

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

MEETING MINUTES

Wednesday, April 13, 2016 4:30 to 5:30 p.m.

Corbin Library

Present: John Samus, President; Tom Brice, Board Vice President; George Milbert, Board Treasurer; Ann Smith, Board Member; Director Gail Sheldon; Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Crisfield Library Branch Manager; Jan Gorely, Administrative Assistant; Absent: Keisha Evans, Board Member; Linda Riggan, President Somerset County Library Foundation;

CALL MEETING TO ORDER

President Samus called the meeting to order at 4:33 p.m.

CONSENT AGENDA

Approve minutes from the regular meeting of February 10, 2016

Approve financial reports for the period from July 1, 2015 – February 29, 2016

Approve financial reports for the period from July 1, 2015 – March 31, 2016

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

LIBRARY ADMINISTRATOR'S REPORT

Crisfield Update:

Ms. Sheldon stated that most of her time in February and March has been spent managing projects for the new library in Crisfield. Some of these items include weeding books in the Corbin Library, and with the aid of Ms. Terry our Acquisitions Associate, selection of new fiction and non-fiction adult books and selection of a very comprehensive list of books for the children's section. She has also spend time with ordering the every day supplies needed to run a library: trash cans, clocks, supplies, equipment for the conference room and kitchen areas, clocks, lights, ladders. The wheelchair lift has been completed, the County maintenance is working on some exterior and interior finishes, signage is being put up all over the library, ADA door openers have been installed in the library hallway and the lock cylinders have been installed. The parking lot has not been finished due to the unseasonable cold weather. The fencing has been installed, landscaping of the building has begun except for the actual plants, and the remainder of the furniture is due to be delivered before the end of April. Preparations are underway for the summer reading program.

Ms. Sheldon informed the Board that Rick Simpson of ESRL Technical Services had been contacted by a County office that asked if they could put an antenna on top of the library for a commercial entity. Ms. Sheldon contacted Irene Padilla concerning this request and was told that Department of Management and Budget would have to receive this request and it could possible jeopardize our grant.

President Samus asked for a motion to accept the February/March written reports. Motion was made by Ms. Smith, seconded by Mr. Milbert, and was unanimously accepted.

Development Committee Report

Although Ms. Riggin was not able to attend the meeting, she gave her report to Mr. Milbert to bring to the meeting to share with the Trustees. Highlights of the report are as follows:

As of April 7th we have raised \$29,000 of the \$75,000 goal that we had before opening the library. She has spoken to a member of the First Lutheran in Ashburn, Virginia, who had members come to Crisfield after Super Storm Sandy, and he has told Ms. Riggin to expect at least \$1,000 from his congregation. The Wall of Honor has 53 members: 1 Diamond, 1 Platinum, 5 Gold, 3 Silver, 7 Bronze and 39 Pearl donors. Fourteen percent of the monies raised have come from Crisfield residents and 17% have come from Crisfield civic groups and businesses for a total 31% from the 21817 zip code. Still a number of local businesses that have not yet been asked/or donated. On April 4 Chad Ramsey installed Phase 1 of the bricks. We still have 135 brick spaces left to sell. Becky Lowe is working on the Wall of Honor design. As soon as I get the go ahead from Gail, I will start planning the donor reception.

FY 2017 Proposed Budget for County

Discussion will be in Executive Session.

Branch Highlights

Ms. Donoway reported that she is seeking partnerships, sponsors and programs for the summer reading program. We are planning to have a 5K fun run/walk to kick off the program. She has been working with Princess Anne Town officials, police department, Judy Center folks and the Rec Dept. This year is the 350th anniversary of the county and we will be participating in some of those events. There is also a project in the works for digitizing the Crisfield Times from 1985 through 2016. We will again participate in the One Maryland, One Book Program.

Mr. Stuckey reported that he will be attending a workshop in Frederick about the Story Corps. Ms. Sheldon wants to get oral histories of the folks on Smith Island. He's talking with ESRL about equipment that will be needed. We will again participate in the Strawberry Festival. He continues to go to the nursing home with programs. ILL use continues to go up.

GOVERNANCE

Report of Search Committee: *President Samus, Ann Smith*

Ms. Smith reported that the Search Committee met with four candidates for the position of Board Trustee. All the candidates were very worthy with a variety of backgrounds and would be an asset to the library. The Committee made the following recommendations to the rest of the board. They recommended the selections of Heather Hurst and Marlena Turner as Board Trustee and that Whitney Turner be invited to be an Associate Trustee. President Samus asked for a motion to approve the selections. Motion was made by Mr. Brice and seconded by Mr. Milbert. Motion was passed unanimously.

Review of online votes:

1. Accepting Mark Bozman's quote of \$8,300 for the MDE required gravel and labor involved.
2. CR 108 for the credit for not having alcohol in the geothermal system.
3. CR 107 which de-scopes the remainder of the parking lot work from the contract.
4. Accepting Mark Bozman's quote of \$23,250 for the remainder of the parking lot work.

President Samus asked if everyone agreed to accept the on-line votes as presented. Motion was made by Mr. Brice, seconded by Ms. Smith. Motion was passed unanimously.

Policy Review:

Crisfield Meeting Room Policy – After much discussion, it was decided to wait until the new Board Members are able to get their say on this policy. Final review tabled to the next meeting.

3-D Printer Policy – It was decided to hold off on a decision on the 3-D Printer Policy as Ms. Sheldon is doing more research with ESRL and will recommend that we go with their recommendations.

Art Donation Policy – Discussion about what the difference is between a mobile display and a permanent gift. President Samus asked for a motion to approve the Art Donation Policy (attached). Motion was made by Ms. Smith and seconded by Mr. Brice. Motion was passed unanimously.

Records Retention Policy – The records retention policy was reviewed and Ms. Sheldon pointed out that it is in line with other libraries policies on the subject. President Samus asked for a motion to approve the Records Retention Policy (attached). Motion was made by Mr. Brice, seconded by Ms. Smith. Motion was passed unanimously.

Board Meeting Time Change

The Board has decided, after discussion, that the meeting time for future board meetings will be at 4:00 PM. Motion was made by Ms. Smith and seconded by Mr. Brice. Motion was passed unanimously.

EXECUTIVE SESSION

President Samus asked for a motion to enter executive session to discuss personnel and budget matters. Motion was made by Mr. Brice and seconded by Mr. Milbert. A roll call vote was taken to enter into executive session: Ms. Smith: yes; Mr. Samus, yes; Mr. Milbert: yes; Mr. Brice: yes. The board entered into executive session at 5:56 p.m.

President Samus asked for a motion to come out of executive session. Motion was made by Mr. Brice and seconded by Mr. Milbert. Roll call vote to come out of executive session: Mr. Milbert: yes; Ms. Smith: yes; Mr. Brice: yes Mr. Samus, yes. The board came out of executive session at 6:16 p.m.

President Samus asked for a motion to adjourn the meeting. Motion was made by Ms. Smith, seconded by Mr. Milbert; and the meeting adjourned at 6:17 p.m.

Respectfully submitted,
Jan Gorely
Administrative Assistant