

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.

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BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES **DRAFT REGULAR MEETING MINUTES** **Wednesday, August 8th, 2018 4:00 p.m.** **Crisfield Library**

Present: Ann Smith, Board President; Lois Outten, Board Treasurer; Marilyn Cottman, Board Member; Father Robert Laws, Board Member; Beth Holmes-Mayson, Board Member; Ed Goyda, Library Director; Kayla Hodgson, Princess Anne Branch Manager; Jaime Bradshaw, Crisfield Branch Manager. Absent: Marlena Turner, Board Vice President; Jan Gorely, Administrative Assistant.

CALL MEETING TO ORDER

President Smith called the meeting to order at 4:01pm.

CONSENT AGENDA

Approve minutes from the regular meeting of June 13, 2018.

Approve financial reports for the period from July 1, 2017- June 30, 2018.

Approve financial reports for the period from July 1, 2018- July 31, 2018.

President Smith asked a question regarding the financial reports for July 1, 2018 - July 31, 2018. She asked why the Insurance Liability percentage was already at 126%. Mr. Goyda explained that this liability is paid once per year. President Smith also asked when the county is to be responsible for paying the insurance of the building. Mr. Goyda stated that he would speak with Doug Taylor again. Ms. Outten asked about the reimbursement on the policy. Mr. Goyda stated that it would be pro-rated once the change was made.

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

LIBRARY ADMINISTRATOR'S REPORT: Ed Goyda

Mr. Goyda presented his Director's Report for June/July 2018.

Early Literacy Grant: We have received the full \$7,500 from the Community Foundation of the Eastern Shore's Early Literacy Grant. Becky Pratte has begun assembling the kits.

Outreach Vehicle: We've taken possession of the former ESRL delivery vehicle. It has passed inspection and will be registered soon. Mr. Goyda stated that the vehicle is now registered as of August 7th. He will be meeting with Judy Center to start the process of wrapping the vehicle with the library logo.

Resource Sharing Agreements: We've signed the Maryland Resource Sharing Agreement (for material loans between libraries) and Cooperative Borrowing Agreement (allowing County residents to use any library in Maryland).

Shakespeare on the Chesapeake: For the Tawes Museum's event on September 16, we're assisting with promotion through the booklet, newsletter, and website, and we are sponsoring Dr. Rehak's presentation of *Family Frames*.

Smith Island Trip: Ed Goyda, Kayla Hodgson, Jaime Bradshaw, Gabe Stuckey, Becky Pratte, Ashley Gilson, Caitlin Kilby, and ESRL's Sam Eddington travelled to Ewell on July 2. "Only copy" materials were moved from the collection there, and Sam provided training on Polaris. Another trip is being scheduled for September to remediate issues with items lacking spine labels.

New databases: ESRL has acquired a series of databases for business leads, job searches, and personal searches from AtoZdatabases. They have also acquired Muzzy BBC for children's language learning. Downloadable magazines have been added to the Overdrive collection, and the similar resource from Recorded Books Digital has been removed. The contracts on Trueflix and Tumblebooks have been allowed to lapse due to lack of patron usage.

Remote Use: A Microsoft Surface has been purchased for Becky Pratte.

Baffling: Charles Cavanaugh is working with Eastern Shore Drywall on the installation process. This process should be started after Labor Day.

Flag & Sign: Selby Signs has been contracted to install the flag & sign on the front corner.

Community Guide: Lorna Crockett has created a new ad for the County Times' Community Guide Ad. (To be distributed at the Board meeting.) A purple variant has also been produced for the Somerset Herald's September Opioid Awareness Special.

School District: Becky Pratte completed tours for Greenwood Elementary classes in early June. She also visited the end of year awards ceremonies at Princess Anne Elementary and Woodson Elementary for summer reading promotion.

Additional outreach:

June 14, Crisfield Nursing Home, Gabe
July 10, Community Foundation of the Eastern Shore Grant Review Meeting, Ed & Becky
July 12, Crisfield Nursing Home, Gabe
July 13, Greenwood Migrant Student Field Trip, Becky
July 17, Princess Anne Elementary Migrant Back to School Night, Becky
July 25, Judy Center / SELAC Meeting, Becky

Active Shooter: Active Shooter training was scheduled for staff at the end of July, but was delayed due to Princess Anne Police Chief Timothy Bozman being subpoenaed for the day of the training. We're awaiting his return from vacation to reschedule.

Autism 101: Successfully Engaging Customers With Autism: Training with the Hussman Institute for Autism has been set for September 21 at 1:00 p.m. President Smith, Ms. Outten, and Ms. Cottman have expressed interest.

Additional training:

June 1, Understanding Community Needs, Ed
June 4, Open Meetings Training, Ann Smith
June 6, Retirement Seminar, Jan Gorely
June 15, Futuring, Trends, and Forecasts Workshop, Ed
June 27 & 28, Cultural & Linguistic Competence: Curriculum for Early Care & Education, Becky
On-going (through December), YALSA Teen Services Competencies for Library Staff, Ashley

President Smith asked for a motion to approve the Director's written report. Motion was made by Beth Holmes-Mason, seconded by Lois Outten and was unanimously approved.

Branch Highlights

Crisfield: Ms. Bradshaw reported that all of the kids' special events this summer have been very well attended. She stated that the Reptile Wonders had 78 children and 52 adults in attendance. She also stated that the Steel Drums workshop was a crowd favorite with 30 children and 17 adults attending that event. It was said the Crisfield branch is looking forward to having three Summer Reading Finale parties in the month of August.

