

THE TALBOT COUNTY FREE LIBRARY
100 W. Dover St.
Easton, MD 21601
Minutes of the Board Meeting
September 19, 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, Ron Engle, Don Abbatiello, Town of Easton, Robert Forloney, Andrew Thaler, Mary Pellicano, Alexis Roiter, Sandy Boyd, Sue Regier, Vivi Morris, Student Liaison to the Board, Director, Dana Newman, Scotti Oliver, Assistant Director, Shauna Beulah, St. Michaels Branch Manager, Represented the TCFL.

Excused: Becky Amaral and Pete Leshar, Talbot County Liaison

Guest and potential board member to be voted on at this meeting: Ms. Terry Moore and we welcomed our new Teen Liaison Mia Mazzeo.

Action Items:

- **Board members voted on and approved new board member Terry Moore. Board members welcomed new Teen Liaison Mia Mazzeo.**
- **Board members voted on and approved the July 18, 2024 minutes.**
- **Board members voted on and approved the Treasurer's Report: Income and Expense Statement and Statement of Activities.**
- **Reminder that we will hold a board training at the December 5th board meeting on the topic of understanding treasurer's reports.**
- **Reminder that the St. Michaels branch will close on Monday, October 7th to start the process of sorting and moving.**

Review of the July 18, 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 Sue Regier seconding. All were in favor with none opposed. The motion carried.

Introduction of new Teen liaison

All welcomed Mia Mazzeo as our new liaison. Mia volunteers at the library and assists with both the MY Tech clinics and STEAM camp.

Nominating Committee

Robert Forloney welcomed prospective board member Ms. Terry Moore who is from St. Michaels and is very involved with volunteering. Terry introduced herself to the group and mentioned her background in the military, finance and held positions in federal service. Robert asked Terry to briefly leave the room so that the board could vote on her. Robert made a motion to accept Terry 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 officially

put Terry's name in as a candidate for the board with Mary Pellicano moving and Alexis Roiter seconding. All were in favor with none opposed. The motion carried.

Terry was asked back to the meeting and introductions and words of congratulations followed.

Advocacy sharing:

Sue Regier encouraged everyone to attend Improv Night on Friday. Sue also attended a United for Libraries training on Foundations that was excellent.

Mary Pellicano mentioned that next week is banned books week, so we are encouraged to put up displays. October 19th is Freedom to Read Day. Save the date for the next CML (Citizens for Maryland Libraries) annual conference on November 2nd held at the Prince Georges County Library Bowie branch.

Charlie Yonkers shared that they have moved to Londonderry and recently Dana and Sabine came over to do a presentation for the residents on all the library services offered. Nearly 40 residents attended and they really thought it was a great talk.

Susan Sherman reported that ESRL (Eastern Shore Regional Library) met here in September, and we got to meet the new director Lori Milach and Morgan Miller, new State Librarian for the Maryland State Library Agency. Morgan will also be at the CML meeting. She is very engaging. I am here in Colorado zooming into the board meeting, but it is very good to see that Colorado has a banned book group.

Dana Newman shared that she will be speaking at the next AAUW meeting where the topic is Intellectual Freedom.

Old Business: Fund Balance Policy

Dana explained that we won't be asking the board to vote on this policy yet. We will be getting some more information on how other libraries are working with their County Councils on this topic.

New Business:

Updated Board Evaluation Form: Susan

Susan relayed to the board that they need to do three trainings a year and we have already had two sessions and need one more. The idea of how to read treasurer's reports was brought up as the board is a fiduciary board so it is important for members to understand the basics. It is also important to understand non-profit budgets, the role of the audit, the relationship between the board, Foundation and the Friends and more. Dana, Susan, Mary and Sue said that they can help with this training. The board decided that the date to present this training would be at the December board meeting.

Future training topics based on the Board survey: Susan

Susan said she received surveys from four board members and noted some areas which received a lower rating and needed further discussion:

- Start thinking about a plan for succession of officers. Length of service, training for committees, ensure we have candidates ready to fill roles, etc.
- Board orientation
- Board meeting timing and length. Flexibility, active committees, streamlining reports, planning a retreat, were all discussed. Sandy and Alexis agreed to help work on this topic.

