

THE TALBOT COUNTY FREE LIBRARY
100 W. Dover St.
Easton, MD 21601
Minutes of the Board Meeting
September 15, 2022

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

Attendees: Susan Sherman, Charles Yonkers, John Stumpf, Marlene Thomas, Leslie Parkerson, Andrew Thaler, Robert Forloney, Estela Ramirez, Bernice Michael
Director, Dana Newman and Assistant Director, Scotti Oliver represented the TCFL, Shauna Beulah, St. Michaels Manager, Sue Regier, TCFL Friends, Ron Engle Town of Easton Representative
Guest: Robert Long, TCFL IT Coordinator
Absent: Hudson Berry, Pete Leshner and Heena Paracha

Action Items:

- **Board members approved the July 21, 2022 minutes.**
- **Board members approved the same rollover of additional annual leave allowances as 2021 and to allow Dana to craft language allowing her to make certain Human Resources decisions without Board approval. She will present this at the next board meeting in October.**
- **Board members approved the Talbot County Free Library and Foundation Marketing & Development Plan.**
- **Board members approved the re-election of two officers: President, Susan Sherman and Vice-President, Robert Forloney.**
- **Board members approved the Income and Expense Statement.**

General reminders:

- **Dana will provide a policy regarding the procedures for checking out books using a SEA card for students. The board will vote on this policy at the October meeting.**
- **The board meeting on Thursday, October 20 will be held at the St. Michaels branch. We will be voting to approve the Audit and the Strategic Plan.**

Susan opened the meeting by thanking everyone for attending the meeting and welcomed our guest, Robert Long, TCFL IT Coordinator.

Review of the July 21, 2022 Minutes: Susan Sherman asked the board if there were any changes. Hearing none asked for a motion. John Stumpf moved with Charles Yonkers seconded. All approved and the motion carried.

Guest: Bob Long

Bob has been with the library for 20 years. He explained to the board that he handles a variety of tasks such as managing the website, monitoring all technical security, and enabling remote access. During Covid-19 it was a challenge getting staff on board with Zoom, but overall things ran smoothly. He said they currently are working on bringing remote access to Wi-Fi to the town of Trappe using a cable line. Dana and Scotti told the board how skilled Bob is managing the many parts of his job. Staff really appreciate his skill in teaching. Bob does a great job. All the board thanked Bob for his work and appreciated the complexity of his position.

Old Business: none

New Business:

Staff annual leave rollover

Dana explained that last year, the board approved additional leave for staff due to staff having accumulated leave they could not use during the months of the pandemic. A motion was made to ask the board to consider allowing an increased amount of earned leave to be rolled over for 2023. Employees earning 15 days per year may carry over a maximum of 22.5 days and employees earning 20 days per year may carry over a maximum of 30 days. Discussion followed of the possibility of Dana being able to make a decision like this without board approval. The motion was revised to ask the board to approve this request now and to ask Dana to craft language to bring to the board with being able to change the policy so that she can make certain HR decisions. John Stumpf moved with Bernice Michael seconded. All in favor. The motion carried.

TCFL Foundation Marketing & Development Plan (FY 23) - Approval

Dana reviewed the plan with the board and highlighted several key areas of the plan:

- All library fundraising efforts will be under the auspices of the Foundation. Prior to this, it was with TCFL. (just to clarify that TCFL will be involved in these efforts, but they will be done in the name of the Foundation).
- The TCFL Friends will continue to stay their own organization.
- A major goal of this plan is it sets the groundwork for the St. Michaels expansion project as it makes the Foundation stronger. It lays the groundwork for the capital campaign.
- We will be seeking to hire a capital campaign consultant.

The board discussed other points, such as developing a Foundation website, begin marketing efforts, building our donor base and increase our contacts in the community. Susan Sherman made a motion to approve the TCFL Foundation Marketing & Development Plan with Andrew Thaler moving. John Stumpf and Charles Yonkers seconded. All in favor. The motion passed.

Elect Board officers: President & Vice-President

Estela Ramirez, Chair of the Nominating committee, made a motion to re-elect two officers: Susan Sherman, President and Robert Forloney, Vice-President for another term. John Stumpf moved and Andrew Thaler seconded. All in favor. The motion passed. Susan Sherman and Robert Forloney abstained.

