

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.

The Heart of the Community

BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES

REGULAR MEETING MINUTES

Wednesday, August 13, 2025 at 2:00 pm - 4:00pm

Ewell Library / Bayside Inn

Present: Ann Smith, President; Beth Holmes-Mayson, Vice President; Board Members: Lynn Lang, Karen Riggin, Janet Smith, Jennifer Timmons; Ed Goyda, Library Director; Jaime Bradshaw, Assistant Director; Danielle Craige, Princess Anne Library Services Manager; Ashley Gilson, Crisfield Library Services Manager; Adrianna Warfield, Children's Services Coordinator; Anita Kitching, Library Assistant; Nora Hoffman, Bookkeeper/Admin. Assistant

Absent: Tim Spillane, Treasurer

CALL MEETING TO ORDER

President Ann Smith called the meeting to order at 1:49pm.

CONSENT AGENDA

Approve minutes from the regular meeting of June 11, 2025

Approve financial report for the period from July 1, 2024 - June 30, 2025

Approve financial report for the period from July 1, 2025 - July 31, 2025

President Smith asked for a motion to approve the consent agenda. Motion was made by Beth Holmes-Mayson, seconded by Karen Riggin, and unanimously approved.

BRANCH HIGHLIGHTS

Crisfield: Presented by Ashley Gilson, Library Services Manager

Branch Highlights: In June, we had our Summer Reading Kick-off in the library meeting room due to excessive heat. We had a great turnout and were excited to see all age groups participate. In June, we welcomed a student provided to us through It Takes a Village who worked gracefully on every task assigned to her. She helped with programs and preparing for Summer Reading. July started our Tuesday Summer Reading programs which were very well attended. Various decorations and in-house displays for Flag Day, Father's Day, Juneteenth, Summer Vibes, National Camping Month, Travel, Local History, and Christmas in July were placed in the Adult, Teen, and Children's sections.

Staff Development: Over the past two months, staff had participated in a range of training courses covering topics such as Leadership, Community Partnerships, Teenagers, and Problematic Behavior.

Community Partnerships: Gabe, Jaime and Andrea had very successful visits to the Developmental Center and Nursing home. Social Services visited weekly to assist the public with any government aid. The Somerset County Health Department had regularly been restocking the pantry and providing produce.

Future Happenings: We were excited to wrap up Summer Reading with our Finale! Staff members were looking forward to participating in the Crab Derby

Princess Anne: Presented by Danielle Craige, Library Services Manager

Branch Highlights: In June and July, we featured a variety of book displays including displays on our Summer Reading theme, our weekly performances, and Christmas in July. Summer Reading kicked off with a bang and we had been busy ever since. We had a variety of new faces attending programs and signing up for library cards this summer. On July 26th, Laurie and Dani attended an outreach event at the Somerset County Fair. We had seen an increase in meeting room bookings throughout July and leading into August. Our Maryland Room had been seeing a lot of use as a meeting space as well.

Community Partnerships: The Somerset County Health Department had kept us stocked with fresh produce all summer long, which patrons had greatly appreciated. Our meeting room continued to feature a gallery courtesy of the Somerset County Arts Council.

Future Happenings: Staff members would be attending National Night Out on August 5th. The end of Summer Reading was near with our Finale scheduled for Saturday, August 16th. Staff members would also be attending the Shorebirds Summer Reading Finale on Sunday, August 24th.

ADMINISTRATIVE REPORT

Presented by: Ed Goyda, Director; Jaime Bradshaw, Assistant Director; Adrianna Warfield, Children's Services Coordinator

Collections

Hoopla: To further control Hoopla expenditures, ESRL had restricted access for online registrations. In theory, the online registrations were supposed to be temporary (six months) to give patrons access to the online resources, including placing holds in Polaris, until such time as they could make it into a library, complete registration, and receive a physical card and full privileges. In practice, there was nothing to stop anyone in the world from making as many as they like and subverting the monthly per-user limit.

