

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 14, 2017 4:00 – 6:00 p.m.

Princess Anne Library

Present: Tom Brice Board President; Ann Smith, Vice President; George Milbert, Treasurer; Marlena Turner, Board Member; Keisha Evans, Board Member; Marilyn Cottman, Board Member; Lois Outten, Associate Board Member; Jim Riley, Associate Board Member. Linda Riggin, President Somerset County Library Foundation; Director Ed Goyda; Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Crisfield Branch Manager; Jan Gorely, Administrative Assistant. Heather Hurst, Board Member, arrived at 4:10 pm.

CALL MEETING TO ORDER

President Brice called the meeting to order at 4:00 p.m.

CONSENT AGENDA

Approved minutes from the regular board meeting of April 12, 2017.

Approved financial reports for the period from July 1, 2016 through April 30, 2017.

Approved financial reports for the period from July 1, 2016 through May 31, 2017.

President Brice asked for a motion to approve the consent agenda. Motion was made by Ms. Turner, seconded by Ms. Cottman, and was unanimously approved.

LIBRARY ADMINISTRATOR'S REPORT

Mr. Goyda presented his Director's Report for April/May 2017. Highlights included a Fiscal Management update, along with updates on library services including the collection study, the Digitization project, the Maryland Library Association Conference, the upcoming Polaris circulation system, and The Smith Island Oral History project. He shared Technology and Facilities upgrades.

President Brice asked for a motion to approve the Director's October/November written report. Motion was made by Ms. Evans, seconded by Ms. Smith, and was unanimously approved.

Crisfield Update

Mr. Goyda reported on the baffling, ceiling tiles and commissioning of the Crisfield Library.

Development Committee Report

Linda Riggan reported that the Foundation is working on filling the empty shelves in the Crisfield Library. The committee is looking for donations for this project. She announced the establishment of "Friends of Somerset County Libraries." Two plaques are to be placed, one in honor of the Commissioners serving during the Crisfield Library construction and the second in memory of Andrea Joyner.

Grant Update

Mr. Goyda reported on several grants including the Arts Council Grant, the Capital Grant, the ESRL Grant, the Innovation Grant, the Staff Development Grant, the Community Legacy Grant, and the Judy Center Grant.

Branch Highlights

Ms. Donoway announced that the second annual 5k walk/run would be held Saturday, June 17 at 9 am. She thanked the Board for agreeing to close the libraries on Thursday, May 11, allowing all staff members to attend the MLA Conference. She also mentioned that the Princess Anne Library would be participating with the public schools again this summer to provide lunches for school aged children from July 10 through August 3 Monday through Thursday. She highlighted the Senior Moments program and the increased outreach from the Children's department.

Mr. Stuckey reported that both visits and circulation continue to increase as does the WiFi usage. The branch is seeing new patrons. Mr. Stuckey continues to visit the Tawes Nursing Home. Other outreach efforts included STEM activities at Crisfield High School, and a presence at the Strawberry Festival.

GOVERNANCE

Mr. Goyda reported his appointment of Jennifer Lewis as Marketing Coordinator. President Brice asked for a motion to approve the new appointment. Motion was made by Ms. Turner, seconded by Ms. Smith, and was unanimously approved.

Mr. Goyda reported his appointment of Danielle Craige as Library Aide during the Leave of Absence of Anna Fontaine. . President Brice asked for a motion to approve the new appointment. Motion was made by Ms. Evans, seconded by Ms. Smith, and was unanimously approved.

Mr. Goyda presented the agreement required to implement the POLARIS Integrated Library System. This agreement is with the Eastern Shore Regional Library. President Brice asked for a

motion to accept the agreement. Motion was made by Ms. Hurst and seconded by Mr. Milbert, and was unanimously approved.

Mr. Goyda presented the Gifts Policy as reviewed by the Policy Review Committee. President Brice asked for a motion to approve the new Gift, Donation, and Naming Rights Policy. Motion was made by Ms. Smith, seconded by Mr. Milbert, and was unanimously approved.

