

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 AGENDA

Wednesday, October 8, 2025; 4:00 pm

Princess Anne Library

CALL MEETING TO ORDER: President Smith

CONSENT AGENDA

- Approve minutes from the regular meeting of August 13, 2025
- Approve financial reports for the period from July 1, 2024 – August 31, 2025
- Approve financial reports for the period from July 1, 2025 – September 30, 2025

Motion to approve the consent agenda

BRANCH HIGHLIGHTS: Ashley Gilson & Dani Craige

ADMINISTRATIVE REPORT: Ed Goyda, Jaime Bradshaw, & Adrianna Warfield

Motion to accept written report

GOVERNANCE:

- **Advisory - Non-Profit Status**
- **Budget - Grants**
- **Employee Handbook - 11.2 Progressive Corrective Action**
- **Financial Policies**
 - **Capital Asset Policy - Valuation of Donated Assets**
 - **Purchasing Policy - Purchasing Card**
 - **Purchasing Policy - Emergency Purchases**
- **Financial Procedures**
 - **Payroll Processing**
 - **Petty & Physical Cash**
- **2026 Board Meeting Calendar**
- **2026 Holiday Calendar**

Executive Session

- **Resignation of Holly Watkins, Library Assistant**

Adjourn