SEA card policies

Dana reviewed the SEA card (Student eResource Access card) with the board. It is a virtual card given to all TCPS students for them to access virtually all the eResources the library has. About 4,000 K-12 students have one and

the feedback has been good. While this card does give them access to eResources, it does not give them access to printed materials. The board was asked to think about students being able to check out print resources and we will vote on this in October. Dana will send out a policy outlining the guidelines for students checking out print materials to the board. The board unanimously agreed to support this goal.

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

- October 15th is the Citizens for Maryland Libraries annual conference. Charlie and Susan are attending, as well as, Sabine and Shauna. The primary focus is on book banning.
- Frederick Douglass Day is Saturday, September 24th and there are many activities planned. Board members were encouraged to attend.
- Volunteer appreciation is on September 26th. Please RSVP to Sabine Simonson.
- Last evening Susan attended the St. Michaels Commissioners meeting where they proclaimed October 6th as St. Michaels Library day. This is great publicity for us and it was good to hear the support of the Commissioners. Shauna Beulah has been key in making connections with the Commissioners.

Treasurer's Report –

Dana Newman the Income and Expense Statement, which shows activity through the end of August 2022.

- We received about \$2,400 more in contributions than last year and we expect that to increase when the appeal letter goes out. The Friends have been very gracious with their contributions.
- The library will not make its first request for funds from the Foundation (75,000) until October so that figure will be on the October spreadsheet.
- Under expenses, under audio visual, it looks like monies were not spent but we just placed an order for library material.
- Under payroll expenses, the report shows we spent 15% of the budget this year versus 18% last year. We have a staff member who will go from part-time to full-time in October and we have also hired a Library Page who starts October 3.
- For FY23, there is a cost under building maintenance that includes work done by Pam Gardener, Architect, to give grant support.

Susan Sherman asked for a motion to approve the Treasurer's report with Charles Yonkers moving and John Stumpf seconded. All in favor. The motion carried.

County Council Representative's Report- Pete Leshar was not in attendance at the meeting.

Easton Town Council Representative's Report - Ron Engle

- The Town of Easton passed the disposable bag law and it will take effect in April of next year. Merchants can no longer use plastic bags.
- The Rails to Trails will be finished this winter.
- The Town is hiring a new public information officer and this person will work for the Town of Easton and the police department.
- The old store in town has finally been sold.
- The Town is hosting workshops at the Easton Fire Hall on October 4th from 4-7pm. The Town's comprehensive plan will be discussed, as well as, affordable housing. All are invited to this event.

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

- Scotti has been organizing site visits for staff to see other libraries and what they are doing. Trips are being planned in October and November to: Discoveries: the library at the Annapolis mall, the new

Annapolis Busch library, the new Leonardtown branch and the Carroll County Explorations Commons. If a board member would like to go, please let Dana know.

- The auditor will be at the October meeting to present the audit for both the library and Foundation. Board members were encouraged to bring any questions.
- We are seeking proposals for an architect for the St. Michaels renovation and expansion project.
- Dana explained to the board that she is attending this meeting via Zoom as she is currently at the Rural Libraries conference in Tennessee. It has been very interesting to attend sessions where the focus is on rural libraries as we have a lot in common. More information will be shared about this conference.

Diversity and Inclusion Committee- Charles Yonkers reported that the committee met last month. He lifted up Karen Collier, TCFL Acquisitions Librarian, and her presentation she gave at our August 13th board retreat on library censorship. It is very important that we educate and protect ourselves from censorship issues. Charlie encouraged that everyone to be conscious of what is going on in the library around this topic. It is wonderful to see the many EDI programs happening at the library, from the EDI book group, Hispanic Heritage month and work with the various community partners.

Nominating Committee- Estela Ramirez welcomed our new board member, Bernice Michael.

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

- We will be accepting donations for our book sale on Friday, September 30th. We can use volunteers for this event.
- The Improv Night was very successful. There were about 60 people in attendance and we made \$1,200.
- The Friends were at the Easton Farmers Market on September 3rd. This was our last day for the season. It is a very successful time.
- On October 6th, we will have our Patriot Cruise fundraiser. We hope to sell all our tickets. Monies received will go to the St. Michaels renovation and expansion project.

Foundation Report-Nothing to report. The next meeting will be on Thursday, October 20th at 9:00 a.m.

Meeting adjourned at 6:20 pm.

Reminder: Our next meeting will be on Thursday, October 20, 2022 at 5:00 p.m. via hybrid format at St. Michaels.

Respectfully submitted, Katie Dodds