Gift, Donation, and Naming Rights Policy

General (Non-Capital) Donations

Monetary Gifts

The Library accepts monetary donations without conditions on their use for projects previously approved by the Library Board of Trustees. Such money is deposited in the Library Operating Account for future expenditure by the Board.

Memorials/Honoring

The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. In addition, it is felt that such donations provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations to Somerset County Library. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

A bookplate will be placed in the item purchased with the memorial and tribute gift funds. The bookplate will record the honoree as well as the donor. The Library will also note those honored and the donor in the item's record. The Library will send letters to notify all parties of this gift.

In those instances where an individual wishes to donate a memorial book from his personal library, the decision to accept the gift will be based on the principles described in the Library's Collection Development Policy. If accepted, the bookplate and notification will be handled in a normal manner. If it is not accepted, the book will be returned to the donor.

Library Materials

The Library gladly accepts the donation of books and other items with the understanding that the Library may do with them as it sees fit.

Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts accepted for the collection become the property of the Somerset County Library. Gifts not added to the collection will be disposed of in a way that will be most advantageous to the Library.

Upon receipt of gift materials, a receipt is given to the donor acknowledging the gift items, if requested. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.

Special Collections

Special collections of materials will be accepted if they meet the Library's selection criteria. The Library reserves the right to determine such issues as classification, arrangement, and shelving of gift materials. The Library will not accept special collections of materials with any donor's stipulations that these be kept together as a special collection or entity, or restricted as to use in any way. Collections will be accepted only with the understanding that they will be integrated into the general collection with the Library determining location and usage of the materials.

The Library does not accept as a gift any printed or manuscript items or any objects if the condition of acceptance requires permanent exhibition since the Library believes all exhibits should be changed periodically to maintain interest. Such gifts will be referred to a museum or historical society.

Furniture/Art Work/Equipment

Gifts of furniture, art work and equipment will be accepted only when, in the opinion of the Library Director, the proposed gift is of a type that is compatible with the Library's existing furnishings. Generally, it is recommended that donors contribute money for the purchase of such articles.

Acknowledgement of Donations

The Library will ensure that each donor receives acknowledgement and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition for donors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Such acknowledgement will not take precedence or have prominence over the Library's own logo or promotional material.

- For gifts and/or donations valued at over \$500, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
 - Sponsor's name on promotional materials.
 - Small standardized plaques may be placed on donated furniture or equipment.
 - Library bookplates.

Capital Gift Policy

- All capital gifts and pledges of cash or convertible property made during a capital campaign will be counted toward the campaign goal, provided they are unrestricted or designated for a specific campaign purpose and are not fulfilling a previous capital campaign pledge.
- For recognition purposes, individuals whose gifts are matched by their employers will receive additional campaign credit for the amount matched.
- Campaign pledges will be considered to be "in arrears" after the pledge is 90 days delinquent. At such time, the library foundation will contact the donor to determine if there is intent to complete the pledge. After 180 days delinquent, the pledge will be written off.
- Campaign pledges may be paid on a schedule established by the donor within a three year period.
- Non-cash gifts with a value of less than \$5,000 will be counted in the campaign totals at the appraised value provided by the donor. If the gift is valued at \$5,000 or more, a qualified appraisal will be required. Acceptance of non-cash gifts valued at \$5,000 or greater will be contingent upon the approval of the board.
 - Acknowledgments for non-cash contributions valued at \$250 or more will describe the donation. The amount of specific detail increases with the value of the gift.
 - If the library disposes of the property valued at \$500 or more within two years of donation, the Business Office must file IRS form 8282 and give the donor a copy of the form.

