

THE TALBOT COUNTY FREE LIBRARY
100 W. Dover St.
Easton, MD 21601
Minutes of the Board Meeting
October 17, 2024

The meeting was called to order by Susan Sherman at 5:07 pm. Meeting held at the Easton Library.

Attendees: Susan Sherman, Charles Yonkers, Ron Engle, Don Abbatiello, Town of Easton, Robert Forloney, Andrew Thaler, Alexis Roiter, Pete Leshner, Talbot County Liaison, Terry Moore, Sue Regier, Vivi Morris & Mia Mazzeo, Student Liaisons to the Board, Director, Dana Newman, Scotti Oliver, Assistant Director, Shauna Beulah, St. Michaels Branch Manager, Represented the TCFL.

Excused: Mary Pellicano, Sandy Boyd, Becky Amaral
Guest John Allen was not able to make the meeting.

Action Items:

- **Board members voted on and approved the September 19, 2024 minutes.**
- **Board members voted on and approved the Treasurer's Report: Income and Expense Statement, Statement of Activities and Quarterly Balance sheet.**
- **Board members voted on and approved the audit financials dated June 30, 2024.**
- **Reminder that we will hold a board training at the December 5th board meeting on the topic of understanding treasurer's reports. (This training has been postponed to the January board meeting.) We will also continue to discuss where the board gift for the naming opportunity will go. Lastly, a reminder that we discussed having a social hour following the meeting.**

Review of the September 19, 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.

Advocacy sharing:

Sue Regier thanked everyone for their help with Frederick Douglass Day. It was an awesome event. The speakers had such a good message.

Charlie Yonkers shared that he received some positive feedback from a St. Michaels family saying that they regularly come to the library and were very complimentary of what the library offers. It was a great, spontaneous conversation. I later did let them know I was a board member, but they kept on talking about how wonderful the library is.

Dana Newman shared a few highlights from the MPL statistics showing how well Maryland libraries are doing serving their communities. Increases in meeting room use, program attendance and general attendance are reflected. Also, a goal of MAPLA is focusing at the legislative level on making the Freedom to Read act more robust in the coming year.

Old Business: None

New Business:

Audit

All welcomed Roy Geiser from UHY. Roy reviewed the audit financials and communications and highlighted a few points:

- As noted on page one, the library received a clean audit.
- Page 9 shows the net position of the library and the Foundation -this is similar to a for-profit. One column shows net assets and another net liabilities.
- The statement of activities was discussed as well as capital assets. The figure of \$291,332 was explained as the capital asset for the St. Michaels construction.
- On page 24, the board was shown the current OPEB liability as it fits into the current health care trend.
- In the audit communication, Roy noted that there are no new account policies.

Susan Sherman made a motion to accept the Audit with Sue Regier moving and Charlie Yonkers seconding. All approved and none opposed. The motion carried.

Board Donation Naming Opportunities

Susan reported that we received \$4,350 from board members. A few ideas were discussed for how to spend this money, such as replacing some of the Maryland Room collection materials, adding more teen books, and ordering more books focusing on the 3rd grade. Andrew Thaler remarked that the current 3rd grade enrollment is the largest cohort in two decades. The board said that we can work with our Acquisitions Librarian for guidance.

St. Michaels update

Dana reported that work is underway for getting moved to the temporary location. This move will happen next week and there will be a meeting soon with Keller Brothers to go over things. Dana encouraged board members to come help over the next two weeks.

President's Report-Susan Sherman reported that there is a Volunteer Appreciation Luncheon coming up soon and it would be nice to see board members attend. A reminder that at our next board meeting in December there will be board training on reading and understanding financial reports. Susan will draft information on this training. Another idea for a board training is offering a reorientation for board members where board responsibilities are explained. Coming up on November 2nd from 10-4pm is the Citizens for Maryland Library meeting. Board members were encouraged to attend.

Treasurer's Report

Dana reported in for Mary Pellicano who was attending another meeting. Earlier, the finance committee reviewed the Income and Expense report, Statement of Activities and the Quarterly balance sheet and approved the documents. A few things to note:

- We are about three months into the fiscal year and are at 17.4% of the budget and for expenses we are at 18.4% compared to last year.
- The balance sheet shows a Shore United balance of \$232,994 which is considerably lower than last years balance. Dana explained that this is because it takes time for ASG to receive the bank statements & record them.
- The library will be getting EFT notifications where the County sends a notice that funds have been deposited so this means ASG won't have to wait for bank statements to arrive.

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

County Council Representative's Report- Pete Lesher had nothing new to report. We had a contract bid for the construction for the St. Michaels library before the Council. Bids were vetted and a company from Salisbury was chosen for the work.

Easton Town Council Representative's Report –Don Abbatiello reported that there are a few options for repairing the sidewalks around the library where it can be a split between brick and concrete. All brick would cost \$200,000. The bricks will be fixed tomorrow with the costs shared between the property owner (60%) and the town/county (40%). Don also shared that he had a chance to speak at Frederick Douglass Day and it was very enjoyable.

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

- Frederick Douglass Day on Saturday, September 26th was a huge success with nearly 2,000 people attending. There was a variety of activities, speakers and a parade. Many thanks to the Frederick Douglass Honor Society and all the many volunteers who helped.
- Outreach has increased in the Bay Hundred area with Diana Hastings doing outreach at Tilghman Elementary.
- Dana complimented the Counties AED program. The library also has an AED and it was recently used when a patron was not feeling well. Staff brought the AED out to the parking lot to the patron.
- Join us for Saturday, October 26th as the library helps celebrate Colonel Tench Tilghman week. The presentation, "Voices of the Maryland 400: Maryland's Revolutionary War Soldiers at the Battle of Brooklyn in 1776". This event is sponsored by the Sons of the American Revolution and Daughters of the American Revolution.

Diversity and Inclusion Committee- Charles Yonkers reported he had attended two sessions of the local Equity Coalition in August and September, led by Nancy Andrews of the Talbot Family Network. Dana, Scotti, and Shauna are also members/participants. Thus, the TCFL is a part of a large group of local state and private organization involved with issues of this mutual concern. Columbus Day closure was discussed as the library is not closed for the holiday but for a staff development day. Support for keeping the library open was discussed. The library continues to be active in EDI issues and is engaged with many area non-profits. One goal of the EDI committee is to recruit some more members.

Teen Liaison's Report-Mia and Vivi shared that the Holiday Book Club had 4 kids and they are beginning to plan for January and February. Some ideas for books include mysteries, graphic novels and beginner readers. It is going very well partnering with CHESMRC.

Nominating Committee: no report

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

- The next Friends meeting is Monday, October 21st.
- Bowling Bash for Books fundraiser was on Saturday, October 12th at Easton Bowl. It was an enjoyable evening of supporting the library.
- The book sale is on Friday, October 25th from 9-4pm. All are encouraged to attend the preview sale from 5-7pm on Thursday, October 24th.

Foundation Report- Dana Newman reported that the Foundation meets next week and one item on the agenda is putting together a committee that helps plan the 100th Anniversary Big Event. We will also discuss other anniversary events, Christmas in St. Michaels and asking the Foundation for \$15,000 for the ADA compliant restroom at the temporary location.

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

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

Respectfully submitted, Katie Dodds with special thanks to Judy Campbell for taking notes in my place in October.