

## **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.*

*Explore • Learn • Dream • Become*

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### **BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES REGULAR MEETING MINUTES**

**Wednesday, February 11, 2015; 4:30 – 6:00 p.m.  
Princess Anne Library**

Present: Board Members Deborah Parker, President; Tom Brice, Vice President; George Milbert, Treasurer; John Samus; Chris Boyer; Keisha Evans; Linda Riggin, Board Advisor; Shauna Kiersley, Board Advisor; Director Gail Sheldon; Administrative Assistant Jan Gorely; Princess Anne Branch Manager Rose Donoway; Crisfield Library Branch Manager Gabe Stuckey.  
Absent: Board Member Peter Stanford; Board Advisor Kirkland Hall.

#### **CALL MEETING TO ORDER**

President Parker called the meeting to order at 4:29 p.m. and welcomed Keisha Evans to the board.

#### **CONSENT AGENDA**

Approve minutes from regular meeting of December 10, 2014

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

Approve financial reports for the period July 1, 2014 – January 31, 2015

Mr. Milbert had a question regarding the Somerset County Library Fund. The fund is in a PNC Investment Fund and is for the Somerset County Library Foundation and unemployment.

President Parker asked for a motion to approve the consent agenda. Motion was made by Mr. Samus, seconded by Mr. Milbert, and was unanimously approved.

President Parker asked for a motion to approve using the TGM firm for the 2015 audit. Motion was made by Mr. Brice, seconded by Ms. Boyer, and was approved.

#### **LIBRARY ADMINISTRATOR'S REPORT**

Ms. Sheldon reported that the Princess Anne Library had to close on February 10, 2015 due to sewer back up. She reviewed her report and gave an update on the new Crisfield Library.

President Parker asked for a motion to accept the December/January written report. Motion was made by Ms. Evans, seconded by Ms. Boyer, and was approved.

#### **Crisfield Update**

Ms. Sheldon reported that Verizon had replaced a pole so that lines can be run to the new Crisfield Library. Ms. Sheldon reviewed the schedule and progress of the new library. She said that the steel for the building is in fabrication.

Ms. Sheldon explained that new computers will have to be purchased for the current Crisfield Library, and that they would be distributed to the Princess Anne, Ewell, and Crisfield Library after the new library in Crisfield opened. She explained that this is due to the terms of the Community Foundation Grant for new computers. The grant will not allow computers to be purchased for the current Crisfield Library but only for the new Crisfield Library.

## **Development Committee Report**

Ms. Riggan reported that twelve bricks have been sold so far. She is optimistic that once the structure begins to go up for the new Crisfield Library that more bricks will sell. The committee is still looking for a host/chair for a major fundraising event for the new Crisfield Library. It was reported that the social media campaign is being developed and that the new Crisfield Library website has been launched. The committee would like to collect video stories to be placed on social media to help promote and encourage donations. There was discussion regarding the articles and letters requesting the new Crisfield Library be named after the Ward brothers. This will continue to be addressed and contacts made.

## **Grant Update**

Ms. Sheldon reported that the Perdue Foundation will be giving \$10,000 to the new Crisfield Library project. She has been following up on other grants that have been submitted. She continues to look for small grants for programming and other items.

Ms. Donoway and Mr. Stuckey reported that they had submitted a \$2,500 StoryCorps Grant. If the grant is received, it would allow the library to digitally record interviews on the stories and history of Smith Island. The library will hear on February 27 if it has received the grant. This project will be pursued even if the library does not receive the grant.

President Parker thanked Ms. Sheldon for all of the work and effort she has invested in the grants.

## **Branch Highlights**

Ms. Donoway reported that all the library programming is being done in house, and the attendance is good. She stated the library staff are doing a good bit of the programming. Ms. Donoway reported that the December project of collecting items for the Humane Society in place of fines was successful.

Mr. Stuckey reported that the programs in Crisfield are going well. The attendance is good (ten for family movie in January, 7 for Seafood Cooking). He continues to do outreach to the nursing home and went to talk with the Crisfield AARP on February 10. He reported that he and Jaime Humphreys have been working on implementing the Library Café Grant. Twenty-six new library cards were issued in Crisfield in January, total January circulation in Crisfield was 5,159, and there were 78.5 volunteer hours in January.

## **FY 2016 proposed budget for County**

Ms. Sheldon reported that the county is requesting the that library reduce the operating budget for fiscal year 2016. Ms. Sheldon and Ms. Gorely have been working on the proposed budget to be submitted to the county on February 16. They have been researching an estimate of how much utilities will be at the new Crisfield Library and have worked a new full time position for the new Crisfield Library into the budget.

## **GOVERNANCE**

### **Finalize approval of the Employee Handbook**

Ms. Sheldon reviewed the changes to the Employee Handbook (Personal appearance, Performance Appraisal, and Exit Interview).

President Parker asked for a motion to approve the changes to the Employee Handbook. Motion made by Mr. Brice, seconded by Mr. Milbert, and the changes were approved.

## **Program Development**

President Parker asked the board for positive, constructive, and creative suggestions to help promote the library's programs. There was discussion and suggestions were made including marketing the programs on a billboard, targeting the right audience, continue to do outreach and publicize events, include teachers in monthly Constant Contact e-mail, and include an emphasis on teen events on the library's Facebook page.

## **Strategic Plan 2016-2019**

Ms. Sheldon reported that the new strategic plan is due this year. It was suggested that the library get groups of teens from Crisfield and Princess Anne and church groups to form focus groups about what the library can offer them.

President Parker asked for a motion to adjourn the meeting. Motion made by Mr. Samus, seconded by Ms. Boyer, and the meeting was adjourned at 6:16 p.m.

Respectfully submitted,  
Gabriel J. Stuckey  
Crisfield Branch Manager