

MISSION STATEMENT

The Somerset County Library System promotes learning by providing materials, services, and access to information that enrich our community and excite the imagination.

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BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES

MEETING MINUTES

Wednesday, February 8, 2017 4:00 to 5:45 p.m.

Princess Anne Library

Present: Tom Brice, Board President; Ann Smith, Board Vice President; George Milbert, Board Treasurer; Marilyn Cottman, Board Member; Heather Hurst, Board Member; Lois Outten, Associate Board Member; Jim Riley, Associate Board Member; Ed Goyda, Library Director; Jan Gorely, Administrative Assistant; Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Crisfield Branch Manager. Absent were Marlena Turner, Board Member; Keisha Evans, Board Member; Linda Riffin, President Somerset County Library Foundation.

CALL MEETING TO ORDER

President Brice called the meeting to order at 4:05 p.m.

CONSENT AGENDA

Approve minutes from the regular meeting of December 14, 2016

Approve financial reports for the period from July 1, 2016 – December 31, 2016

Approve financial reports for the period from July 1, 2016 – January 31, 2017

There were a couple of questions regarding the financial reports, and both were clarified.

President Brice asked for a motion to approve the consent agenda. Motion was made by Ms. Smith, seconded by Ms. Cottman, and the consent agenda was unanimously approved.

LIBRARY ADMINISTRATOR'S REPORT – Ed Goyda

Mr. Goyda reviewed his report with the board. He stated that State Library funding will be increasing. The county has asked for restraint in the 2017-2018 budget.

Mr. Goyda stated that the quarterly report for the Capitol Grant has been written and submitted.

Mr. Goyda mentioned the re-designing that will take place in the children's room at the Princess Anne Branch.

Mr. Goyda stated that the library will begin recording the narrative history of Smith Island, and a discussion by the board followed.

Mr. Goyda mentioned that a new circulation system will begin to be implemented. Training for the new system, Polaris, will begin in June and July, and the new system will go live in August. This system will create a consortium among eight counties on the shore.

President Brice asked for a motion to accept the December/January written report. Motion was made by Ms. Cottman, seconded by Ms. Smith, and the report was unanimously accepted.

Crisfield Update:

Mr. Goyda stated that stone has been placed under the rest of the building and the fencing should be beginning.

Mr. Goyda has received information from Craig Williams at Becker Morgan for ways to baffle the sound in the meeting room.

Mr. Goyda stated that a monitor will be installed by the circulation desk to promote library programs. Another monitor will be installed in the Nook/Café area to promote community events.

Mr. Goyda mentioned that additional cameras will be installed to allow for better monitoring of blind areas in the library.

Mr. Goyda stated that Delaware Elevator installed a key operated device on the elevator which the staff will have to operate when a patron needs to use the elevator. There is a bell on the elevator which the patrons ring to notify the staff.

Grant Update:

Mr. Goyda mentioned that the Delmarva Education Foundation has transitioned to a perpetual fund of the Community Foundation of the Eastern Shore.

Development Committee Report

It was reported that all the bricks for the Crisfield Library have been sold.

Branch Highlights

Ms. Donoway reported that the Princess Anne Library was busy during the month of December. She mentioned that the Senior Moments program has gone over well. She reviewed the various programs that the library offered in December and January. The Play Pals program offered by the Judy Center at the library is being well attended. Ms. Donoway mentioned the changes that are taking place in the children's room since JoAnn Price has been Youth Services Coordinator. The library took photos with Santa following the Princess Anne Christmas Parade. Ms. Donoway stated that the 5K walk/run will be happening again this year in June.

Mr. Stuckey reported that the number of visits and circulation at the Crisfield Branch continues to increase compared to the Corbin Library. The number of visits in December 2016 was 2,915 which is an increase of 1,031 at Corbin in December 2015. The number of visits in January 2017 was 3,317, which is an increase of 1,465 at Corbin in January 2016. The number of people using WiFi continues to be higher than the number of patrons using the computers. The library participated in the Crisfield Christmas Parade and photos with Santa were taken afterward. Mr. Stuckey stated that he continues to go to the nursing home monthly. The Judy Center has also been offering Play Pals at the Crisfield Library and is well attended.

GOVERNANCE:

Accept the Resignation of Mary Zimmerman

President Brice asked for a motion to accept the resignation of Mary Zimmerman. Motion was made by Ms. Hurst, seconded by Ms. Smith, and the resignation was accepted.

Accept Appointments of Jessica Pfirman and Danielle Craig

President Brice asked for a motion to accept these appointments. Motion made by Ms. Smith, seconded by Ms. Hurst, and the appointments were accepted.

Maryland Library Association Conference – Library closure May 11

Mr. Goyda requested that the board close the library on Thursday, May 11, 2017 so that all staff could attend the Maryland Library Association Conference in Cambridge at the Hyatt. There is money allocated to pay for the staff to attend, and that money can only be spent on the conference.

President Brice asked for a motion to close the library on Thursday, May 11, 2017. Motion made by Ms. Cottman, seconded by Mr. Milbert, and the board approved the closure of the library on Thursday, May 11, 2017.

Policy Review Committee

Mr. Goyda requested that a committee be formed to review and revise the policies of the library. The committee would consist of two representatives from the board and various staff members as appropriate based on the policy. Ms. Cottman and Ms. Outten agreed to represent the board on the committee.

President Brice asked for a motion to form the Policy Review Committee. Motion was made by President Brice, seconded by Ms. Smith, and the board approved forming the committee.

Preliminary Budget

The board decided to review and discuss the preliminary budget for 2017-2018 in executive session.

EXECUTIVE SESSION

President Brice made a motion to enter executive session. Motion was made by President Brice, seconded by Ms. Cottman, and board unanimously agreed to enter executive session. Roll Call: Mr. Brice, yes; Mr. Milbert, yes; Ms. Cottman, yes; Ms. Hurst, yes; Ms. Smith yes. The board entered executive session at 5 p.m.

Ms. Donoway, Mr. Stuckey, Ms. Gorely, Ms. Outten, and Mr. Riley left the meeting at 5 p.m.

President Brice made a motion to come out of executive session. Motion was seconded by Ms. Hurst. A roll call vote was taken to come out of executive session: Ms. Smith: yes; Mr. Brice, yes; Mr. Milbert, yes; Ms. Cottman, yes; Ms. Hurst: yes. The board came out of executive session at 5:45 p.m.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,
Gabriel J. Stuckey
Crisfield Library Branch Manager