

THE TALBOT COUNTY FREE LIBRARY
100 W. Dover St.
Easton, MD 21601
Minutes of the Board Meeting
October 19, 2023

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

Attendees: Susan Sherman, Charles Yonkers, and Pete Leshner, Talbot County Liaison, Vivi Morris and Van Tran, Student Liaisons to the Board

Director, Dana Newman and Scotti Oliver, Assistant Director, represented the TCFL. President Amanda David, and Board member Ralph Alexander, represented the Foundation.

Guest: Roy Geiser, UHY Accountants/Salisbury, MD

Excused: Becky Amaral, Robert Forloney, Marlene Thomas, Sue Regier, Mary Pellicano, Don Abatiello, Town of Easton Liaison, Andrew Thaler and Pete Leshner, Talbot County Liaison

Absent: Estela Ramirez

Action Items: Due to not having a quorum, board action items will be voted on via an email vote.

- **Board members discussed the September 21, 2023 minutes.**
- **Board members discussed the Treasurer's Report: Quarterly balance sheet; Income and Expense Statement and Statement of Activities.**
- **Board members discussed the annual audit.**
- **Board members discussed Naming Opportunities Policy.**
- **Board members discussed The Maryland Time to Care Act Benefit Plan/Letter of Intent.**

Review of the September 21, 2023, Minutes: Susan Sherman asked the board if there were any changes or corrections. Hearing none, asked for a motion to approve with Charles Yonkers moving and Susan Sherman seconding. The motion carried. Vote carried to email because there was not a quorum present. The board approved the minutes by email.

Introduce Vivi Morris and Van Tran, new student liaisons to the board.

Susan welcomed our two new student liaisons to the board. The board is hoping to get more youth involved and engaged in the library. The board is looking forward to having Vivi and Van with us to help reach out to the younger folks. Introductions were made and Vivi and Van gave a little background on why they wanted to serve on the board.

Advocacy sharing:

Susan Sherman shared that she received an email from CML (Citizens for Maryland Libraries) about book banning and she will forward it to the board. Susan also said she read the book *The Paris Bookseller*, which discusses the book "Ulysses" by James Joyce, that was originally banned in this country, and so was published privately and smuggled into the U.S. A reminder for the board that the CML conference is on Saturday.

Old Business: none

New Business:

Audit presentation:

Roy Geiser from UHY presented the financials and audit communications for the board to review. A few of the areas highlighted:

- Under Emphasis of Matter on page one, it is important to note that the Library adopted new accounting guidance from GASB)-Statement 96.
- General fund balance showing restricted and unrestricted net position was discussed.
- Capital asset activity notes the planning for the St. Michaels expansion.
- Page 29 shows budget to actual.
- In summary, the library has a clean audit.

Dana Newman thanked Roy for his work on the audit and that the board members not present and the finance committee will review the audit and then take a vote to approve the audit. Vote carried to email because there was not a quorum present. The board approved the audit by email.

Naming Opportunities Policy:

Dana Newman explained to the board that the current naming policy document was created in 2018. It was created for donors to be able to give a gift to the library, such as have a space named after them. With the capital campaign underway for the St. Michaels expansion and renovation project, we would like to add additional categories for donating, as well as, increasing the amounts. The suggested changes, such as including a brick campaign, adding café space and other naming opportunities, as well as increasing amounts, are in red. The board was supportive of the changes. Vote carried to email because there was not a quorum present. The board approved the naming opportunities by email.

Time to Care Act Presentation:

Dana reviewed the handout saying that a statewide cooperative is forming to handle this benefit and asking agencies to join the co-op. Talbot County is also considering joining this cooperative effort. The board voted by email to sign the letter of intent. This benefit entails paid job protected leave for up to 12 weeks and starts in January 2026. Dana explained that at this time, she is asking the board to sign a letter of intent to join this co-op. Board members discussed the plan, asking what the cost would be and what the employee contributions will be. Vote carried to email because there was not a quorum present. The board approved that the library should sign the letter of intent to join the collaborative by email.

President's Report-Susan Sherman already shared her report under advocacy but wanted to remind the board that we all need to be aware of the issues and challenges libraries are having.

Treasurer's Report

Dana had three financial reports for the board including the quarterly balance sheet, income and expense statement and the statement of activities. Dana first reviewed the quarterly balance sheet as of September 30, 2023. She highlighted that we have \$45,443 in the OPEB Trust which is a larger amount than last year. Also noted was the

account at Shore United fluctuates quite a bit due to payroll and the County contribution and when that is received. There was nothing to note in the income and expense statement. In the statement of activities:

- We have received 33% of our revenue.
- We have received a contribution from the town of St. Michaels that is higher than last year.
- Under the Foundation, we anticipate doing a reimbursement request in November.
- Under grants, \$70,000 is for the design phase for the St. Michaels expansion and renovation project.
- Under payroll we have spent 21.3% of the budget so this is a little under the 25% mark of where we would be.

Vote carried to email because there was not a quorum present. The board approved the Treasurer's report by email.

County Council Representative's Report- Pete Leshar did not have anything new to report but did want to share that he has been elated at the support of the new Council and its support for the library and the St. Michaels expansion project. It is also good news that there were no serious questions raised with the budget.

Easton Town Council Representative's Report –Don Abatiello was not present and had no report.

Librarian's Report-Dana Newman highlighted a few key items not covered in her board report:

- Congratulations to Scotti Oliver for 40 years of service. All on the board praised Scotti for all her work.
- There will be a Volunteer appreciation on Wednesday, October 25 from 5-7pm at Kiln Born Creations. Make your own Pottery Happy Hour. Please RSVP by October 20th to Sabine Simonson.
- Frederick Douglass Day was wonderful despite the rain. Over 400 people attended. The lecture by Dr. Spires was captivating and offered new information about Douglass' work and legacy.
- Looking at our monthly stats report, we are pleased that our numbers are up, especially wireless use at Easton.

Diversity and Inclusion Committee- Charles Yonkers did not have anything to report. The committee was to hold a meeting in October but Charlie was away. He encouraged all to remember how engaged the library is with diversity and inclusivity issues.

Nominating Committee-Estela Ramirez, Robert Forloney and Marlene Thomas were not present and had no report.

Friends' Report- Sue Regier was not present and had no report. Dana Newman did relay to the board that the Patriot Cruise Fundraiser on October 12th was wonderful. There were about 60 people in attendance and that she had the chance to talk to several people about naming opportunities.

Foundation Report- Dana Newman reported that the Foundation met this morning where we reviewed the investment portfolio, discussed taking some investments out to use for the St. Michaels project and welcomed new board member, Ralph Alexander. We also expressed thanks to Tom Reynolds who is leaving the board after serving since 2000. All were grateful for Tom's assistance and support over the years and we will be giving a book in honor of Tom to the library collection.

Meeting adjourned at 6:30 pm.

Reminder: No meeting held in November. Our next meeting will be on Thursday, December 7, 2023 at 5:00 p.m. in St. Michaels.

Respectfully submitted, Katie Dodds