

MISSION STATEMENT:

The Somerset County Public 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

REGULAR MEETING MINUTES

Wednesday, June 8, 2016 4:00 – 6:15 p.m.

Crisfield Library

Present: John Samus Board President; Tom Brice, Vice President; George Milbert, Treasurer; Marlena Turner, Board Member; Keisha Evans, Board Member; Ann Smith, Board Member; Heather Hurst, Board Member arrived at 5:00 pm. Linda Riggin, President Somerset County Library Foundation; Director Gail Sheldon; Rose Donoway, Princess Anne Branch Manager Gabe Stuckey, Corbin Branch Manager; Jan Gorely, Administrative Assistant; ESRL Administrator John Venditta arrived at 4:15 pm.

CALL MEETING TO ORDER

President Samus called the meeting to order at 4:04 p.m.

Ms. Sheldon introduced Marlena Turner, new Board member. Ms. Turner will represent the Princess Anne area.

CONSENT AGENDA

Approved minutes from the regular board meeting of April 13, 2016.

Approved financial reports for the period from July 1, 2015 through April 30, 2016.

Approved financial reports for the period from July 1, 2015 through May 31, 2016.

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

LIBRARY ADMINISTRATOR'S REPORT

President Samus asked for a motion to approve the Director's April/May written report. Motion was made by Ms. Smith, seconded by Mr. Brice, and was unanimously approved.

Crisfield Update

Ms. Sheldon reported that the new Crisfield Library Grand Opening was held Saturday, June 4 at 10:00 am. She especially thanked Lorraine Kressin and Jan Gorely for the exceptional job they did on the refreshments for the event. She also thanked George Milbert, a member of the

Bibliophiles musical group for the wonderful entertainment. She reported that books are still being processed for the new library.

Development Committee Report

Linda Riggin reported \$2000 in brick sales since the June 4 Grand Opening. She also reported that the committee is very close to reaching the Brick Donation goal.

Grant Update

Ms. Sheldon reported grant reports are in process and the final grant reports will be submitted.

Branch Highlights

Ms. Donoway reported the spring programs have been well attended. She highlighted the partnership between the library and the Judy Center, mentioning the growing attendance at the Play Pals program for 0 to 3 year olds as well as the Learning Parties, where parents and children come to the library. She also noted that many of our programs are facilitated by staff and community members. She mentioned the Saturday, June 18 5kWalk/Run.

Mr. Stuckey reported that 500 people attended the Grand Opening on June 4. He stated the Corbin Library had closed May 18, and his staff has worked tirelessly in preparing the new library for the Opening Day.

GOVERNANCE

Ms. Sheldon presented the Crisfield Library Meeting Room Policy. President Samus asked for a motion to approve the policy. Motion was made by Ms. Evans, seconded by Ms. Smith, and was unanimously approved.

Crisfield Library Meeting Room Policy

The Crisfield Branch of the Somerset County Library System offers the meeting room free of charge to non-profit organizations. The meeting room is also available for profit organizations for a charge of \$20 per hour. The total payment for renting the meeting room must be received one (1) week prior to the meeting/event. The Somerset County Library System has priority in using the room.

Library guidelines for occupancy are to be followed: occupancy limited to 100 persons, seating only available for 60.

GUIDELINES FOR MEETING ROOM USE:

1. Requests to reserve the meeting room must be made two (2) weeks prior to the meeting/event.
2. Reservations for the meeting room can be made by visiting the Crisfield Library, calling the library at 410-968-0955, or e-mailing gstuckey@somelibrary.org .
3. The following must be provided in order to reserve the meeting room:
 - a. Contact name
 - b. Organization name
 - c. Contact/Organization phone number
 - d. Contact/Organization address
 - e. Contact/Organization email address
 - f. Type of meeting /event
 - g. Date of meeting/event
 - h. Start and end times of meeting/event
4. Meetings/Events may be scheduled during regular library hours:
 - Monday-Thursday 10 a.m. to 7 p.m.
 - Friday 10 a.m. to 5 p.m.
 - Saturday 10 a.m. to 5 p.m.
5. Meetings/Events may be scheduled after regular library hours but must be approved by the branch manager. The branch manager will provide a key to the library door; however, the main part of the library will remain locked and will not be accessible. The key must be returned in the book drop and the branch manager notified after the meeting/event is over.
6. Projector, screen, and computer equipment may be used for the meeting/event, but the need must be made known at the time the room is reserved.
7. Tables and chairs may be rearranged; however, they must be returned to their prior arrangement.
8. A kitchenette is available, but the organization reserving the room is responsible for providing the food, drink, and clean-up after the meeting/event.
9. Smoking and open flames are not permitted in the building, meeting room, or on the deck or entrance ramp.
10. Gambling or controlled substances are not allowed.
11. *Alcoholic beverages are permitted to be served and consumed on the premises ONLY for Library, Library Foundation, or Friends of the Library functions. Alcoholic beverage service and consumption by non-profit organizations must be granted special permission by the Library Board of Trustees. However, in these LIMITED instances, proper permits and licensing must be obtained by the user. The original permits and licensing must be shown to the branch manager and permission granted one (1) week prior to the meeting/event. A library employee must also be present.*

Consumption of alcohol by minors and the serving of alcohol to minors are against state law and are strictly prohibited. Consumption of alcoholic beverages outside of the library is illegal and prohibited.

