

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

MEETING MINUTES

**Wednesday, February 10, 2016 4:30 to 5:30 p.m.
Princess Anne Library**

Present: Tom Brice, Board Vice President; George Milbert, Board Treasurer; Ann Smith, Board Member; Chris Boyer, Board Member; Keisha Evans, Board Member; Linda Riggin, President Somerset County Library Foundation; Director Gail Sheldon; Jan Gorely, Administrative Assistant; Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Crisfield Library Branch Manager. Absent: John Samus, Board President; Peter Stanford, Board Member.

CALL MEETING TO ORDER

Vice President Brice called the meeting to order at 4:30 p.m.

CONSENT AGENDA

Approve minutes from regular meeting of December 9, 2015

Approve financial reports for the period July 1, 2015 – December 31, 2015

Approve financial reports for the period July 1, 2015 – January 31, 2016

Vice President Brice asked if there was any discussion about the consent agenda.

Vice President Brice asked for a motion to approve the consent agenda. Motion was made by Ms. Evans, seconded by Ms. Smith, and the consent agenda was unanimously approved.

LIBRARY ADMINISTRATOR'S REPORT

Ms. Sheldon stated that most of her time has been spent with the new library in Crisfield.

Ms. Sheldon asked the board to seriously seek and suggest names of people to be nominated for the Somerset County Library Board of Trustees.

Vice President Brice asked for a motion to accept the December/January written reports. Motion was made by Ms. Smith, seconded by Mr. Milbert, and the library administrator's report was unanimously accepted.

Crisfield Update:

Ms. Sheldon reviewed the status of the new library in Crisfield. She stated that she is primarily waiting on the Fire Marshall to sign off on temporary occupancy. Several items need to be addressed before the Fire Marshall will do this. One of these items is installing a fence from the ground to the base of the deck and around the underside of the building. Ms. Sheldon stated she is waiting for quotes from the fence company.

Ms. Sheldon mentioned that there were two change orders from Nason. The first was a credit of \$5,085 for antifreeze that was not needed, and the second was a credit for not having Nason put the top coat of blacktop on the parking lot. Ms. Sheldon received an estimate of \$23,250 for the library paying for the top coat of blacktop. Also she received an estimate of \$8,300 to put stones underneath the building.

Ms. Sheldon mentioned that most of the furniture is in and in place in the new library.

Development Committee Report

Ms. Riggin stated that \$13,400 has been received and part of that will be going toward the second tutor room.

Ms. Riggin mentioned that the committee is very close to raising the amount needed to furnish the building.

Ms. Riggin said that 166 bricks are ready to be installed, and she has spoken with Chad Ramsay about doing the installation.

Ms. Riggin stated that a welcome committee is needed for the reception for the donors.

Ms. Evans stated that a video of students telling what the library means to them is nearly complete.

Ms. Riggin stated that the dedication of the Brad Mason Tutor Room will be held at the same time as the grand opening, and a picture of Brad will be in the tutor room.

FY 2017 proposed budget for County

Ms. Sheldon stated that there will be an increase in the budget for supplies, professional fees, utilities, etc. She is also asking the county for money for an additional employee.

Branch Highlights

Ms. Donoway reported that in December and January there were 8,000 visits to the Princess Anne Library. There were 27,000 in total circulation during December and January. Wi-Fi use at the Princess Anne Library for December and January was 2,500. Computer use at the Princess Anne Library for December and January was 2,200. Ms. Donoway stated that 5 teens came for the first Teen Comic Book Club in January. She reported that the Princess Anne Library had 16 attend the January STEAM program.

Mr. Stuckey reported that January was a somewhat slow month at the Crisfield Library. The 1776 Delmarva program that was scheduled for January 23 was canceled due to weather, and it has been rescheduled for March 26. The Crisfield Library had 5 teens attend the January and February Teen Comic Book Club. Mr. Stuckey continues to visit and do programs at the Tawes Nursing Home and anywhere from 9 to 12 participate in the program.

GOVERNANCE

Vice President Brice asked for a motion to read the on-line vote of Mr. Samus continuing as Board President until his term expires in September. Motion was made by Ms. Evans, seconded by Ms. Smith, and the on-line vote was unanimously approved.

Ms. Gorely recommended that the board continue to use the TGM Group, LLC as the audit firm for the Library. Vice President Brice asked for a motion to continue using TGM. Motion was made by Ms. Boyer, seconded by Mr. Milbert, and the board unanimously approved using TGM as the audit firm.

Ms. Smith reviewed the changes to the meeting room policy for the new Crisfield Library. Ms. Sheldon stated the county lawyer is working on language to include in the policy to further protect the library. Questions and clarifications about the meeting room policy were made.

Ms. Sheldon stated that the Eastern Shore Regional Library continues to review the 3D printer policy.

EXECUTIVE SESSION

Vice President Brice asked for a motion to enter executive session to discuss personnel matters. Motion was made by Ms. Evans and seconded by Mr. Milbert. A roll call vote was taken to enter into executive session: Ms. Boyer: yes; Ms. Evans: yes; Mr. Milbert: yes; Ms. Smith: yes; Mr. Brice: yes. The board entered into executive session at 5:18 p.m.

Vice President Brice asked for a motion to come out of executive session. Motion was made by Ms. Smith and seconded by Mr. Milbert. Roll call vote to come out of executive session: Ms. Boyer: yes; Ms. Evans: yes; Mr. Milbert: yes; Ms. Smith: yes; Mr. Brice: yes. The board came out of executive session at 5:30 p.m.

Vice President Brice asked for a motion to adjourn the meeting. Motion was made by Ms. Smith, seconded by Mr. Milbert; and the meeting adjourned at 5:31 p.m.

Respectfully submitted,
Gabriel J. Stuckey
Crisfield Library Branch Manager