

THE TALBOT COUNTY FREE LIBRARY
100 W. Dover St.
Easton, MD 21601
Minutes of the Board Meeting
July 21, 2022

The meeting was called to order at the Easton library by Susan Sherman, President at 5:05 pm.

Attendees: Susan Sherman, Charles Yonkers, Estela Ramirez, Andrew Thaler, Leslie Parkerson, and Robert Forloney via Zoom

Director, Dana Newman represented the TCFL, Sue Regier, TCFL Friends, potential board member Bernice Michael and guest Lydia Allen, TCFL ILL-Circulation Clerk

Excused: Pete Leshner, Ron Engle, John Stumpf, Marlene Thomas, Hudson Berry and Scotti Oliver, Assistant Director of TCFL

Absent: Heena Paracha

Action Items:

Board members approved the June 16, 2022 minutes.

Board members approved the Income and Expense Statement.

Board members approved the Library Schedule.

Officers will be elected at the September Board meeting.

Board members approved the election of Bernice Michael as a new board member.

General reminders:

Let Susan know if you would like to attend a Friends meeting and if you would like to attend the CML meeting on October 15.

When the library gets a schedule of library visits of new library buildings, they will let the board know.

Susan opened the meeting by thanking everyone for attending the meeting and welcomed potential new board member, Bernice Michael.

Review of the June 16, 2022 Minutes: Susan Sherman asked the board if there were any changes. Hearing none asked for a motion. All approved and the motion carried.

Guest: Lydia Allen, ILL-Circulation Clerk at TCFL

- She began last October volunteering and then was hired full-time. Lydia has worked in library settings since 2000 in Boca Raton, FL and in Rhode Island.
- She works with ILL, at the Circulation Desk with patrons, does shelving and several other duties
- Lydia shared that it is amazing how varied the items are that come through ILL, including many items from academic settings

Dana praised Lydia's skills with working with our patrons and all appreciate Lydia's customer service and patience. The board thanked Lydia for her work.

Old Business: none

New Business:

Strategic Plan Annual Update:

Dana reviewed the TCFL 2018-2022 Strategic Plan Annual Review showing the library mission statement and the three directions that support what the library does. Examples of major library initiative that supports the strategic direction were also highlighted.

- Direction 1: TCFL provides services, opportunities, and resources for lifelong learning, enrichment, and the building of skills that allow individuals to grow and thrive personally and professionally.
 - An example of a major initiatives that support this includes receiving an innovation grant for Wi-Fi buildout in Trappe, MD

- Direction 2: TCFL is an active presence in our community and creates versatile, accessible, and welcoming spaces that support discovery, provide enjoyment, and enrich lives.
 - An example of a major initiative that support this include completing a Facilities Master Plan that defines the need to renovate and expands the St. Michaels Library and capital projects needed at the Easton library.

- Direction 3: TCFL maintains an outward focus to ensure purposeful community engagement, partnership development, and promotion of library services, programs and resources.
 - An example of a major initiative that support this includes the implementation of a weekly eBlast that includes both library news and events, but also updates with community partners.

Dana also reviewed with the board the Strategic Directions draft showing the four focus areas created from feedback gathered from the many focus groups that have convened. These directions include: Building Community and Outreach; Diversity and Inclusion; Accessibility and Public Service and Lifelong Learning.

Foundation Consultant update:

Dana shared that the consultant has prepared a Marketing & Development Plan that she will share with the board at the August retreat. We will start to prioritize what we will do. We will also be writing a MOU between the Foundation & the Board. These documents will have to be approved by the board.

St. Michaels Expansion and Renovation estimate:

Dana shared that the cost of the expansion has risen due to construction and labor costs. Pam Gardener, the architect, has revised the costs to reflect the increase per square foot cost. Dana will request extra money for the additional match from the grant to cover this increase and will also need to get a letter of intent from the County to pay for this match.

Library Holidays:

Dana shared with the board a handout listing the holidays in 2022 and 2023 and when the library will be closed. Dana asked for a motion to approve the observed holidays and times for staff to be granted floating holidays with Robert Forloney moving and Andrew Thaler seconded. All in favor. The motion carried.

