

THE TALBOT COUNTY FREE LIBRARY

100 W. Dover St.

Easton, MD 21601

Minutes of the Board Meeting

November 4, 2025

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

Attendees: Susan Sherman, Mary Pellicano, Robert Forloney, Charles Yonkers, Becky Amaral, Susan Reiger, Ron Engle, Alexis Roiter, Sandy Boyd, Town of Easton Liaison Robert Rankin. Director Dana Newman, Assistant Director Scotti Oliver represented the TCFL. Guests: Jane Steele, Kathryn H. Goodenough-Smith ASG, Roy Geiser UHY (via Zoom), Shauna Beulah.

Excused: Pete Leshner, Talbot County Council Liaison.

After discussion by the Board, a consensus was reached that the Audit Review would be the first agenda item.

Audit Review: Roy Geiser, UHY presented the Component Unit Financial Statements and the Audit Communications report from the audit conducted June 30, 2025. He highlighted several items in the Component Unit Financial Statements. Overall things went well. Roy highlighted that the audit gave an opinion of the library that “the financial statements are presented fairly.”

The Board will wait to vote to accept the audit in one week, after everyone has had a chance to review the documents.

Review of the September 18, 2025 Minutes: Susan Sherman asked the Board if there were any changes or corrections. Hearing none, asked for a motion to approve with Susan Reiger moving and Charlie Yonkers seconding. All were in favor with none opposed. The motion carried.

Guest: Jane Steele, Technical Services Clerk

After an introduction by Scotti Oliver celebrating Jane’s 46 years of service to the library as the only cataloger and her many other contributions such as being a go-to person to help with computer software questions, Jane shared the changes she has seen in those 46 years including the introduction of computers. Several Board members asked Jane questions about how the library has changed, her favorite part of the job (“seeing the new books come in”), and her favorite book (historical fiction and genealogy). Shauna Beulah complimented Jane for her service and for all that she does for the library.

Advocacy Sharing: Several Board members shared how they advocate for the library in the community. Becky Amaral recommends the library when holding parent-teacher

conferences, Robert Forloney mentioned that the “Kin” OMOB event held in conjunction with Chesapeake College was very successful, Susan Sherman reported that the Gala was well received as advocacy. Dana Newman participated in the opening of a Little Free Library in Trappe in honor of Nace’s Day, Bill Peak will donate all funds from his soon-to-be published book, *Adventures in Shelving Part 2*, to the TCFL.

Old Business:

- Gala Report: Thanks to everyone who contributed to making this such a wonderful event. Over \$100,000 was raised with a net of \$67, 000. Sue Reiger reported that 200 tickets were sold with 175 people attending the Gala. Kudos to the consultant for such a great job. The speakers were great and even the Governor’s mother, Joy Moore was in attendance.
- Committee Update, Issues and Challenges Facing Libraries: Mary Pelicano reported that the issues and challenges facing libraries are shared nation-wide. The committee designed a matrix to address these issues which was shared by Mary with the Board. Further discussion will be had at a later date.

New Business:

- St. Michaels Construction Update: Dana reported that the project is running about 2 weeks behind. There is a delay in receiving the shelving, it may not come in until the first or second week in December. She shared that the temporary location will close December 8 and furniture and shelving will be moved to the library December 16. There is a special area planned to honor John Jelich with a garden. A grant application has been submitted to the Garden Club for this purpose. The renovated St. Michaels Library will have an EV charging station and lockers.

New Business:

- Scotti reported that the bamboo flooring in the Easton library is starting to bubble up. It appears that the adhesive is failing. This will be addressed in the next fiscal year.
- **Strategic Plan**: Scotti has prepared a grant application for \$40,000 for strategic planning. Due East, a consulting firm well-known in the community has been contracted for this project. The Foundation will be included in Strategic Planning.
- **Naming Opportunities**: Dana reported that the naming opportunities were going well. She then had a suggestion for the Board. Shauna Beulah, the face of the St. Michaels Library, is retiring. Dana suggested that an area be named for Shauna. She suggested the computer area, the foyer or the exhibit space. After discussion, the Board decided to discuss this further at the December meeting.

Ron Engle asked who checks should be made out to when donating. Dana said to make them out to the Foundation.

President’s Report: Susan Sherman thanked everyone for their participation in the Gala. It was a very successful event.

Treasurer’s Report: Provided to the Board by Mary Pelicano prior to the meeting. Mary brought up that she is reading “Roberts Rules of Order” which states that the Treasurer’s

Report does not have to be voted on, a simple acceptance is all that is necessary. Further discussion to follow.

Talbot County Council Representative Report: Pete Leshar was excused from attendance.

Easton Town Council Report: Robert Rankin, the Easton Town Council Liaison, discussed the \$1,000 grant for the 250th celebration, food insecurity in town and offered a list of local food pantries, he also discussed new parking plans for the town but this is not final yet. There's no indication the library parking would be affected. There was also discussion of adding a St. Michaels Town Council representative to the Board.

Librarian's Report: Dana discussed Baker & Taylor going out of business and how this has affected our purchasing books for the opening day collection at the St. Michaels Library. We are working with Ingram but will see delays and ordering slowed down due to Ingram being inundated with orders from other libraries affected by Baker and Taylor shutting down. The library is partnering with the local Rotary Club to help address food insecurity in Talbot County. Dana also discussed giving each employee a \$100 bonus in honor of our 100th anniversary.

Rob Rankin asked about ADA compliance and restrooms at the renovated St. Michaels library. Dana will address this separately with Rob.

Diversity and Inclusion Committee: Ensuring that we are serving the entire community. Latino numbers have been down at recent outreach events.

Teen Liaison Report: None – no teen liaisons. Dana addressed this lack by suggesting we take a look at the process we use to recruit teen liaisons, open it up so we get a more diverse slate of candidates. This process may take up to a year.

Nominating Committee: Peggy Ford has declined appointment to the Board. There are three candidates for appointment. The Board is made up of 9-12 members, currently there are 11 members. Members serve a four-year term and can serve two terms in a row. The Board is looking to diversify with particular emphasis on geographic area and experience. Succession planning needs to be planned as the President and Vice President are both approaching the end of their terms.

Friends Report: No formal report but the book sale was mentioned and all were encouraged to stop by for the sale on Friday, November 7 and Saturday, November 8th.

Foundation Report: The Foundation will be meeting next week and will have a report at the December 4 meeting.

The next meeting is December 4 at 5 pm at the Easton Library.

The meeting adjourned at 6:50 pm.