Naming Rights Policies

Criteria for naming Branches and Interior/Exterior Spaces

A branch or significant area within the library may be named for individuals, families, or entities meeting one or more of the following criteria:

- Extraordinary service to the Somerset County Library System as a staff member
- Distinguished person who has provided extraordinary service to the library or who otherwise merits special recognition
- Donors who have made a significant financial contribution to the Library including donors who have made a significant contribution toward the construction or operational support of a

new branch or major renovation, an endowment for maintenance and operating costs of a branch, or other program or activity within the Library System.

There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the library, including whether the name is and will continue to be a positive reflection on the library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the library
- Evaluation of the impact on the future giving by the donor and others
- Any other factors that could reflect on the library

In order to avoid the appearance of commercial influence or conflict of interest, or any other potentially adverse consequence, additional due diligence shall be undertaken before recommending the naming opportunities that include a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate in the public setting of the library and will not detract from the library's use or reputation.

Duration of Names and Name Changes

Naming rights in honor of an individual, family, or non-commercial entity are generally expected to last for the useful life of the branch, interior/exterior space, furnishing, or program.

Naming in honor of a commercial enterprise will have a set number of years attached to the naming, which will be determined on a case-by-case basis and included in a signed gift agreement associated with the naming opportunity. The duration of a commercial enterprise name shall normally remain the same notwithstanding future changes in the commercial enterprise name; provided, however, in the event of a name change in the commercial enterprise, the library board may elect to remove the established commercial enterprise name or change the name at its sole discretion.

If a branch or area within the library is substantially renovated, or there is a significant addition to a branch, it may be renamed, subject to future renaming consistent with this policy and subject to restrictions in any gift agreements related to prior naming actions.

Removal or Change of Name

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family or entity, for whom a naming commitment has been made, violates these standards the library may elect to remove the individual, family or entity name from the naming opportunity. Before taking such action, the library shall undertake due diligence including consultation with counsel, as to any legal ramification that the library may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the library board can only be revoked by a vote of that body.

Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift after the commitment has been recognized by placing a name on a branch, interior/exterior space or major program. The board will make reasonable effort to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary for the library to remove the donor's name from the naming opportunity.

Mr. Goyda presented the Meeting Room Policy as reviewed by the Policy Review Committee. President Brice asked for a motion to approve the new Meeting Room Policy. Motion was made by Ms. Evans, seconded by Ms. Hurst, and was unanimously approved.

Somerset County Library

Meeting Room Policy

The offering of meeting room space by the Somerset County Library is one of the many ways the Library hopes to foster greater free expression and access to ideas representing all points of view on all subjects. The Library welcomes the use of their meeting rooms within the guidelines of this policy. Priority for meeting room use will be given to library-sponsored events. After this priority, reservations for meeting room space are on a first-come, first-served basis.

Authorization for use of the meeting rooms will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the organization or individual making the reservation. Use of the rooms does not imply library endorsement of organizations.

The Library Director, or a designee, is responsible for the implementation of this policy.

Meeting Rooms

There are meeting rooms available for public events in the Crisfield and Princess Anne Libraries.

The Crisfield Library has a meeting room with a 100-person capacity and seating for 60. A kitchenette is available.

The Princess Anne Library has a meeting room with an 80-person capacity and seating for 40.

All rooms are fitted with a projector or monitor for displays of presentations. The libraries will provide a laptop if requested in advance.

Study Rooms

The Crisfield Library has two study rooms, seating up to six people each. The use of these rooms is free of charge. These rooms are reserved for individual study, tutoring or small meetings and are not to be used as on-going personal or office space. Reservations may be made in blocks of up to four hours.

When not reserved, the study rooms are free to be used on a drop-in basis.

Reservations

Reservations may be made up to one year in advance. To allow equitable access throughout the community, organizations and individuals are limited to no more than twelve reservations on the calendar at any one time. The libraries reserve the right to deny or delay acceptance of a reservation if there is a reasonable belief that it may introduce a complication into the scheduling of library events, such as Summer Reading Program performers. The libraries may cancel a reservation in case of weather emergency and will notify groups as early as possible.