Nominating Committee- The Nominating Committee presented the re-election of board members whose term is expiring: Susan Sherman, President; Robert Forloney, Vice-President; Estela Ramirez, Board Member and Chair of the Nominating committee. Charles Yonkers proposed the slate of candidates as Marlene Thomas was not present. Charles Yonkers made a motion to re-elect the three candidates with Leslie Parkerson seconded. All in favor. The motion passed.

The second vote was for electing a new board member, Bernice Michael. Bernice stepped out of the room during the vote. Her credentials were reviewed. Charles Yonkers made a motion to elect Bernice Michael to the board and Andrew Thaler seconded. All in favor. The motion carried.

President's Report-Susan Sherman reported on a few items:

- Susan attended the pre-conference at ALA and went to a session on book banning/censorship. This topic will be discussed further at the board retreat. It raises some concerns and we want to be prepared as a board for how we will respond to potential questions.
- On October 15th, the CML (Citizens for Maryland Libraries) meets at the new Busch Library in Annapolis. The focus of the meeting will be on book banning and staff will give a tour of the library. Board members can let Susan know if they would like to attend.
- The board has been involved with the Strategic Planning Taskforce and have attended some of the Friends Council meetings.
- Board members were reminded to turn in volunteer hours to Sabine Simonson.

Treasurer's Report –

Dana Newman first reviewed the Quarterly Balance Sheet. This report enables you to see a comparison between last year and the current year.

The Income and Expense Statement which shows activity through the end of June 2022 was reviewed.

- Lack of operational revenue is due to being closed or restricted use during Covid-19.
- Since going fine free, we won't be taking in fine revenue.
- Under operating expenses, operating equipment is 308.20% due to capital outlay projects and is the difference between what we budgeted and what we have spent.

Susan Sherman asked for a motion to approve the Treasurer's report with Charles Yonkers moving and Leslie Parkerson seconded. All in favor. The motion carried.

County Council Representative's Report- Pete Leshar was not in attendance and had no report.

Easton Town Council Representative's Report - Ron Engle was not in attendance and had no report.

Librarian's Report-Dana highlighted a few key items from her report:

- We had a very successful Summer Reading program where over 458 children registered and many adults also registered.
- Shauna Beulah and Dana Newman met with the two new St. Michaels Commissioners: Katrina Whittington and Al Mercier and town manager Rob Straebel to give them a tour of the library and give a briefing on the expansion project.
- The library received a grant for \$10,000 from the State Library for laptops and chargers for the public.
- Summer Reading Finale is August 10th and Frederick Douglass Day is September 24th if any board members would like to help out.

Diversity and Inclusion Committee- Charles Yonkers reported that the EDI committee met today in advance of our board retreat. One of the concerns of the committee is the issue of book banning/censorship and how board members need to be prepared with how to respond. A priority should be made to have a response and plan prepared for both staff and board members. We have reached out to our partners and the ALA for advice on how to create best practices.

Friends' Report- Sue Regier highlighted several upcoming Friends events:

- The Friends will be at the Easton Farmers Market on Saturday, August 6.
- August 19th is *Laughs for the Library* Improv event held at the Nature Conservancy. Tickets are \$25 a person.
- October 6th will be another Friends fundraiser on the Patriot Cruise. Money raised from the \$100 per person tickets will go toward the St. Michaels renovation and expansion project.
- Friends will have a book sale on Friday, September 30th and will also have mini book sales in the month of November.

Foundation Report-Dana Newman reported that the Foundation had their meeting this morning. Some key topics were the presentation by Jayme Dinger where she outlined the Marketing and Development Plan, our Portfolio investment manager said that the markets may be headed for a recession, but that even though our portfolio is down about 12%, that is not as bad as other agencies. Jane also recommended that when bonds are due to convert to cash. The portfolio performance ending value as of June 30, 2022 was \$2,678,535.

Meeting adjourned at 6:45 pm.

Reminder: Our next meeting will be on September 15, 2022 at 5:00 p.m. via hybrid format at the St. Michaels branch.

Respectfully submitted, Katie Dodds