St. Michaels Library Project update: Dana

Dana reviewed a few items that are in addition to her library report:

- We reviewed seven bids for the renovation and expansion project. Andrew Thaler was able to help with the review. A recommendation will be made to the County Council at their September 24th meeting.
- St. Michaels library will close on Monday, October 7th for about 4-6 weeks to give staff a chance to pack up and sort.
- Bates Moving company will move things like shelving. Much of the collection will go into storage and some will go to the temporary location.
- We are hoping to open at the beginning of November. The permit has been approved to start on the ADA compliant restroom.
- Staff have been wonderful with the move and have been working hard at both their own work and doing work for the move.
- We will send out messaging about the closing, due dates and more.
- We also be deciding the hours of the temporary location as they will have to be modified. We will see what the hours are of the other stores in the shopping plaza are.
- Bill Peak has been able to fill in to do the weekly eBlast.

Diversity and Inclusion Committee- Charles Yonkers reported that the committee has not met yet but that he did have a debriefing meeting with Christina Acosta before she left as she was very involved with the community. She encouraged the committee to continue to network. Charles also said that he attended the Talbot Equity Coalition led by Nancy Andrew. There were lots of other organizations there and it went very well. The library continues to be active in EDI issues and is engaged with many area non-profits.

President's Report-Susan Sherman thanked the board for their generous donations totaling \$4,350 for the St. Michaels renovation and expansion project. We will seek the suggestions of library staff of how to designate this gift and then the board can decide. The talk on Christopher Tilghman was wonderful and well attended. As was noted earlier, the CML annual conference will be on November 2nd. Susan reminded the board that her term is over and Mary Pellicano is the new board member taking her place. Susan attended the breakfast for Christina Acosta who left her position as Communications Manager. All were able to thank Christina for her work and she will be missed as a valued staff member.

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 two months into the fiscal year and income and expenses are on track.
- Two negative numbers are cited on the expense side. One is for \$1,675 for Insurance which reflects a credit left over when the library purchased a new policy with a different insurance policy. The other is for \$12,605.55 under USDA Rural Development grant. This figure represents funds that have not been reimbursed yet from the 70K that was awarded from the grant.
- We have a new bookkeeper, Brooke who we look forward to working with.
- We will be researching moving to pay a few more bills online instead of mailing them.

Susan Sherman made a motion to accept the Treasurer's report with Ron Engle moving and Alexis Roiter seconding. All approved and none opposed. The motion carried.

County Council Representative's Report- Pete Lesher was not present and had nothing to report.

Easton Town Council Representative's Report –Don Abbatiello. (I was not able to get this as I left the room briefly).

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

- The St. Michaels Art League asked the staff to submit their top three nominations for the best artwork. Staff enjoyed participating in this activity.
- Christina Acosta has resigned her position, and we will miss her. She did a great job at advocacy. Scotti Oliver also added that Christina was a great asset for the library as she coordinated translation services and served on the board of the Art Academy, ChesMrc (Chesapeake Multicultural Resource Center) and more.
- Frederick Douglass day is on Saturday, September 28th and the committee needs some help with breaking down exhibits, giving directions and more. Mary Pellicano volunteered to help. Don will be part of the welcoming committee.
- On Sunday, September 29th we will host a panel discussion of filmmakers sponsored by the Chesapeake Film Festival. All are welcome to attend.

Shauna Beulah, St. Michaels Branch Manager also added a few items for her report:

- The library had a student from the Upper Shore Workforce program who received job experience cleaning shelves and helped with programs. His supervisor was there to help. Our student did a great job and it was a nice thing to be able to attend a lunch where he received a certificate.
- We went to the National Night Out and to the St. Michaels farmers market. Going to these events is a great way to tell the community about the expansion project.
- Diana Hastings has done a lot of outreach work at Tilghman and Critchlow Adkins.

Teen Liaison's Report-Mia said that STEAM camp went very well. She and other teens are planning the winter holidays book club. Mia also shared that she is involved with a renovation project at her schools courtyard. Mia said the board can let her and Vivi know how they can help the library.

Friends' Report- Sue Regier reviewed her report by sharing:

- The Development committee is busy helping to fundraise for the expansion.
- Next year marks the 100th anniversary of the library and so the Foundation is wanting to plan a large event. Sue would like to have a planning committee for this event.
- Friends celebrates their 50th Anniversary with a variety of activities.
- Mark your calendar for Friday, October 26th when the Friends will have a book sale.

Foundation Report- Dana Newman reported that the Foundation has not met yet and so there is nothing to report. The next meeting of the Foundation is Thursday, October 17.

The board meeting officially closed at 6:30 p.m.

Reminder: Our next meeting will be on Thursday, October 17, 2024 at 5:00 p.m. at Easton.

Respectfully submitted, Katie Dodds