

**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.*

Explore • Learn • Dream • Become

**BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES**  
**REGULAR MEETING MINUTES**  
**Wednesday, October 10, 2018 4:00pm-6:00pm**  
**Princess Anne Library**

Present: Ann Smith (President), Lois Outten (Treasurer), Father Robert Laws, Beth Holmes-Mayson, Karen Riffin, Ed Goyda (Director), Jaime Bradshaw (Branch Manager), Kayla Hodgson (Branch Manager), Nora Hoffman (Bookkeeper/Admin. Assistant)

Herb Geary, Auditor from TGM Group

**CALL MEETING TO ORDER**

President Ann Smith called the meeting to order at 4:05pm.

**AUDIT PRESENTATION BY MR. GEARY, TGM GROUP**

Discussion/Review of the DRAFT (subject to change) Component Unit Financial Statements from TGM Group. Government Standard 75 OPEB Liability – Delay in audit completion/presentation due to the actuaries having to re-do their part of the audit due to the change. Liability was decreased due to the changes.

2 Types of Financial Statements:

1. Government Fund
2. Full Accrual Financial Statement

Crisfield Library given to Somerset County on June 30, 2018 which resulted in an asset loss of \$5,902,963.

Other than these 2 significant changes, the audits have remained similar over the past 10 years.

Unmodified audit opinion – the library received the highest possible.

Page 6, 7 and 8 are important to review.

Mr. Geary made a comment about the lack of controls with the library due to the size of administrative staff.

Treasurer Outten requested that future audit results be sent out for review prior to calling for a vote.

Motion to accept the audit draft was delayed for board review.

**CONSENT AGENDA**

Approved minutes from the regular board meeting on August 8, 2018.

- Jaime Bradshaw noted an error that she did not include Father Robert Laws but she did include Marlina Turner, who was not in attendance, under executive session.
- Correction that Beth Holmes-Mayson is a regular board member, not an associate, was also made.

Approved financial reports for the period from July 1, 2018- August 30, 2018.

Approved financial reports for the period from July 1, 2018 – September 30, 2018.

President Smith asked for a motion to approve the consent agenda. A motion was made by Father Robert Laws, seconded by Beth Holmes-Mayson and unanimously approved with the noted edits.

## LIBRARY ADMINISTRATOR'S REPORT

Mr. Goyda presented his Director's Report for August/September 2018.

### **FISCAL MANAGEMENT**

**Arts Council Grant:** We have submitted our 2019 Arts Council Grant application for \$3,000.

**Baker & Taylor:** Michele Henry and Mr. Goyda met with John Duff from Baker & Taylor on September 21 to discuss improving the efficiency of our ordering processes, intent on emulating the Amazon for Business approval process as closely as possible. We have revised our procedures to use digital approvals for Baker & Taylor as well as Midwest Tape.

**Choose Civility:** The Maryland State Library will be sponsoring a round of grants to allow other counties to develop programs along Howard County's Choose Civility model. There is an introductory meeting on October 11.

**Completed Grants:** The 2018 Staff Development Grant, 2018 Innovation Grant (Family Frames) and the Maryland Sea Grant (Family Frames) have been finalized and reported as appropriate.

**Early Literacy Grant:** Becky Pratte has completed assembly of the kits and is scheduling the childcare visits.

**Economic Impact Report:** Beacon has completed the first draft of the Economic Impact Report for the Eastern Shore libraries (as individual systems and as a collective). There is a meeting scheduled October 9 to discuss necessary revisions.

**HR Audit:** The Eastern Shore Regional Library (ESRL) and Western Maryland Regional Library have submitted a joint grant application to provide for auditing of the 11 libraries' policies and procedures. Hoping to know if approved by the end of the year.

**Innovation Grant (2019):** The State Library is accepting applications for another round of innovation funding, due October 8. We are working with Corporate Interiors on a furniture package to expand the Princess Anne teen area into the Maryland Room and to create a comfortable seating area in the current Fiction Room. Designs were distributed at the Board meeting. Hope to know if the \$26,000 grant request is approved.

