

THE TALBOT COUNTY FREE LIBRARY
100 W. Dover St.
Easton, MD 21601
Minutes of the Board Meeting
January 19, 2023

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

Attendees: Susan Sherman, Charles Yonkers, Marlene Thomas, Becky Amaral, Mary Pellicano, Robert Forloney, Sue Regier, Andrew Thaler

Director, Dana Newman and Scotti Oliver, Assistant Director, represented the TCFL, and Pete Leshar, Talbot County Council Liaison

Excused: Ron Engle, Town of Easton Representative

Absent: Estela Ramirez, Heena Paracha

Action Items:

Board members approved the December 1, 2022 minutes.

Board members approved the nomination of Becky Amaral and Mary Pellicano to the board of directors.

Board members approved FY2024 Capital Outlay Budget.

Board members approved FY2024 Capital Budget Request-St. Michaels Library Expansion and Renovation

Board members agreed to hold off voting on the FY 2024 Operating Budget for a later email vote.

Board members approved the Income and Expense Statement & the Quarterly Balance Sheet.

General reminders:

The next board meeting on Thursday, February 16, 2023 will be held in Easton.

Dana Newman and Shauna Beulah will give a tour of the St. Michaels library on February 7th.

Legislative Day in Annapolis, MD is February 15.

Review of the December 1, 2022 Minutes: Susan Sherman asked the board if there were any changes. Hearing none asked for a motion to approve with Marlene Thomas moving and Robert Forloney seconding. The motion carried.

Old Business: none

Nominating Committee- Robert Forloney introduced Becky Armalar who is a teacher and librarian and Mary Pellicano who has served on a library board in the past. The board voted last month to have Sue Regier join the board and we now have three new members. Robert Forloney proposed to the board

that we accept these two new members to the board and opened the floor for questions. Hearing none, Susan Sherman asked for a motion to approve the nomination of Becky and Mary to the board with Marlene Thomas moving and Charles Yonkers seconded. All in favor. The motion carried.

New Business:

FY2024 Operating Budget

Dana Newman shared highlights of the FY24 budget request which has three components. The first is the Operating budget. The library is asking for a total operating request of \$2,143,993 which includes a supplemental request of \$146,000. This request covers staff salary increases, increase in funds for outreach programming, on-line meeting room scheduling software, adding more bilingual materials and more. Board members were referred to the ledger showing reasons for this request. Dana will keep the board informed of the date in March when she presents the budget to the County Council. Pete Leshner asked whether the midpoint salary average was used to determine the recommended salary increase for 3 positions identified by the MD Library salary study as needed increased. Dana said that the minimum (25%) average was used. It was agreed that Dana would look at the salary study again to determine if using the midpoint salary average would change the staff salary increases being recommended. Dana will send out any changes to the FY24 proposed operating budget by email for a vote if needed.

FY2024 Capital Outlay Budget

The second component is the Capital Outlay Budget where the library is asking for \$17,000. Some of the items requested are replacing five public and staff computers, adding five circulating laptops, replacing a few book carts and more.

FY2024 Capital Budget Request-St. Michaels Library Expansion and Renovation

The third component is the budget request for the St. Michaels Library Expansion and Renovation where the library is asking for \$314,800. This request is for the remaining matching grant funding for design and a matching grant to begin construction in FY24. Dana explained to the board that research for a temporary facility is being researched.

Budget votes:

Susan Sherman asked for a motion to approve the FY24 Capital Outlay and St. Michaels Expansion and Renovation capital budget requests with the understanding that an email vote will be taken for the Operating Budget with Andrew Thaler moving and Sue Regier seconded. All in favor. The motion carried.

Annual Report Highlights

Dana Newman thanked Scotti Oliver, Assistant Director and Christina Acosta, Communications Manager, for their hard work on the annual report. It is a very impressive report. A few highlights include:

- The statistics on the second page showing an increase in patrons using the library.
- Our numerous partnerships are key to our success.
- We rely on the TCFL Friends and TCFL Foundation not only for financial support but for volunteers and advocacy.

Dana informed the board that on February 7th, she and Shauna Beulah will be giving a tour of the St. Michaels library to the County Council. The St. Michaels Commissioners have been invited. Also, Legislative Day is on February 15th in Annapolis if any board members would like to attend. The board thanked Dana, Scotti and Christina for their excellent work on the Annual Report.

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

- Susan thanked all who attended the County Council meeting awarding the architect for the St. Michaels Renovation and Expansion. It was great to get such positive feedback. Thanks to Pete Leshner for his support.
- The Marketing Committee met today and discussed a variety of advocacy ideas for raising funds for the renovation project.
- The Board retreat is going to be held in March with the location TBD. The focus will be on board effectiveness and advocacy is a big part of this.
- Susan announced that she is the new President of the CML (Citizens for Maryland Libraries).

Treasurer's Report –

Dana Newman explained the Income and Expense Statement which shows activity through the end of December 2022. Some highlights include:

- The difference in revenue under contributions-restricted from 2022 and 2023 is the annual appeal. The annual appeal is now under the Foundation.
- The price of periodicals has gone up, as well as some other expenditures rising such as with ads for job openings.
- There was also an increase in funds spent on children's programming due to the STEM festival.

Dana Newman also distributed the Quarterly Balance Sheet and asked if there were questions. Hearing no other questions, Susan Sherman asked for a motion to approve the Treasurer's report & balance sheet with Charles Yonkers moving and Andrew Thaler seconded. All in favor. The motion carried.

County Council Representative's Report- Pete Leshner reported that the County has asked all partners to submit a flat budget and then to turn in any supplemental requests. He encouraged the board to keep the new County Council members informed and on board with the St. Michaels Expansion and Renovation project.

Easton Town Council Representative's Report - Ron Engle was not present at the meeting and had no report.

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

- The library has seen an increase in patrons coming into the library. Our service desks are busy.
- Thank you to the County Council for voting to award Davis, Bowen and Freidel, Inc. the architectural design of the St. Michaels expansion.
- We gave away over 2500 free Covid-19 test kits in the last year.
- We are receiving bids for the new AV system for the Easton Library where the deadline for proposals is January 26th.

Diversity and Inclusion Committee- Charles Yonkers did not have a report but did review the history of the EDIAJ that started in May 2019.

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

- The concert with Ampersand on January 12th was a great success. We received \$219 in donations, to the tip jar.
- We have revamped our newsletter and will start to include an article on what people are reading.
- Friends will sponsor the Trappe, MD book box and are also paying for half of the Eco-Poetry program, and 1,2,3 Andre.
- Future events being planned include another Improv Night and a bowling activity.

Foundation Report- Dana Newman reported that the Foundation has a small development committee that is researching ideas for raising funds for the St. Michaels renovation and expansion. Sue Regier who is the chair of the development committee explained further to the board that the committee will be meeting with the Director of the St. Michaels Community Center. They want to gain knowledge from them about how they ran their campaign and what advice they had for us. Two other goals of the committee are to look for high end donors and to hire a capital campaign consultant for fundraising for the expansion of the library.

Meeting adjourned at 6:45 pm.

Reminder: Our next meeting will be on Thursday, February 16, 2023 at 5:00 p.m. at Easton

Respectfully submitted, Katie Dodds