

THE TALBOT COUNTY FREE LIBRARY  
100 W. Dover St.  
Easton, MD 21601  
Minutes of the Board Meeting  
July 18, 2024

The meeting was called to order by Susan Sherman at 5:05 pm. Meeting held at the Easton Library.

Attendees: Susan Sherman, Charles Yonkers, Becky Amaral, Robert Forloney, Andrew Thaler, Mary Pellicano, Alexis Roiter, Pete Leshner, Talbot County Liaison, Sue Regier, Vivi Morris, Student Liaison to the Board, Director, Dana Newman, Scotti Oliver, Assistant Director, Shauna Beulah, St. Michaels Branch Manager, Christina Acosta, Communications and Public Relations Manager, represented the TCFL.

Excused: Ron Engle, Don Abbatiello, Town of Easton

Guest: Ken Healy, TCFL Facilities Supervisor

Guest and potential board member to be voted on at this meeting: Ms. Sandy Boyd.

**Action Items:**

- **Board members voted on and approved new board member Sandy Boyd and the re-appointment of board member Andrew Thaler to a second term.**
- **Board members voted on and approved the June 20, 2024 minutes.**
- **Board members voted on and approved the Treasurer's Report: Income and Expense Statement, Statement of Activities, and the Quarterly Report.**
- **Board members voted on and approved the addition of Board of Trustees board member Sue Regier to the Foundation as a Library Liaison with voting rights.**
- **Reminder for board members to fill out the survey and send to Susan Sherman along with any questions or changes for the Evaluation chart. Please send this before the September board meeting.**
- **Reminder for board members to review the Fund Balance Policy as it will be voted on at the September board meeting.**

Potential board member Ms. Sandy Boyd & board member Andrew Thaler were asked to temporarily leave the meeting while voting took place. Robert Forloney of the Nominating committee explained to the board that we will be presenting Sandy Boyd as a potential new board member and the re-appointment of Andrew for a second term. Robert made a motion to accept Sandy as a new board member with Becky Amaral moving and Charles Yonkers seconding. All were in favor with none opposed. The motion carried. Robert asked for a motion to re-elect Andrew Thaler to a second term of 4 more years with Becky Amaral moving and Charles Yonkers seconding. All were in favor with none opposed. The motion carried.

Sandy and Andrew were asked back to the meeting and introductions and words of congratulations followed.

**Review of the June 20, 2024, Minutes:** Susan Sherman asked the board if there were any changes or corrections. Hearing none, asked for a motion to approve with Charlie Yonkers moving and Robert Forloney seconding. All were in favor with none opposed. The motion carried.

**Guest, Ken Healy, TCFL Facilities Supervisor**

Ken has been with the library for 20 years. He explained that he works at both branches and his background in heating and air conditioning, house construction and boat building has helped him in this job. It is very interesting work, and he likes the people he meets. The St. Michaels expansion will be a large project, and it will be a change to be at the temporary location. A big challenge Ken has is the HVAC system, but we are lucky to have County employees to help us. He also said he notices in hot weather more families who wait outside at the main entrance waiting to come in.

The board thanked Ken for his work and told him that both buildings always look great.

**Advocacy sharing:**

Becky Amaral shared that she thought CCBF9 was amazing. She was there the whole day and thought it went so well. Also, she said she has been training at the Circulation Desk at Easton and it has been an illuminating experience as there is so much to learn.

Mary Pellicano shared that she also was at CCBF9 and received great feedback from the day. It was a great day not just for kids but adults also.

Scotti Oliver shared that our staff member, Christina, got a PR spot on TV for the library being a cooling center. This story got wide coverage on WBOC. Thank you, Christina!

Robert Forloney shared that he was at a summit recently on mental health and how society is getting overloaded from social media. It is an important topic and libraries can help be a resource.

Charlie Yonkers shared that they have moved to Londonderry from Wittman and this gives me a chance to talk about the library.

**Old Business: None****New Business:***Board of Trustees Evaluation:*

Susan reviewed the chart listing different goals of the board and actions taken.

- Advocacy: The board has accomplished many of the advocacy goals.
- Communication: The board will be working on submitting written reports a week before a board meeting. Some ideas on how this might be done included having the Committee chair submit a report, reports can be formatted by using bullets, and the board could utilize google docs to share these reports.
- Finance: The board has accomplished most of the finance goals and will be working on sponsoring a naming opportunity for the St. Michaels library.
- Training: The board did fulfill its goal of holding three trainings. The board was encouraged to give Susan ideas for upcoming trainings. Andrew Thaler agreed to join the By-Laws committee and so he joins Mary Pellicano and Becky Amaral. This committee will be reviewing the by-laws on a regular basis.
- Board recruitment, diversity, engagement and retention: It was suggested that we need a formal board training. We have formalized on-boarding materials, but a formal training will be a good addition.

Susan Sherman shared the board survey document and asked board members to fill out the survey and send to her before the September board meeting. Members were also asked to submit any changes or questions about the evaluation to her. We will use this information to create an evaluation chart for next year.