Jennings Evans: Gabe had completed transcribing the final document in the Jennings Evans collection, and that resource was now complete.

Newspapers Database: We were underway on adding the paper (i.e., not previously digitized) newspapers into the database.

Programs

ALL Visits: Our monthly ALL Visits continued to go well and were thoroughly enjoyed by the community. In June, we hosted a Smoothie Smash with 48 attendees, and in July, we hosted an Art Party with 66.

Physical Activity Grant: We hosted a variety of physical activity classes with grant funds in June & July such as Foam Rolling, Step It Up, Open Gym, Switch Fitness & Kids Boxing. In total, we had over 100 participants. Classes would continue through the end of September.

Community Outreach

Delmarva Shorebirds: We participated in the Shorebirds' Summer Reading Program this year, scoring free tickets for all our Summer Reading completers. The game would be held on Sunday, August 24th and our staff would be hosting a table that evening as well.

Exhibit Spark!: The University of Maryland Eastern Shore and the Frederick Douglass Library hosted a virtual informational session on June 18th, sharing more details about the 2026 exhibit and discussing ways we can collaborate with both the local community and the broader university. This traveling exhibit, presented in partnership with Maryland Humanities, would explore innovation, creativity, and community storytelling.

Naloxone Dispenser: The Somerset County Health Department asked if the Crisfield Library would host a naloxone dispenser box at their site. The box was about the size of a newspaper bin, and the Health Department assumed the responsibility of restocking and taking care of it.

Share Contests: Over the past few years, we had created “share contests” for our Summer Reading performance flyers on the library's Facebook page. Each week, a post was shared with the performer's info for the following week. This year, we received tickets for the Baltimore Orioles, Maryland State Fair, Maryland Science Center, and the National Aquarium from the MSLA to disperse. This had been a great way to spread the news about our big performers. We received 30-70 shares each week.

Stars of Somerset: We won the following in Stars of Somerset:

- Favorite Place to Take the Kids: Crisfield Library
- Best Company 21-50 Employees: Somerset County Library
- Community Outreach: Somerset County Library

The reception was at the Crisfield Arts Council on August 14 at 4:00 pm.

Children Services

Summer Reading Kickoff: Although our event this year was held indoors due to the heat, we had a blast! We had food (hotdogs and chips), snow cones, tattoos, photobooth, tie-dying, and registration where they received a bag of goodies and a free book. The attendance was greater this year at kickoff with an average number of 37 adults and 65 kids.

Summer Reading Performers: All the performers for this year were great. This year, we had Story Tapestries (PA), Delmarva Discovery Museum (CR), Extreme Balloons, Amazing Josini, Science Guys, Reptile Wonders, and Wildlife Adventures. The Science Guys of Baltimore and Wildlife Adventures were new performers for us this year. The children especially enjoyed Wildlife Adventures because they were able to hold and touch various animals that included a bunny, tortoise, milk snake, and blue-tongued skink.

Summer Reading Statistics were provided.

Rubber Duck: Adrianna created a Rubber Duck Scavenger Hunt at the Crisfield Library on the weekend when the World's Largest Rubber Duck came to town. We had 49 kids and 35 adults who participated in finding the paper ducks hidden throughout the library. On July 26, we threw a Rubber Duck Party where attendees were able to design their own rubber ducks with paint markers. We had duck themed food, a photobooth, and tattoos that 39 kids and 28 adults enjoyed.

Outreach: Adrianna, Dani, and Laurie attended community events in June and July including the Greenwood Awards Ceremony, Migrant Family Literacy Night, and Somerset County Fair. During these events, they promoted programs such as Summer Reading and distributed free books and library swag to attendees.

Current Programs: The attendance for all children's programs had been fluctuating this summer. Once school was back in session, Adrianna expected the attendance to return to consistent numbers. We were continuing to offer MGOL, STEAM, Lego Club, Family Paint Night and Toddler Art Class.