**Insurance:** The Crisfield facility has been transferred to the County, effective July 1, 2018. We are expecting a \$7,504 reimbursement from our insurer, the Local Government Insurance Trust. Refund check should be issued the first week in November.

**Outreach Vehicle:** The outreach vehicle has been registered and insured.

**Time and Attendance Module:** Nora Hoffman is exploring ADP's time and attendance module to improve efficiencies in the time reporting and payroll process.

### **SERVICES**

#### **Eastern Shore Library Consortium:**

- **Borrowing Rules:** Following the September Consortium meeting, Queen Anne's County Library has ceased restricting the usage of their new DVDs. Talbot County will still not lend out DVDs to other counties.
- **Catalog:** ESRL continues to eliminate duplicate records in the catalog and is taking steps, both procedurally and technologically, to avert future issues.
- **Holds:** ESRL has stepped up enforcement of policies regarding materials acquisition that were impeding patrons from across the Shore from accessing certain collections. If four copies are requested of any item, one copy must then be kept at the home library.
- **Working group:** A working group has been established to discuss and ideally eliminate differences in loan periods and fine amounts.

**Shakespeare on the Chesapeake:** About 70 people attended Dr. Rehak's presentation of Family Frames on September 16, with Dr. Rehak joining us before and afterwards via Skype, and the film was well received. The current version is a 25-minute cut available at <http://somelibrary.org/familyframes.php>. We are awaiting audiovisual editing to deal with some dropped volume during the film. Mr. Goyda will upload the new version after it is reviewed.

**Smith Island Trip:** Our planned September trip to Ewell was finally completed on October 1. Items missing spines labels (large parts of the children's collections) were labeled properly, shelves were reorganized, and cataloging records were cleaned up.

**Student Cards:** The School District has sent out permission slips for the Student Cards. We are awaiting the first data transfer.

**What I'm reading:** Print & Ship has manufactured dry-erase "What I'm Reading" badges for staff, to be distributed at the October staff meeting. These items were viewed during the board meeting.

## TECHNOLOGY

**Crisfield Internet:** We have had two failures in the backup power supply on the Crisfield server rack in the month of September. ESRL will be replacing the unit.

**WiFi Hotspots:** ESRL will also be replacing all WiFi hotspots in Crisfield and Princess Anne as part of periodic maintenance and upgrades.

## FACILITIES MANAGEMENT

### Crisfield

- **Baffling:** The baffling has been installed in the meeting room and children's area.
- **Flag & Sign:** Selby Signs has installed the flag & sign on the front corner. Mr. Goyda will check to see if the sign light has been installed.
- **Leak:** The leak was the result of a screw being driven through the ceiling into the concrete and creating a pinhole on one of the lines draining condensation from the HVAC system. The pipe has been replaced, and we have not had a recurrence. The cement has not been patched yet; it is approximately 10' x 1' x 3".

### Princess Anne

- **Teen Area / Reading Room:** As above, we are filing for Innovation Grant funding to make revisions to the Teen Area and Reading Room.

## COMMUNITY OUTREACH

**Children's Author Visit:** The April 10, 2019 author visit from Naomi Shihab Nye has been scheduled for Greenwood Elementary. It was decided to utilize the same school author 2 years in a row due to the school demographics.

**Crisfield Arts & Entertainment District:** The Arts & Entertainment District newsletter has begun featuring Crisfield Library arts programs. We are joining in the Arts District's marketing planning meetings.

**Friends Party:** We are finalizing an invitation list for a Friends Thanksgiving Event (modeled around the Lewes Volunteer Appreciation Party) for mid-November. The invitation list was distributed at the Board meeting and Mr. Goyda asked all in attendance to review for possible additions and corrections.

**Health Literacy Initiative:** PRMC has reached out about initiating a program to provide their subject matter experts for presentations. This is an expansion of a current program to Somerset and Worcester Counties.

