in library buildings or on library property, except those carried by authorized law enforcement agents or possession allowable by holding a state permit. The library will be doing a little more research on how to enforce this ruling.
- Striking the mask mandate requirement.
- Selling goods or soliciting funds (unless part of a Library program). This rule now stands on its own.
- The time, place, and manner of First Amendment activities such as petitioning, picketing, or protesting may be regulated by library staff. Such activities may be relegated to library grounds. This is now its own separate code of conduct.
- We removed the code of conduct regarding photographing and filming due to First Amendment rights.

Robert Forloney asked for a motion to approve the changes to the Patron Code of Conduct with John Stumpf moving and Charles Yonkers seconded. All in favor. The motion carried

Board Effectiveness Report

Dana Newman referred the board to the handout on board effectiveness. This report's goal was to outline ways to make boards more effective and to build a diverse board. Some of the topics in the report include transparency, trust and respect, forward thinking and more. We look forward to discussing this at the board retreat in March.

Upcoming Budget Process

Dana Newman shared highlights of the FY24 budget request. These requests will be brought to the January board meeting for voting. Ideas the library has are:

- Provide a 5% salary increase for staff.

- Strategic Goal Budget Priorities-Operating Budget:
 - Develop and expand library services to build strong connections in our community. This includes areas of outreach, marketing materials, building bilingual materials and more.
 - Cultivate an inclusive environment where every individual feels welcome.
 - Promote the joy of reading and support learning for all ages.
 - Capital Outlay request includes replacing computers, circulating laptops, technology upgrades and replacing book carts.
 - Capital request includes funds for the St. Michaels expansion and renovation project.

St. Michaels expansion update

Dana Newman reported that the library has received two proposals from architects. If we had to go out to bid it would extend the timeline. We have requested a meeting with the County Council on January 10th at 6:00 p.m. to update them on this project. The board was encouraged to attend this meeting to show their support for the project. With three new County Council members it will be important to make them aware of this important community project.

Christmas holiday closure addition

Dana Newman explained that the County is closed for the holidays on Monday, December 26th. It becomes a challenge to schedule floating holidays for staff and so the board was asked if the library could close this day. Robert Forloney asked for a motion to approve the closing with Susan Sherman moving and Charles Yonkers seconded. All in favor. The motion carried.

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

- Leslie Parkerson and Bernice Michael have resigned from the board for personal reasons.
- The board retreat will be held in March next year with a doodle poll to be sent out to decide a date.
- Leslie was the Friends liaison and so we will need a new board member to replace her.
- The annual appeal letter was sent out in November. It is important for the board to support this appeal.
- Susan wished the board a very happy holiday and thanked everyone for their hard work.

Treasurer's Report –

Dana Newman explained the Income and Expense Statement which shows activity through the end of October 2022. Some highlights include:

- Under revenue we have received \$11,000 of the \$75,000 allocated by the Foundation. Friends has given the library \$4,700.
- Thanks to Scotti for all her work securing grants. We have received nearly \$100,000 in grants.
- Friends gave a large gift for the STEM festival.
- Under operating expenses it was noted that under equipment and maintenance capital outlay that there are two projects that were delayed and are now being done this fiscal year.

Robert Forloney asked for a motion to approve the Treasurer's report with John Stumpf moving and Estela Ramirez seconded. All in favor. The motion carried.

County Council Representative's Report- Pete Leshar was not in attendance and did not have a report.

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

- Board members and a guest are invited to the library holiday celebration on December 13th from 4:30 p.m.-6:00 p.m. at the Easton library.

- Local attorney, Tom Fountain, passed away recently. He was a great supporter and friend of the library.
- St. Michaels has a book sale from December 10-17.
- We will have a pop-up book give away at the Christmas tree lighting festival in Easton.
- There will be a lunch and learn at the St. Michaels library on December 5th at noon on the Claiborne Ferry. Patrons will hear from speaker Marty Bollinger who will explain the history and legacy of the ferry.
- The annual appeal letter has brought in \$11,000 in donations so far.

Diversity and Inclusion Committee- Charles Yonkers did not have a report.

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

- We will be hosting a concert with Ampersand on January 12th from 6:00 p.m.-8:00 p.m. This is the same group that played music for the Patriot Cruise fundraiser.
- The mini-book sales in November netted about \$100 on each of the Mondays. These mini- book sales are very popular with patrons and Friends volunteers enjoy working at these sales.
- St. Peter and Paul school had a health fair in October and the Friends are considering sponsoring them.
- On December 10th the Friends Council will have a workshop retreat and luncheon. Committee assignments will be decided.

Foundation Report- Dana Newman reported that the Foundation is looking for a capital campaign consultant for the St. Michaels expansion and renovation project. Sue Regier met with the marketing committee to start to plan for this.

Nominating Committee- Robert Forloney introduced Becky Armalar who is a teacher and librarian. It is great to have her here at the meeting tonight. Robert explained that we have three board vacancies and we have three fine candidates for these openings. In addition to Sue Regier, we have Becky Armalar and Mary Pellicano. The board is prepared this evening to vote on Sue Regier nomination to the board and at our January meeting we will vote on Becky and Mary.

Estela Ramirez asked for a motion to approve the nomination of Sue Regier to the board with Marlene Thomas moving and Charles Yonkers seconded. All in favor. The motion carried.

Meeting adjourned at 6:45 pm.

Reminder: Our next meeting will be on Thursday, January 19, 2023 at 5:00 p.m. at St. Michaels

Respectfully submitted, Katie Dodds