Princess Anne: Ms. Hodgson reported the Summer Reading kick-off event hosted around 200 people with lunch, games and summer reading sign-ups. She also stated that several of the summer events have been very well attended, with Reptile Wonders being the best attended with 85 children and 34 adults. She also talked about a future fall event "Touch A Truck" where children will have the opportunity to explore large machinery and equipment and also learn about the library.

GOVERNANCE:

Mr. Goyda explained the County Commissioners request that the board vacancy be filled with a Crisfield resident. The letters from Doug Taylor from July 11 and July 25 are included in the packet. Mr. Goyda stated that on July 10, the Commissioners rejected Heather Hurst's reappointment and appointed Jayna Tawes Grant due to concerns about county-wide representation. During Board orientation on July 19, Ms. Tawes Grant mentioned residency in Fruitland. The Commissioners rescinded the motion on July 24 and have requested that the Board "submit their recommendations of residents residing within the southern portion of the county, specifically the Crisfield area if possible." President Smith stated that the article in the County Times stated untrue facts regarding the former board member, Heather Hurst. The article stated that Heather Hurst "stepped down", when in fact she stepped up to renew her membership for another five years.

Mr. Goyda spoke about the new handbook changes in regards to hours of work and work location and mileage. The changes made to the employee handbook are listed below.

Employee Handbook Changes

To confirm the email vote that took place from July 5 to July 9, the following changes were made:

3.2 Hours of Work and Work Location

The workweek begins on Sunday and ends on Saturday. The standard workday is 8 hours with a one (1) hour paid lunch break. During a three (3) to four (4) hour shift, one paid fifteen (15) minute break will be granted. If a lunch or other break is to be used to come in late or leave early, a Request for Leave slip should be filed with the employee's supervisor in advance.

Your supervisor must approve all hours worked above 40 hours before they are worked. Employees who work at the Princess Anne and Crisfield branches will not work exclusively at one branch. Full-time employees will be assigned to work at the alternate branch one day per week and part-time employees will be assigned to work at the alternate branch one day per month. For such assignments, the alternate branch will be considered to be the employee's regularly scheduled work location.

If an employee is unable to attend a shift at the alternate branch, they should notify both branch managers as early as possible.

6.18 Mileage Reimbursement

Mileage is paid when the Eastern Shore Regional Library (ESRL) vehicle is unavailable and employees use a personal vehicle for approved library-related travel. The ESRL vehicle should be used to travel to scheduled meetings when possible.

The mileage reimbursement rate will be equivalent to the standard mileage reimbursement rate for business published by the Internal Revenue Service. Mileage is paid based on increased distance travelled by the employee for approved library-related travel, according to the shortest distance to the destination. Mileage is not paid for travel to the employee's regularly scheduled

work location.

Miscellaneous clarifications and corrections:

- Now that the State Library is independent, some of the Dept. of Education references have been changed.
- Some of the “COMAR” (Maryland Regulations) references were actually to Maryland Statutes. These have been fixed.
- Section 8 had the separation procedures listed multiple times, and they didn’t quite match each other; there’s now one procedure at the start of the section. Documents being available on the Drive has been added to 3.3 Employment Related Documents.

President Smith asked for a motion to confirm approval of the Employee Handbook changes. The motion was made by Father Robert Laws, and seconded by Beth Holmes-Mason and was unanimously approved.

Open Meetings Training

Mr. Goyda discussed open meetings training and gave the website in which the training is available through. That link is listed below:

https://www.igsr.umd.edu/VLC/OMA/class_oma_intro1.php .

Staff Development Day

Mr. Goyda stated that Staff Development Day is being moved to Veterans Day to resolve scheduling issues with Columbus Day weekend. Mr. Goyda stated that the staff will be emulating an Innovation / Problem-Solving workshop that ESRL hosted last November.

President Smith asked for a motion to approve the new date for the Staff Development Day. The motion was made by Marilyn Cottman, seconded by President Smith and was unanimously approved.

EXECUTIVE SESSION

President Smith asked for a motion to enter executive session. Roll Call: Ms. Cottman, yes; Ms. Outten, yes; Fr. Lawes, yes; Ms. Holmes-Mayson, yes; Ms. Smith, yes. The board entered executive session at 4:36 p.m.

Ms. Hodgson left the meeting at 4:36 p.m.

President Smith motioned to go out of executive session. Roll Call: Ms. Cottman, yes; Ms. Outten, yes; Mr. Lawes, yes; Ms. Holmes-Mayson, yes; Ms. Smith, yes. The board exited executive session at 4:45p.m.

END OF EXECUTIVE SESSION: PERSONNEL

Jan Gorely, Administrative Assistant: Ms. Gorely has submitted her retirement effective September 30, with her last day of work on August 31. She will be available for follow-up questions regarding the audit and will continue to lead Quilters, Stitchers, and More.

Lorraine Kressin, Acquisitions Associate: Ms. Kressin will be submitting her retirement soon, effective at the end of the calendar year. Due to accrued leave, her last day of work will be August 10.

President Smith asked for a motion to accept the retirements of Jan Gorely and Lorraine Kressin. The motion was made by Lois Outten, seconded by Marilyn Cottman and was unanimously approved.

Adjourn

President Smith motioned to adjourn the meeting. Marilyn Cottman seconded the motion, and the motion carried. The meeting was adjourned at 4:48 p.m.

Respectfully submitted,
Jaime K. Bradshaw
Crisfield Library Branch Manager