**Somerset County Health Department:** We hosted the first of the Health Department and Parks and Recreation Department's events for their Health Walk Movement on August 26<sup>th</sup>. The next meeting is scheduled for the beginning of November.

**UMES:** New UMES President Heidi Anderson joined us for the “Across the Tracks: 132 Years of UMES in Princess Anne” presentation on September 17.

### **Other Local Organizations**

August 9, Community Foundation of the Eastern Shore, Ed  
August 9, Crisfield Nursing Home, Gabe  
August 15, Community Foundation of the Eastern Shore (Check Ceremony), Becky, Ed, & Karen Karten  
August 22, Somerset Early Learning Advisory Council / Judy Center Meeting, Becky & Ed  
August 30, School Open Houses\*  
Deal Island Elementary School, Ed  
Crisfield High School, Jaime & Shanlaia  
Greenwood Elementary School, Danielle  
Princess Anne Elementary School, Kayla  
Washington High School, Terron  
Woodson Elementary School, Ashley & Becky  
September 15, Early Childhood Expo, Becky  
September 20, Crisfield Nursing Home, Gabe  
September 26, Somerset Early Learning Advisory Council / Judy Center Meeting, Becky  
September 27, Crisfield Arts District, Ed  
September 27, Princess Anne Chamber of Commerce Mixer (at the Library), Kayla

### **PROFESSIONAL DEVELOPMENT**

**Library Financial Management Certification Program:** The State has provided funding for two staff members per county to attend this virtual program at the Carl Vinson Institute of Government at the University of Georgia . Ed Goyda and Nora Hoffman will be attending a mix of live and asynchronous classes through May 2019. Sessions will cover, in chronological order: Budgeting, Governmental Accounting for Libraries, Internal Control, Purchasing, Payroll Administration, and Financial Policies.

**Onboarding Manual:** Work has begun to compile an Onboarding Manual.

**Skillssoft:** The State Library has renewed their subscription to online trainings from Skillssoft. This software has been deemed valuable although not utilized very often.

### **Additional Professional Development:**

August 15, Enhancing Patron Service Through Optimized Collection Management, Michele  
August 22, Deep Dive: Drugs, Alcohol, and Other Workplace Vices, Ed  
September 10, Active Shooter Training, Ashley, Caprice, Darryl, Ed, Jaime, Kayla, Shanlaia & Terron  
September 11, Motivating Your Staff: Strategies for Supervisors, Ed  
September 18, Verbal Judo for Supervisors, Ashley & Jaime  
September 19 Legal Reference Training, Gabe & Kayla  
September 19, Online Follow Up Futuring, Trends, and Forecast Workshop, Ed  
September 21, Autism 101: Successfully Engaging Customers With Autism, Ann, Lois, Marilyn, Ed, Gabe, Jaime, Kayla, & Betsy Gravenor (Worcester County Library)  
September 26, Deep Dive: FLSA & Federal Exemptions from Overtime Requirements, Ed  
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-Mayson, seconded by Lois Outten and unanimously approved.

## **BRANCH HIGHLIGHTS**

### **Crisfield**

Ms. Bradshaw reported that the teen program attendance has been increasing over the past few months. The branch generally provides five to ten programs a month for the teens and have been marketing through social media and school announcements. There were 31 attendees in July, 52 in August and 31 in September. Ashley Gilson plans most of the teen events, and Caprice Harris and Shanlaia Jackson have also assisted.

**Outreach:** In the beginning of September, we visited the local schools and a set up tables at their open houses. We provided our new calendar of events, program flyers, homework help, and database support. Woodson Elementary had morning and evening sessions and Ashley and Becky each took a shift. The school reported 377 children in attendance. Shanlaia and I went to Crisfield High School with approximately 120 students in attendance. Shanlaia has been visiting Crisfield High and recording announcements which include library events, she also joins them at their lunch hour and has calendar of events and program flyers ready to pass out.