Reservations should be scheduled from the time the group will begin setup to the time the group will vacate the room. Leaving half-an-hour of leeway on either side of the meeting is recommended. Available times in both libraries are: Monday through Thursday, 9 am to 7 pm and Fridays and Saturdays, 9 am to 5 pm. Attendees at meetings outside of regular library are restricted from entering other areas of the facilities, except as necessary to access the Princess Anne meeting room.

Meetings may be scheduled after regular library hours but must be approved by the branch manager, based on the availability of staff to remain afterhours. There is an additional \$20 fee per hour to cover staffing costs. This cost will not be waived.

Publicity for a meeting must clearly identify the sponsoring organization. Publicity cannot state that the libraries are a sponsor or co-sponsor of a meeting without permission. The libraries' phone numbers, fax numbers, and email addresses are not to be included in any publicity, and the organization may not list the address of a library as its official address regarding the meeting.

An application form requesting use of a meeting room must be filled out. The application may be found online at somelibrary.org/meeting and at the front desks of the libraries. The following must be provided in order to reserve the meeting room: contact name, organization name if applicable, phone number, address, email address, date of meeting, and time scheduled, from the start of setup until the room is vacated.

Reservations are not official until any fees have been paid.

Fees

Both rooms are available at a cost of \$20 per hour, including setup and cleanup time. The meeting room fee is waived for government agencies and 501(c) 3 non-profit organizations.

Any damage to furnishings, equipment or the facility will be charged at replacement or repair cost to any group damaging the room. Future use of the room, including reservations that have already been scheduled, will be denied until fees are paid.

Cancellation

Non-profit organizations should notify the library of a meeting cancellation as soon as possible.

Other organizations or individuals must cancel seven or more days prior to the meeting in order to receive a refund of the reservation fee. Refunds of the reservation fee will be given if the library cancels the meeting due to inclement weather or emergency.

In the case of no-shows, future use of the room may be denied.

Set-Up, Use and Care of Rooms

Groups are responsible for the setup, re-arrangement, or removal of furniture from the way it was last left. The room is to be left clean. All trash must be removed from the library by the organization after the meeting.

The room must not be left unattended during the time it is reserved. Groups of children or teenagers must be supervised.

Alcoholic beverages are permitted to be served and consumed on the premises only for Library, Somerset County Library Foundation, or Friends of Somerset County Libraries functions. Alcoholic beverage service and consumption by non-profit organizations must be granted special permission by the 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.

Smoking and open flames are not permitted on library property.

Gambling and controlled substances are not allowed.

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.”

Mr. Riley left the meeting at 5:30 pm.

EXECUTIVE SESSION

President Brice asked for a motion to go into executive session at 5:35 pm. Motion was made by Ms. Turner, seconded by Ms. Evans, and was unanimously passed. Roll Call: Mr. Milbert, yes; Ms. Evans, yes; Ms. Smith, yes; Mr. Brice, yes; Ms. Turner, yes; Ms. Cottman, yes; Ms. Hurst, yes.

Mr. Stuckey, Ms. Outten, Ms. Donoway, Ms. Gorely and Ms. Riggin left the meeting at 5:35 pm.

President Brice asked for a motion to come out of Executive Session. Time: 5:59 pm. Motion was made by Ms. Smith, seconded by Mr. Milbert. Roll Call: Ms. Evans, yes; Ms. Smith, yes; Mr. Brice, yes; Mr. Milbert, yes; Ms. Turner, yes; Ms. Cottman, yes; Ms. Hurst, yes.

As a result of the Executive Session, the 2017-2018 Somerset County Library budget was passed. The Director's Performance Evaluation was completed.

Adjourn

A motion to adjourn the meeting was made by Ms. Hurst, seconded by Mr. Milbert, and the meeting was adjourned at 6:00 p.m.

Respectfully submitted,
Rose Donoway
Princess Anne Branch Manager