

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

DRAFT REGULAR MEETING MINUTES

Wednesday, August 13, 2014; 4:30 – 6:00 p.m.

Corbin Library, Crisfield

Present: Board Members: Deborah Parker, President; Chris Boyer; George Milbert; John Samus; Tom Brice; Peter Stanford, Vice President (arrived at 4:50 p.m.); Jan Gorely, Administrative Assistant; Linda Riffin; Gail Sheldon, Director; Gabe Stuckey, Corbin Library Branch Manager; John Dize, board member candidate;. Absent were Rose Donoway, Princess Anne Branch Manager; Kirkland Hall, Board Advisor.

CALL MEETING TO ORDER

President Parker called the meeting to order at 4:30 p.m.

CONSENT AGENDA

Approve minutes from the regular meeting of June 11, 2014.

Approve financial reports for the period from July 1, 2013 – June 30, 2014.

Approve financial reports for the period from July 1, 2014 – July 31, 2014.

President Parker asked for a motion to approve the consent agenda. The motion was made by Mr. Samus and seconded by Ms. Boyer, and the board approved the consent agenda.

FINANCIAL REPORT

FY 2015 Budget

Ms. Sheldon reviewed the budget and mentioned additions to the budget. She stated that the County Commissioners have approved the budget.

President Parker asked for a motion to approve the FY 2015 Budget was made by Mr. Milbert and seconded by Mr. Brice, and the board approved the FY 2015 Budget.

LIBRARY ADMINISTRATOR'S REPORT

Ms. Sheldon reviewed her report for June and July 2014. She made note that Princess Anne Elementary School will have a Judy Center, and that the library will be partnering with the schools with regards to literacy. Lap times for children ages 0 to 3 will be offered at the Princess Anne Library Branch, which Carrie Bloodsworth has volunteered to do this. JoAnn Price will be doing STEM programs at the Princess Anne Library. Jaime Humphreys will be working with the "Library Café" (how the library can help parents, finding out what parents' needs are, and how the library can help improve literacy).

Ms. Sheldon stated that she is working on a procedure manual for the library.

Ms. Sheldon encouraged the promotion of the Biography and Literature Resource Databases.

Ms. Sheldon is working on finalizing the Fiscal Year 2014 annual report to the state.

Ms. Sheldon is developing ways in which the library can serve both the school and the residents in Deal Island.

President Parker asked for a motion to accept the June/July written report was made by Mr. Samus and seconded by Mr. Milbert, and the board accepted the June/July written report.

Grant Update

Ms. Sheldon stated that the library is waiting for a grant number to be assigned to the capital grant. She also updated the board on the status of the other grants including the Community Foundation.

Summer Reading Update

Ms. Sheldon stated that the 2014 Summer Reading Program has been going well and seems to be successful. She reported that the children seem to be enjoying the programs the library has been offering this summer.

Branch Highlights

Ms. Sheldon reported that the number of visits at the Princess Anne Library was approximately 18,000 in July. The circulation is up at the Princess Anne Branch as well.

Ms. Sheldon reported that Mr. Stuckey continues to do monthly outreach/programs at the Tawes Nursing Home in Crisfield. Ms. Cottman continues to do this in Princess Anne.

Development Committee Report

Ms. Riggin reported on the progress of the committee. They are working on the brick fundraising campaign for the new Crisfield Library. Ms. Riggin asked the board for input and suggestions and a discussion followed. The idea of starting the brick fundraising campaign at the Crab Derby was discussed by the board. Ms. Riggin stated that she would need the board's help to staff the library booth at the Crab Derby, and some of the shifts were assigned. Ms. Riggin mentioned the necessity of the board members contributing to the new library fundraising campaign.

GOVERNANCE

Nomination Committee Report

Mr. Samus and Mr. Brice reported on the nomination process and progress. They are continuing to set up interviews with board member candidates to fill the vacancy on the board. The interviews are being set up for September.

Nomination/Election of Vice President and Treasurer

Mr. Milbert was nominated by the Nomination Committee to serve as treasurer for the board for at least a term of one year. Mr. Brice agreed to serve as Vice President of the board for a one year term. The board approved these nominations.

Review/approve updated job descriptions

Ms. Sheldon mentioned that changes have been made to the job descriptions in order to match what the employees are actually doing. She asked for board input, and the board approved the updated job descriptions.

Review/approve Employee Handbook Changes

Ms. Sheldon reviewed the changes to the Employee Handbook, in particular the Social Media section of the handbook and the dress code/appearance section of the handbook. There was discussion, and Ms. Sheldon will make some changes to the dress code section of the handbook.

Crisfield Update

President Parker asked for a motion to enter executive session to discuss the Crisfield Library update and personnel. The motion was made by Mr. Milbert and seconded by Ms. Boyer. Roll call: Ms. Parker, yes; Mr. Samus, yes; Mr. Stanford, yes; Ms. Boyer, yes, Mr. Milbert, yes, and Mr. Brice, yes. The board entered executive session at 6:10 p.m.

President Parker asked for a motion to come out of executive session. The motion was made by Mr. Samus and seconded by Mr. Milbert. Roll call: Ms. Parker, yes; Mr. Samus, yes; Mr. Stanford, yes; Ms. Boyer, yes; Mr. Milbert, yes; and Mr. Brice, yes. The board came out of executive session at 7: 05 p.m.

Adjourn

President Parker asked for a motion to adjourn the meeting. A motion was made by Mr. Samus and seconded by Mr. Stanford, and the meeting adjourned at 7:05 p.m.

Respectfully submitted,
Gabriel J. Stuckey
Corbin Memorial Library Branch Manager