**Future Happenings:** We are looking forward to our annual Harvest Party at the end of the month which will immediately follow the City of Crisfield's Halloween parade and gathering that they have in the marina. I have spoken with Jayna Grant as she is in charge of the city's event, and she will be promoting our event in hopes that we will gain the families from her event. We are anticipating that day will be a good community gathering for our town.

### **Princess Anne**

Ms. Hodgson reported that the Summer Reading Program wrapped up in August with a total of 50 Adults, 39 Teens and 157 Children registered! Touch-a-Truck was a great success with about 100 people in attendance that learned about the 8 machines from local businesses & organizations. Every child that attended the program also received a free book! Our arm knitting program in August was very popular, with 15 participants who learned how to make an infinity scarf. The 6-week Beginners Sign Language Series had 9 people that completed the course. Craft programs were very popular in September with 15 attending both Cake Decorating and Wine Glass Painting and 12 people at Quilter's and Stitcher's. In September, 19 people joined us at our Book Discussion of the Maryland One book and 7 stayed after to watch the film.

**Outreach:** Becky attended an Early Childhood Expo at Salisbury University on September 15. Gabe is continuing his monthly craft program at the Crisfield Nursing home. We have also hosted Active Shooter Training and Autism 101 training that was open to all staff. On September 19 Kayla & Gabe attended Legal Reference Training. Becky has also attended monthly Judy Center Meetings and is close to completion on her Early Literacy Kits.

**Future Happenings:** We are gearing up for our 5th Annual Halloween Block party and anticipate about 1,000 attendees. This event will directly follow the Crisfield Harvest Party. Legacy Bistro will be donating and cooking 1,000 hot dogs and buns and Pepsi donated cases of water for the event. Legacy Bistro will also be allowed to sell other items. We will also be hosting a "Circle of Parenting" weekly series thru November for the Judy Center.

## **GOVERNANCE**

**Board Vacancy:** To confirm the email vote from September 12<sup>th</sup> appointing Karen Riggan as a Board member and Mark Shaffer as an Associate Board member.

President Smith requested a motion to approve the email vote. Motion to accept was made by Lois Outten, seconded by Beth Holmes-Mayson and unanimously accepted.

**Advisory:** Troy Gale has returned from paternity leave, effective September 17, 2018.

**Retirement:** Anna Fontaine has retired from being a library assistant effective September 20, 2018. She will continue presenting Senior Moments in Princess Anne.

- Mr. Goyda asked the board to accept the resignation of Anna Fontaine. A motion to accept was made by Beth Holmes-Mayson, seconded by Father Robert Laws and unanimously approved.

**Appointments:** Following interviews at the Princess Anne Library, the following nominations are made:

- Appointment of Nora Hoffman to Bookkeeper/Admin. Assistant
  - Mr. Goyda asked the board to appoint Nora Hoffman to the position of Bookkeeper/Admin. Assistant. A motion to accept was made by Lois Outten, seconded by Father Robert Laws and unanimously approved.
- Appointment of Hope Coleman to Library Assistant
  - Mr. Goyda asked the board to appoint Hope Coleman to the position of Library Assistant. A motion to accept was made by Lois Outten, seconded by Karen Riggan and unanimously approved.
- Appointment of Sandy Howard to Library Assistant
  - Mr. Goyda asked the board to appoint Sandy Howard to the position of Library Assistant. A motion to accept was made by Father Robert Law, seconded by Lois Outten and unanimously approved.

**Resignation:** Darryl Hairston submitted his resignation from the position of library assistant.

- Mr. Goyda asked the board to accept the resignation of Darryl Hairston. A motion to accept was made by Ann Smith, seconded by Beth Holmes-Mayson and unanimously approved.

## **ADJOURNMENT**

President Smith asked for a motion to adjourn. A motion was made by Beth Holmes-Mayson, seconded by Karen Riggan and unanimously approved.

Respectfully submitted,  
Nora L. Hoffman  
Bookkeeper / Admin. Assistant