

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

BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES

DRAFT MEETING MINUTES

Wednesday, October 14, 2015; 4:30 – 6:00 p.m.

Princess Anne Library

Present: John Samus, President; Tom Brice, Vice President; George Milbert, Treasurer; Board Member: Ann Smith; Linda Riggin, President Somerset County Library Foundation; Gail Sheldon, Director, Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Crisfield Branch Manager; Jan Gorely, Administrative Assistant; Rusty Tressler, Auditor from TGM Group, LLC Absent: Board Members Keisha Evans; Chris Boyer; and Peter Stanford and Associate Trustee Shauna Kearsley

CALL MEETING TO ORDER

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

FINANCIAL REPORT - Audit Presentation – Rusty Tressler, TGM Group, LLC

Mr. Tressler reported that the audit went very well again this year and that everything looks pretty much the same as last year's report. He stated that the library again received a "modified opinion" which is the highest report that can be given during an audit. He thanked Ms. Sheldon and Ms. Gorely for all their help making this another smooth year for the audit. Mr. Tressler reviewed various parts of the audit with the Board including information concerning the new library in Crisfield. He confirmed that they encountered no problems during the audit and that all questions were answered to the auditors' satisfaction. He asked the Board if they had any questions/concerns or if anything needed any explanation. No one had any questions.

President Samus thanked Ms. Gorely for a "good job" during the audit process once again.

President Samus asked for a motion to accept the annual audit report for the year ending June 30, 2015. Motion was made by Mr. Brice, seconded by Ms. Smith, and was unanimously approved.

Mr. Tressler left the meeting at 4:45 PM.

CONSENT AGENDA

Approve minutes from regular meeting of August 12, 2015

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

Approve financial reports for the period July 1, 2015 – September 30, 2015

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

Ms. Sheldon asked permission for the Library's credit card limit to be raised from \$1,500 to \$2,000. Ms. Gorely explained that since we are no longer contracting out our cleaning services, we are now responsible for buying certain cleaning supplies ourselves. In order to not go over our limit, we need to have more money available on the credit card.

Motion to raise the credit card limit was made by Mr. Milbert, seconded by Mr. Brice and was unanimously approved.

LIBRARY ADMINISTRATOR'S REPORT

Ms. Sheldon reviewed her written report. She has been spending the majority of her time managing issues concerning the Crisfield Library.

She gave a report on the ARSL Conference that she and Ms. Donoway attended in Little Rock. Well worth attending as they came away with some good ideas.

She asked for input from the Board concerning the meeting room policies for the new library because there will be different issues because of the "after hours" use of the room.

President Samus asked for a motion to accept the Director's August and September 2015 report. Motion was made by Mr. Brice, seconded by Ms. Smith, and was unanimously approved.

Development Committee Report

Ms. Riggan stated that they have brought in about \$3,000 in the last few weeks. She will be speaking to the Crisfield City Council to raise awareness that we are trying to raise money for the new library. She wants to appeal to the people for the need for these funds since many seem to think that all the money for the new library is coming from the State. She thinks that having sample bricks at the circulation desks in both libraries will bring awareness to the project. Suggestions were made as to where else we could advertise—Channel 8, Facebook, a website.

Grant Update

Ms. Sheldon reported that she has filed all the necessary reports for the grants. Funds from the private donor are being utilized for the AV portion of the meeting room—screens, projectors, etc. We will need to pay for the installation upfront. Skyline will be down soon to do the data cabling, then the fiber run comes next. We will submit charges to E-Rate and they will cover about 80% of the charges.

She has submitted an application to YALSA to request two 3-D printers; one for each branch.

Crisfield Update

Ms. Sheldon stated that the "proposed" substantial completion date for the library is December 11th. The electrical contractor has been requested to increase staffing to meet the deadline.

Branch Highlights

Ms. Donoway reported that there has been a substantial increase in Wi-Fi usage. We continue to increase the number of patrons and through our community outreach we are reaching more and more families. Ms. Sheldon and Ms. Donoway participated in Somerset Cares at UMES where we were able to explain about the free on-line GALE courses.

Mr. Stuckey stated that the use of Wi-Fi at Corbin has surpassed the number of hard-wire users. They continue with outreach programs to the nursing home. He will be giving a class in the Spring introducing patrons to the classes that are available on-line through GALE.

Personnel

Lavontay Taylor has been hired as a Library Page to replace Terron Corbin.

Peggy Bess has resigned.

Anna Fontaine has been rehired to replace Ms. Bess.

President Samus asked for a motion to accept the Director's appointments. Motion was made by Mr. Brice and seconded by Ms. Smith, and the board unanimously approved.

GOVERNANCE

President Samus asked for a motion to read the on-line votes into the minutes. Motion was made by Ms. Smith, seconded by Mr. Brice.

Ms. Sheldon read through the board votes that took place via e-mail. They are:

Issue #1 – Need for Bio-Retention Planters – Vote: All Yes

Issue #2 - Ramp Wall – To be construction by the County – All Yes

Issue #3 – Need for a Deck Stair Enclosure – All Yes

Issue #4 – Adding Floor Trim in Meeting Room – Yes with one question (CR066)

Issue #5 – Ordering the Library Furnishing – All Yes

Issue #6 – Permission to pursue the services of a Commissioning Agent – All Yes

Issue #7 – Permission to pursue the services of an inspection firm – All Yes

Issue #8 – Exterior Lighting of Signage – All Yes

President Samus asked for a motion to go into Executive Session at 5:45 PM. Motion was made by Mr. Milbert; seconded by Mr. Brice. Roll call: Ms. Smith, yes; Mr. Brice, yes, Mr. Milbert, yes, President Samus, yes.

Motion to come out of Executive Session at 6:15 PM was made by Mr. Brice; seconded by Mr. Milbert. Roll call: Ms. Smith, yes; Mr. Brice, yes, Mr. Milbert, yes, President Samus, yes.

Meeting was adjourned at 6:18 PM

Respectfully submitted,
Jan Gorely
Administrative Assistant