

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 **REGULAR MEETING MINUTES** **Wednesday, October 14, 2019 at 4:00pm** **Princess Anne Library**

Present: Ann Smith, President; Lois Outten, Treasurer; Board Members: Marilyn Cottman, Beth Holmes-Mayson and Karen Riggin; Ed Goyda, Library Director; Kayla Leimbach, Princess Anne Branch Manager; Jaime Bradshaw, Crisfield Branch Manager; Nora Hoffman, Administrative Assistant.

Absent: Marlena Turner, Vice President; Father Robert Laws, Board Member

CALL MEETING TO ORDER

President Ann Smith called the meeting to order at 4:00pm.

AUDIT PRESENTATION

Herb Geary from TGM Group presented the audit results and feedback for FY18/19. He said the process went well and having an independent accountant complete a review prior to the audit was beneficial. Mr. Geary also relayed a comment from Accounting & Auditing Supervisor Stephanie Chance that Mr. Goyda and Ms. Hoffman have a good working relationship.

TGM was impressed with the separation and segregation of responsibilities and duties. The addition of further internal controls was to be discussed, but Mr. Geary noted that TGM was impressed by what had already been accomplished, especially considering the small stature of the organization, and considered the current practices above and beyond. He stated that the library should always have 3-6 months of spending funds on hand and that all investment and banking accounts have good balances. TGM Group gave the library an unmodified opinion which is the highest possible rating from an independent firm.

There were no board questions so President Smith asked for a motion to accept the audit report. Motion was made by Beth Holmes-Mayson, seconded by Karen Riggin, and unanimously approved.

CONSENT AGENDA

Minutes from the regular meeting of August 14, 2019

Financial reports for the period from July 1, 2019 - August 31, 2019

Financial reports for the period from July 1, 2019 - September 30, 2019

Discussion: A decision was made to utilize the highest level of the three new financial report formats presented.

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

BRANCH HIGHLIGHTS

Crisfield

Jaime Bradshaw reported that in August, the kids paint party had 17 children in attendance. The Summer Reading program finished with a BMX finale that had 58 attendees. Popular programs in September included: Pour Painting with 11, Sunflower String Art with 12, and Family Night-Puffy Paint with 19. The teen Glow Party had 110 attendees.

Outreach: At the end of August, library staff visited the local schools at their open houses and provided the fall calendar of events, program flyers, homework help, and database support. Ms. Bradshaw went to Woodson Elementary, Library Aide Shanlaia Jackson went to Crisfield High School, and Program Coordinator Ashley Gilson went to Somerset Intermediate. Ms. Jackson had also been visiting Crisfield High passing out event flyers and has provided the school's staff with a PowerPoint with our upcoming programs that they show during their announcements.

Future Happenings: The Library would be participating in the Ward Museum's Quack or Treat event at Salisbury University this weekend, and it would be hosting our annual Harvest Party at the end of the month, which would immediately follow the City of Crisfield's Halloween Parade and Party. The Library would also be participating in Crisfield's Christmas parade in December.

Princess Anne

Kayla Leimbach reported that Summer Reading 2019 wrapped up with about 100 community members at the BMX Finale on August 16. There was some rain, so the festivities were moved inside and the children were able to get autographs and pictures taken with the riders. Fall programming had had a great response so far with 14 patrons joining us for Fall Button Art and Paper Flowers Crafts in September.

Outreach: Youth Service Coordinator Becky Pratte had started another cycle of daycare visits to distribute her Early Childhood Literacy Kits in partnership with the Judy Center. Kayla attended Halloween meetings at the town offices on August 12 & September 12 and final details for the town's Halloween Celebration were falling into place.

Future Happenings: Halloween preparations were in full swing. The Library would host a "kids zone" with activities for children 10 and under during the town's event, with carnival games, crafts, inflatable characters, face painting and a petting zoo for the community to enjoy.

LIBRARY ADMINISTRATOR'S REPORT

Ed Goyda presented his Director's Report for August and September 2019.

Core Services

Catalog Customization: Library Associate Lorna Crockett had designed a banner for our catalog home pages.

Computer Upgrades: Eastern Shore Regional Library Technician Kristi Kressin would be returning from maternity leave on November 4. Six computers would be replaced due to age, and the remainder upgraded to Windows 10, before Microsoft ends support for Windows 7 on January 14, 2020.

Corbin Gallery Collection: The Library would be adding the Arts Collection at Corbin Gallery & Studio into our catalog. These items would display as being located at the Crisfield Library - Corbin Gallery. The inclusion in our catalog was only to help with discoverability, with the Arts & Entertainment District handling circulation themselves.

Easy Access Cards: Easy Access cards were active in the system.

Discussion: There was a comment made that a lot of parents did not seem to know about the virtual library cards that are available for every child.

Fine-Free Libraries: Fine-free soft-launched on August 16 and was made official on September 1 in conjunction with Caroline and Queen Anne's Counties. Worcester was planning on joining in November.

Grants: The LSTA portion of the Rock Out While School's Out project had been completed, as had the interim report for the Community Foundation portion.

Winter Programs: The programming schedule for winter was complete. Selected programs would be tied into the Crisfield Heritage Museum's hosting of the Smithsonian Waterways exhibit in December. Noon Year's Eve celebrations would be held at both branches.

Community Outreach

A Tribute to Our Heroes: We were working with the County Times on a special section for Veterans Day by serving as a scanning location for veterans' photos and assisting with submissions.

