

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, June 8, 2022 at 4:00pm

Princess Anne Library & Zoom

Present: Ann Smith, President; Beth Holmes-Mayson, Vice President; Tim Spillane, Treasurer; Board Members: Lynn Lang, Lois Outten, Karen Riggan, Jennifer Timmons; Associate Board Member: Janet Smith; Ed Goyda, Library Director; Jaime Bradshaw, Assistant Director; Troy Gale, Princess Anne Branch Manager; Karen Earp, Children Services Coordinator; Nora Hoffman, Bookkeeper/Admin. Assistant

CALL MEETING TO ORDER

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

CONSENT AGENDA

Approve minutes from the regular meeting of April 13, 2022

Approve financial reports for the period from July 1, 2021 to April 30, 2022

Approve financial reports for the period from July 1, 2021 to May 31, 2022

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

BRANCH HIGHLIGHTS

Crisfield: Jaime Bradshaw, Branch Manager

Programming numbers slightly decreased over the past two months, but there was still good participation across each age group. Staff had been busy working on the routine removal of books from the adult section. Meeting room requests had been coming in rapidly. The library hosted the Crisfield High School Prom on May 14th and had other large events taking place throughout the summer and into the fall. The majority of staff attended this year's MLA Conference in Cambridge where the library submitted a "Summer Fun" silent auction basket.

Community Outreach: In April, Ashley and Lorna hosted a table promoting the library's general services along with our Wellness Made Easy collection at the Spring Walk Event hosted by the Somerset County Health Department. Ashley and Lizzy also attended the Delmarva Shorebirds game as the library's Sneaks the Cat mascot for Sherman's Birthday. Gabe's visits with the nursing home residents had been popular over the past two months with a combined total of 16 attendees.

Future Happenings: The library was decorated for this year's summer reading theme, Ocean of Possibilities. Everyone was excited to kick off Summer Reading on June 21st with a tie dying station and snow cones. This year, we would be creating themed book displays to correspond with each summer performance.

Princess Anne: Troy Gale, Branch Manager

Adult programming had been well attended over the last two months, and the book discussion group participation had increased. The meeting room had been used for more purposes and by more third-parties recently. We had

increased from about 8 third-party meeting room uses to about 20 over the last month. This increase was due to a variety of programs such as GED summer session beginning, an increase in health department initiatives, and the town's election board meetings. The health department had continued to keep us supplied with COVID test kits and masks. The health department had also asked us to be a distribution point for produce grown at ECI. Tidal Health's bus parked in our parking lot once in the month of May. Tidal Health used the bus to check blood pressures, help with medication concerns, and give out information, which they were planning to do monthly.

Volunteers: Over the last month we had signed agreements with four volunteers to complete their community service requirements with the Princess Anne Library. Two volunteers started and finished the number of hours they had remaining in order to graduate. The other two volunteers would continue to work through the number of hours they need per court order.

Future Happenings: On June 4, 2022, we attended the town's Street Fest. We set up games, gave away various items, and passed out our summer program booklets. Worcester County Master Gardeners would be in front of the library hosting "Ask a Master Gardener" sessions twice a month. They would be answering any questions the community had with regard to working with plants, and they would also be giving away seeds. The Tidal Health bus would be here again on June 9, 2022.

YOUTH SERVICES

Children's Services Coordinator: Karen Earp

Homeschool Programming: We continued offering homeschool programming on Tuesdays and Thursdays. We were able to serve some new children as well as our regulars. The program would be returning in September.

Afterschool Programs: We continued to offer afterschool programming in both Crisfield and Princess Anne with no attendance in Princess Anne. Based on feedback from homeschool parents, we were moving the Princess Anne afterschool program to Wednesday and the Crisfield program to Monday in September.

Girl Scouts: We finished the school year series with the May meeting, where the girls made flowers for Flower Power Princess Anne. I discussed the program at a Maryland STEM Festival meeting and had been asked to present more information on it in an upcoming state-wide meeting.