*Board Sponsorship for St. Michaels:*

Susan Sherman thanked the board for their 100% participation and the total collected from the board was \$2,850. We would like to give a long-lasting gift. Board members discussed a range of ideas from giving the gift of children's books, laptops, & books related to the 100<sup>th</sup> Anniversary, to the idea of an oral history of Fremont Street. The board liked the idea of gathering the stories of the local people and capturing this history. This also reinforces the DEI work that we do. The board will get the ideas of library staff and then the board will decide.

*FY25 Budget Highlights:*

Dana reviewed a few items:

- Capital Outlay of \$150,000 for new materials is contained in the new budget, which is about half of what we needed. We will ask for the other half in 2026.
- In October, we will formulate next year's budget
- We will continue to raise money. The Foundation and Friends have contributed funds to the St. Michaels renovation and expansion project, but we still need to raise money for such items as furniture & the collection.
- We have allocated \$5,000 to purchase Spanish language materials.
- We will be purchasing 5-10 additional Wi-Fi hotspots.

*Fund Balance Policy Introduction:*

Dana reviewed this policy with the board for their consideration and in September we will vote on it. The purpose of this policy is it allows us to address any concerns. The policy recommends building a three-month operating budget, to maintain a minimum balance and to manage risk that can occur from unforeseen cash flow shortages.

The library classifies fund balances into different types, including the nonspendable balance, restricted fund balance, committed fund balance, assigned fund balance and the unassigned fund balance. The other part of the policy covers the use of unrestricted fund balance and the several ways they can be used.

*Library Board of Trustees liaison with voting rights:*

Board members discussed the addition of Board of Trustees board member Sue Regier to the Foundation as a Library Liaison with voting rights. This was approved by the Foundation at their April meeting, but needed to be brought to the Board. Susan Sherman made a motion to approve the addition of Sue Regier to the Foundation as a Library Liaison with voting rights with Becky Amaral moving and Mary Pellicano seconding. All approved and none opposed. The motion carried.

**President's Report**-Susan Sherman did not have anything additional to share in addition to the board sponsorship of the St. Michaels renovation and expansion project.

**Treasurer's Report**

Mary Pellicano presented the two reports. Earlier, the finance committee reviewed the Income and Expense report and Statement of Activities and approved the documents. A few things to note:

- We are at the end of the fiscal year and are on target with 100% expenses and income.

- We budgeted \$200 for fines but we did away with fines.
- Summer Reading t-shirt sales are strong.
- The reimbursement of \$75,000 from the Foundation is not in yet but we will see this figure next meeting.
- Noted are a few grants that roll into the next fiscal year.

Susan Sherman made a motion to accept the Treasurer's report with Becky Amaral moving and Charlie Yonkers seconding. All approved and none opposed. The motion carried.

**County Council Representative's Report-** Pete Leshar reported that Bill 1555 to fund the construction of the expansion will be voted on July 23<sup>rd</sup> and should be uncontroversial.

**Easton Town Council Representative's Report** –Don Abbatiello was not present and had nothing to report but said if anyone had any questions, feel free to reach out to him.

**Librarian's Report-**Dana Newman added a few new things to her written report:

- Regarding the St. Michaels expansion project, library staff met with the St. Michaels Historic District Commission to review Main Street signage for the new library. They had a few suggestions that were passed along to the architect.
- We have received a bid to get the restroom ADA compliant in the new temporary location.
- We met with Public Works regarding the bidding process. Construction bids are due September 12, 2024, and advertising for bids starts on July 22<sup>nd</sup>. The board is invited to these meetings.
- We now have copies of the One Maryland One book, *What Storm, What Thunder* by Myriam J. A. Chancy. Mary Pellicano is leading the discussions of this book.
- The Magic Show and Ampersand program was very well attended.

**Diversity and Inclusion Committee-** Charles Yonkers did not have an official report but mentioned that the committee, whose members are Christina Acosta, Mary Pellicano and Charlie Yonkers, needs to meet. The library staff are doing a great job serving many aspects of the community.

**Teen Liaison's Report-**Vivi shared that the first session of STEAM camp had full attendance. The next session starting on July 29<sup>th</sup> is for older children. One change that was made is we changed the time from 10am-2pm to 10am-1pm and offered three activities instead of four. The feedback has been great. Returning volunteers enjoyed it and campers have told us this was the only camp they have gone to.

**Nominating Committee-**Robert Forloney welcomed Sandy Boyd as a new member and Andrew Thaler for his second term. The committee has another potential board member they are talking with. If anyone has suggestions for potential board members, please let him know.

**Friends' Report-**Sue Regier reported that the Friends were very pleased with Mickey Terrone's program on the Gettysburg Battle. The last Lunch and Learn at St. Michaels will feature Matt LaMott who will speak on the Eastern Shore's Role in the War of 1812. The Friends are planning on another history program in the fall as they seem to be popular.

**Foundation Report-** Dana Newman reported that the Foundation moved their next meeting to August 1<sup>st</sup> and so there is nothing to report.

The board meeting officially closed at 6:50 p.m.

**Reminder: Our next meeting will be on Thursday, September 19, 2024 at 5:00 p.m. at Easton.**

Respectfully submitted, Katie Dodds