Upcoming Programs: The Summer Reading Finale was coming up on August 16th at both branches from 11 am to 1 pm. There would be face painting, snow cones, photobooth, and community painting activities. We would draw the Grand Prize Winners halfway through the party! At the end of August, we have Open Houses at all the schools in the county, Stuffed Animal Sleepover, and the Crab Derby Parade!

Facilities

Princess Anne Back Door: The County had hired a contractor to replace the rear office door.

Financial

Audit: The accountants from Holloway & Marvel visited on August 5 and 6. The auditors would be in the week of August 25.

Library Services and Technology Act Funding: The State had part of the FY26 funding in hand and had recommended initiating reimbursable expenditures for professional development.

Staffing

Staff Day: We would be conducting CPR, AED, and first aid (re)certification at our Staff Day on Tuesday, August 19.

State Library Resource Center: The SLRC Fall Conference had been scheduled for Monday, October 27 (virtual) and Tuesday, October 28, 2025 (in-person). This year's theme centered around "Convergence: Technology, Equity, and the Future."

Professional Development: A list of professional development was provided.

Technology

ESRL Polaris Drop-In Hour: ESRL was hosting a monthly drop-in session for questions and technical assistance on issues concerning the Integrated Library System.

Princess Anne Patron PCs: The replacement patron PCs, funded by a State grant via the Town of Princess Anne, had been installed. The State had a survey requirement; we were requiring it for guest passes and requesting it from library cardholders. (They would also receive the total usage numbers and brief topical data for Tech Help sessions.)

The TV in the meeting room was also replaced as part of the grant. While the previous one was a decade old, it was in working order and had been moved into the Maryland Room.

President Smith asked for a motion to approve the Administrative Report. Motion was made by Janet Smith, seconded by Lynn Lang, and unanimously approved.

Governance

Advisory - Non-Profit Status: The Maryland Department of Assessments and Taxation had accepted and approved the Articles of Incorporation for "The Friends of Somerset County Library Inc." on August 4. Nora was proceeding with the non-profit paperwork with the IRS.

Advisory - Rules of Conduct: The existing policy was sufficient, but after rapid increases in Rules of Conduct violations at the start of summer, including the theft of the Xbox in Crisfield (recovered by the police and now bolted to the cart), a fight in front of the Princess Anne front desk, and three groups of teenagers told to leave the Crisfield Library for disruptive behavior in a single afternoon, enforcement of the Rules of Conduct was tightened up at the June staff meeting.

The policy only prescribes that repeat offenses would result in the ban period being escalated. That escalation has been fixed as progressing from one day to one week, then two weeks, one month, two months, three months, six months, and a year. It was also reiterated that “parent-provided reliable caregivers, at least 13 years old” must meet all four of those criteria.

Due to the large number of John/Jane Does involved, we were logging everything from “told to leave for the day” with photos so that all staff was aware of what steps have been taken and what the next step in the behavior management matrix would be.

Advisory - Somerset FY26 Certification for Cooperative Local-State Library Aid: We had signed off on the State’s certification regarding the County’s funding. We should have the County signature at their next regular meeting on August 12.

Budget - LSTA: The State had advised that they were expecting the federal LSTA funds for this year and already had half the funds in hand. We were asking for an amendment to add the \$11,400 to both the income and expense sides.

President Smith asked for a motion to accept the LSTA budget amendment. Motion was made by Karen Riffin, seconded by Lynn Lang, and unanimously approved.

Appointments of Dani Bass, Library Assistant & Yakelin Cortez Vazquez, Library Page: Scott Timko would be reducing his schedule in the fall when the school year resumes. As such, we’ve appointed Dani Bass and Yakelin Cortez Vazquez to part-time positions in Crisfield.

President Smith asked for a motion to accept the staff appointments. Motion was made by Lynn Lang, seconded by Beth Holmes-Mayson, and unanimously approved.

Adjournment

President Smith asked for a motion to adjourn the meeting. Motion was made by Beth Holmes-Mayson, seconded by Karen Riffin, and unanimously approved. The meeting adjourned at 2:05pm.

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