School visits: With the exception of one more story time in Deal Island, school visits were done for the school year. The after school STEM program was very successful and would be started again next school year.

Community Outreach: We participated in outreach events including the Princess Anne Easter Egg Hunt, Judy Center Earth Night, Wild About Reading at the Salisbury Zoo, and Judy Center Spring Fling.

Summer Reading: Summer Reading kickoff would be June 21. We had performers booked for every Tuesday except July 5 until the finale on August 9. We would be using Beanstack again this year for logging and tracking. We would be doing weekly prize drawings for children from birth to five and six to twelve, biweekly drawings for teens, and grand prizes for all age groups. All prize drawings would be done for each branch. We were also offering STEM programs throughout the summer.

LIBRARY DIRECTOR'S REPORT

Mr. Goyda presented his Director's Report for April and May 2022.

Core Services

Core Services Collection Maintenance / Better World Books: As part of on-going collection weeding, specifically to get it done quickly without leading to a backlog of books destined for the free shelf piling up in the

offices, we had contracted with Better World Books to rehome withdrawn collection items. There was no cost to the library, including for the shipping to Better World.

Collection Statistics: We had started using statistical classing in Polaris to be able to get a deeper view into what patrons were using (and not using) in the non-fiction collections and better mirror that with purchasing. On the first run, our data was a bit weak - what we were seeing was our collection vs. our patrons' usage of items sent from the two libraries that were already doing this - but given that about 80% of usage was local, these would grow parallel pretty quickly.

Digital Maryland: Processing of the original batch of documents was nearly complete on our end, and Gabe and I were back to scanning documents for a second batch, which would complete digitization of the vertical files. The staff at Enoch Pratt Free Library continued to upload them into the database, and we were now slightly over 900 items publicly available.

Electronic Resources: The State Library Resource Center had contracted for FY 23 - FY25 and would largely be maintaining the existing slate of databases, with the removal of Chilton's Auto Repair and the addition of Maryland Legal Forms and National Geographic for Kids.

Living and Dying with COVID-19: We were beginning to reach out to individuals for inclusion.

One Maryland One Book: The 2023 selection - What's Mine and Yours by Naima Coster - had been selected. We were anticipating very early arrival of the print copies - early June - and had it scheduled for the September book discussion groups.

Summer Reading: We were set for summer reading kickoff on June 21. The finale would be August 9.

Community Outreach

Local Management Board: Ed had been appointed to the Local Management Board.

MACo: The directors group was planning outreach for the August Maryland Association of Counties conference in Ocean City.

On-going Outreach: Karen had continued her monthly outreach efforts to the Girl Scouts, Judy Center/SELAC, and the schools (bimonthly for Deal Island) and Ed to the Chambers of Commerce.

Historic/Iconic Buildings Exhibition: We partnered with the Arts Council to host an exhibit in the Princess Anne meeting room May 7 to June 1.

Information Challenge Summer Camp: We were working with the University of Maryland to serve as a host for a virtual, one-week information science summer camp.

Internal Development

ARPA Grants - WiFi expansion: The equipment had been installed in Princess Anne and Crisfield. Range was as expected, with coverage in Crisfield covering the entirety of the parking lot and park and coverage in Princess Anne covering the parking lot, Prince William St. to Somerset Ave., and Beechwood St. from Washington Ave. nearly to Hytche Blvd.

Classification and Compensation Study: The statewide study, administered by Carroll County with LSTA funds, was complete.

Health Insurance: The County had transitioned (back) to CareFirst, which would save us about 5% and improve employee satisfaction.

LSTA Grants: We had applications to the State Library Agency to purchase makerspace equipment at both mainland branches and complete digitization of the Crisfield/County Times and Somerset Herald collections.

Princess Anne Trees: Charles Cavanaugh had been given approval to remove the trees from in front of the Princess Anne Library.