Community Outreach events: Mr. Goyda detailed community outreach events that library staff participated in during August and September.

Community Partnership

Halloween: The Library would be handling carnival games and crafts on Prince William Street. The Library would close at 3 pm.

Special Education Citizens Advisory Council: Youth Services Coordinator Becky Pratte would be serving on the SECAC Board.

Internal Development

Crisfield Shelving: The installation of additional shelving in the Crisfield Library had been completed.

ESRL Staff Development: ESRL would be hosting a region-wide Staff Development Day next year on Columbus Day, October 12, 2020.

Financial Policies/Procedures: Following the Financial Management courses, the administration had begun assembly of comprehensive policies and procedures manuals for fiscal practices, to be presented at the December meeting.

HR Audit: Christine Walters from FiveL had completed the Human Resources Audit and was to transmit it to Robin Cockey, ESRL's attorney, the week of September 30.

Niche Academy: Terron Corbin and Dominique Parks were the first, region-wide, to complete courses in Niche Academy.

Telamon: The Princess Anne Library was serving as a workforce development site for Telamon, hosting Brittany Jackson and Desiree Davis through the end of the year. Telamon was currently seeking a candidate for the Crisfield Library.

Time Keeping: Our in-house system was in its last week of testing/acclimatization before switching over fully with the pay period beginning October 7.

Trustees Manual: The Maryland Association of Public Library Administrators (MAPLA) had completed revision of the Trustees Manual, pending a new introduction from State Librarian Irene Padilla and review by the State Attorney's office. The Maryland State Library was also preparing an updated publication of the *Laws of Maryland Relating to Public Libraries* booklet, given the recent changes to statewide governance.

Professional Development: Mr. Goyda detailed professional development sessions attended by the staff in August and September, including the all-staff Happiness Advantage workshop on August 19.

Ms. Bradshaw had completed her Organizational Development course with Wilmington University.

Teen Innovation: Becky Pratte would be presenting on the technology from the Teen Innovation Grant at MD Tech Connect on December 5.

Youth Services

Braille Material: The Library had increased the collection of Braille material in Crisfield, and started a collection in Princess Anne, through a grant, via publisher Seedlings, from the Nora Roberts Foundation.

Childcare visits: Becky would be continuing design of the content for the childcare visits. Tyshika Bonneville from the Judy Center would be handling most of the visits, with Becky joining her for the larger centers.

Summer Reading 2020: The theme for 2020 would be fairy tales - "Imagine Your Story." The Delaware Libraries Performers Showcase and Expo was October 21, 2019.

Governance

Board Reappointment: Beth Holmes-Mayson would complete her partial term on October 21, and a renomination needed to be submitted to the County Commissioners for her first full term.

President Smith nominated Beth Holmes-Mayson for another term. Beth accepted the nomination.

President Smith asked for a motion to approve Beth's new term. A motion was made by Lois Outten, seconded by Marilyn Cottman, and unanimously approved.

Maryland State Code: As a continued consequence of the Maryland State Library's independence from the Maryland State Department of Education, the sections of COMAR dealing with public libraries had moved from Title 13A (State Board of Education) to Title 14 (Independent Agencies) as of August 26. The statutes themselves remain under the Education Statute, Title 23.

This triggers one change in the Employee Handbook:

"3.17 Certification of Staff

The Library Director, Professional Librarians, and Library Associates will be certified by the Maryland State Department of Education pursuant to COMAR Section ~~13A.05.04.02~~ 14.38.01.01."

President Smith asked for a motion to approve the change to the Employee Handbook. A motion was made by Karen Riffin, seconded by Marilyn Cottman, and unanimously approved.

Schedule - 2020 Board Meetings: The Board meeting schedule for 2020 was submitted for approval. The Library Board meeting had been held in Ewell roughly a decade ago and it has been suggested that we hold a meeting again this year. Due to the seasonal nature of transportation, it would have to be the June or August meeting. Due to the schedule, it would have to be a 1 pm meeting. It had been penciled in for the regular Board meeting date of June 10th but was open to modification.

Discussion: It was decided that the board meeting in Ewell be scheduled for Wednesday, August 12, 2020.

President Smith asked for a motion to approve the Board meeting schedule, as amended to have the August meeting in Ewell. A motion was made by Karen Riggan, seconded by Lois Outten, and unanimously approved.

Schedule - 2020 Holidays: The holiday meeting schedule for 2020 was submitted for approval

President Smith asked for a motion to accept the 2020 holiday schedule. A motion was made by Beth Holmes-Mayson, seconded by Lois Outten, and unanimously approved.

EXECUTIVE SESSION – PERSONNEL / SECURITY:

President Smith asked for a motion to go into executive session. A motion was made by Marilyn Cottman, seconded by Karen Riggan, and unanimously approved with roll call taken.

President Smith asked for a motion to go out of executive session. A motion was made by Marilyn Cottman, seconded by Beth Holmes-Mayson, and unanimously approved with roll call taken.

President Smith asked for a motion to change the titles for Danielle Craige to Children’s Library Assistant and Lorna Crockett to Marketing Associate. A motion was made by Beth Holmes-Mayson, seconded by Lois Outten, and unanimously approved.

ADJOURNMENT

President Smith asked for a motion to adjourn the meeting. A motion was made by Marilyn Cottman and seconded by Beth Holmes-Mayson. The motion was unanimously approved and the meeting adjourned at 4:55 pm.

Respectfully submitted,
Nora Hoffman
Somerset County Library
Bookkeeper/Admin. Assistant