12. All trash must be removed from the premises by the organization after the meeting/event.
13. Lights should be turned off and the library door locked when the meeting/event is over.
The key must be placed into its envelope and put in the book drop when leaving the building. Call the branch manager at _____ when leaving.

MEETING ROOM RULES:

1. Groups of children or teenagers must be supervised: at least one person over 18 years of age must be in attendance at all times.
2. Individuals reserving the meeting room are responsible for any damages.
3. Publicity for a meeting must clearly identify the sponsoring organization. Publicity cannot state that the library is a sponsor or co-sponsor of a meeting/event without permission.
4. The library's phone numbers, fax numbers, and email addresses are not to be included in any publicity.
5. The organization may not list the address of the library as its official address regarding the meeting/event.

MEETING ROOM CANCELLATION:

1. Non-profit organizations should notify the library of a meeting/event cancellation as soon as possible.
2. Profit organizations must cancel seven (7) or more days prior to the meeting/event in order to receive a full refund of the reservation fee.
3. Profit organizations that cancel in fewer than seven (7) days prior to the meeting/event will receive a 75% refund of the reservation fee.
4. Profit organizations that cancel without notice will not receive a refund of the reservation fee.
5. Full refunds of the reservation fee will be given to profit organizations if the library cancels the meeting/event due to inclement weather or emergency. Meetings/Events may be rescheduled.

Organizations using the meeting room must observe the public accommodation provision of the library which states it is unlawful "to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap or disability, use of guide or support animals due to the blindness, deafness, or physical handicap or because the user is a handler or trainer of guide or support animals."

Ms. Sheldon reported that the 3D Printer Policy is not quite ready for final approval. The approval of this policy was tabled. Ms. Sheldon did report there will be 3D Printer training available.

The Board discussed policies concerning Brad's Room, programs, displays and donations. No action was taken, pending further review.

Ms. Sheldon reported the resignation of Jahlise Francis, part time Princess Anne Library Assistant, effective June 11, 2016. . President Samus asked for a motion to accept the resignation of Ms. Francis. Motion was made by Mr. Brice, seconded by Ms. Smith, and was unanimously approved.

Ms. Sheldon also reported the resignation of Joan Terry, part time Library Associate 1/Technical Services Specialist, effective, June 29, 2016. President Samus asked for a motion to accept the resignation of Ms. Terry. Motion was made by Ms. Evans, seconded by Ms. Smith, and was unanimously approved.

Ms. Sheldon reported Lorraine Kressin Technical Services Assistant, would transfer to the full time Technical Services Specialist position, creating a part time Technical Services Assistant position opening. President Samus asked for a motion to accept Ms. Kressin filling the Technical Services Specialist position and creating a part time Technical Services Assistant position Motion was made by Ms. Smith, seconded by Ms. Evans, and was unanimously approved.

Ms. Sheldon reported interviews are being conducted for the Library Assistant position and the Technical Services Assistant position.

EXECUTIVE SESSION

President Samus asked for a motion to go into executive session. Motion was made by Ms. Evans, seconded by Ms. Smith, and was unanimously passed. Roll Call: Mr. Samus, yes; Ms. Evans, yes; Ms. Smith, yes; Mr. Brice, yes; Mr. Milbert, yes; Ms. Turner, yes; Ms. Hurst, yes.

Ms. Gorely, Mr. Stuckey and Ms. Donoway Ms. Riggin left the meeting at 5:08 pm.

President Samus asked for a motion to come out of Executive Session. Time: 6:10 pm. Motion was made by Ms. Hurst, seconded by Ms. Turner. Roll Call: Mr. Samus, yes; Ms. Evans, yes; Ms. Smith, yes; Mr. Brice, yes; Mr. Milbert, yes; Ms. Turner, yes; Ms. Hurst, yes.

As a result of the Executive Session, a 3.5% COLA was approved for all Somerset County Library staff. A part time Technical Coordinator position for Crisfield was approved. The Board accepted the resignation of Director Gail Sheldon.

Adjourn

A motion to adjourn the meeting was made by Mr. Milbert, seconded by Mr. Brice, and the meeting was adjourned at 6:15 p.m.

Respectfully submitted,
Rose Donoway
Princess Anne Branch Manager