President Smith asked for a motion to approve the director's report. Motion was made by Jennifer Timmons, seconded by Lynn Lang and unanimously approved.

Governance

Confirmation of Online Vote - alcohol in meeting room: We needed a confirmation of the May 5-7 email vote allowing the Crisfield High School Class of 1982 to have "light libations" at their 40th reunion in July.

President Smith asked for a motion to confirm the online vote. Motion was made by Karen Riggins, seconded by Tim Spillane and unanimously approved.

By-Laws: A question had been raised on the director's mailing list about what policies and procedures exist for removing Board members in case of malfeasance. We had none.

Language from St. Mary's County Library had been adapted to add: "A Trustee may be removed from the Board for malfeasance or any such activities inimical to the purpose of the Board by a unanimous vote of the other Trustees. The Board President will report the removal of a Trustee in this manner, and the reasons for doing so, to the county governing body by January 15 of the following year. The county governing body shall fill any resulting vacancy as provided in 23-403 of this subtitle."

While editing, there were a few "point of fact" edits as well, chiefly dealing with calendar vs. fiscal year cycles, and also including that Associate Trustees are not sent to the Commissioners for approval, "mailed" vs. "sent" for the Board packet, and inconsistent use of "President" and "chairman."

President Smith asked for a motion to approve the by-law changes. Motion was made by Lois Outten, seconded by Beth Holmes-Mayson and unanimously approved.

Collection Development Policy: Following Caroline's lead, Ed had reviewed our Collection Development Policy. While strong, it did have some dated language in it, specific to us. Crisfield and Princess Anne are referred to as the "non-school libraries," which presumably referred to a time when we had public libraries in schools other than Ewell, and the selection criteria implied that staff had the item in hand before a purchasing decision had been made – a formerly common practice of accepting book shipments on contingency.

The core portions taken from Caroline were the selection philosophy in the opening section and the procedures for handling a reconsideration request.

President Smith motioned to approve the policy changes. The motion was seconded by Jennifer Timmons and unanimously approved.

Bill Payments: Nora Hoffman requested the addition of two regular expense payees to the pre-approved bill payments list: Xerox due to the timeliness of receiving mailed invoices with a limited time to pay according to the due date with no option for paying online and the Maryland Department of Human Services (DHS) due to the payment being a staff member's payroll deducted child support liability and not a library expense.

President Smith asked for a motion to approve the bill payment changes. Motion was made by Tim Spillane, seconded by Lois Outten and unanimously approved.

Advisory - HB685/SB448 Libraries - Funding: The five-year funding bills for the libraries and the regional resource centers had passed both the House and Senate, near unanimously, with 4% annual increases in the Senate and 20 cents per capita (roughly 1%) increases in the House. After reconciliation, the final bill has a 40 cents per capita increase. The additional services that the House added remained in the final bill, but they're phrased as at least one of things that we were doing anyway - "(1) a program to increase scores on the kindergarten assessment administered under § 7-210 of this article; (2) a program designed to close learning gaps created by lack of access to education, including learning gaps that occurred during the COVID-19 pandemic; (3) an initiative to expand digital equity and access to free computing and broadband internet; (4) an educational program providing technology instruction and skills, health literacy, instruction on operating a small business, and instruction on workforce development; (5) serving as a community resource and distribution site during public emergencies; (6) a program to reduce barriers to stem education, including by providing activities, classes, programs, and events; and (7) support for mental health and reducing social and physical isolation."

Advisory - Regional Master Facilities Plan: The Master Facilities Plan was complete and distributed at the Board meeting.

Advisory - State Library Code: Following the revision of the Regional Resource Center statutes, the State Library Agency was putting together a committee to review the Public Library codes.

Adjournment

President Smith asked for a motion to adjourn the meeting. Motion was made by Lynn Lang, seconded by Tim Spillane and was unanimously approved. The meeting adjourned at 4:45pm.

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