

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 13, 2022 at 4:00pm

Princess Anne Library

Present: Ann Smith, President; Beth Holmes-Mayson, Vice President; Tim Spillane, Treasurer; Board Members: Lynn Lang, Karen Riggan, and Jennifer Timmons. Ed Goyda, Library Director; Jaime Bradshaw, Assistant Director; Troy Gale, Princess Anne Branch Manager; Nora Hoffman, Administrative Assistant; Karen Earp, Children's Services Coordinator.

Absent: Janet Smith, Board Member

CALL MEETING TO ORDER

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

CONSENT AGENDA

Approve minutes from the regular meeting of August 10, 2022

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

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

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

BRANCH HIGHLIGHTS

Crisfield: Jaime Bradshaw, Branch Manager

Ms. Bradshaw reported that August and September both were steady months, and that there has been an increase in attendance for adult programming, with 203 attendees over the two month span. The most popular program was the Smith Island Cake Demonstration in September with 38 patrons in attendance. The library participated in the National Hard Crab Derby Parade in September. She also stated that the social stories for both branches are up on the library website and can be downloaded and printed.

Ms. Bradshaw stated that along with herself, Teen Services Coordinator Ashley Gilson, Library Assistant Caprice Harris, Technical Services Librarian Gabe Stuckey, and Technical Services Coordinator Michele Henry, attended the Circulation Conference in Baltimore at the end of September. A variety of sessions were attended, including the following topics: circulation, contaminated materials, digital communication, passport info, and service dogs.

In regards to partnerships, Ms. Bradshaw shared that the local health department has been hosting a variety of classes at the Crisfield branch including adolescent health education, diabetes prevention, and tobacco cessation. A health department employee also sets up an information table once per week. Ms. Bradshaw has also been communicating with the Worcester County Health Department regarding the Lower Shore Health Insurance Assistance Program. The Crisfield Library will begin hosting a certified Navigator once per week. He will be working virtually from the library and be available to enroll patrons in insurance programs on site and answer insurance questions. In the next year, the library will begin to host an outreach worker five days per week to assist residents by connecting them to resources needed specific to that individual.

Ms. Bradshaw added that the library will be participating in the Somerset County Health Department's Trunk or Treat event on October 28 and the Crisfield Chamber's Halloween Parade and Party on October 29.

Princess Anne: Troy Gale, Branch Manager

Mr. Gale reported that over the last couple months, the library has had a few opportunities to accomplish outreach, by spreading the word and implementing marketing via bookmarks. He stated that the Touch-A-Truck event was a success. Ms. Earp discussed the event, and agreed that it was a big success with several vehicles, snow cones, music, and books. She would like to offer this event in Crisfield next year as it was cancelled due to weather this fall.

Mr. Gale discussed the newly formed partnership the library has with Truancy Court, who has initiated a Truancy Reduction Court Program. They also have welcomed a new relationship with the Maryland Department of Health who has begun a Lower Shore Health Insurance Assistance Program. He also added that relationships with Judy Center and the Health Department are still strong. GED has also restarted, and currently has four students enrolled.

Lastly, Mr. Gale stated that the Halloween Block Party is scheduled for October 31 from 5:00– 8:00 p.m. There will be music, vendors, carnival games, face painting, crafts, and Trunk or Treat.

CHILDREN'S SERVICES

Karen Earp, Children's Services Coordinator

Ms. Earp reported that she has tried new programs this fall, and even though they haven't been successful thus far, they will be offered in the winter as well.

Ms. Earp has been visiting all of the pre-K and kindergarten classrooms in Princess Anne and Crisfield to offer story time. She is also visiting the combined pre-K and kindergarten class at Deal Island elementary monthly. The Judy Center is coordinating field trips to both libraries.

Ms. Earp discussed the outreach that will be taking place in October. The first three sessions for the Girl Scouts will be career explorations. After the holidays, they will continue to work on STEM badges again. For October, they will be looking at aviation and aerospace engineering. Ms. Earp is partnering with the UMES aviation school, NASA Wallops, and MPT for the program. Ms. Earp and Dani Craige, Children's Services Assistant started direct outreach to Garland Hayward Youth Center in September. So far, they have worked with kindergarten and first grade students, offering story time, STEM, and crafts. The Eastern Shore Child Care Resource Center expo is in Salisbury on October 22nd, and the

focus is movement/physical activity wellness. Ms. Earp will be taking the Unruly Splats as a demo of movement in library programs.

The state Youth Services Coordinator is partnering with MSDE's early childhood team and the Family Childcare Alliance to apply for a piece of the MD Rebuilds Grant. The grant will go toward a variety of initiatives and they are working with every public library system in the state to help tailor their offerings to what our communities need. Ms. Earp is planning to create new daycare outreach kits that will replace some or all of the existing kits. There is a possibility that training to become certified Early Childhood educators for library staff may be available, which would allow those trained to both serve as backups for and offer alternatives to existing trainers in the county.

LIBRARY DIRECTOR'S REPORT

Mr. Goyda presented his Director's Report for August and September 2022.

Core Services

Ewell Trip: Mr. Goyda reported that staff traveled to the Ewell Library on September 20 for a routine visit. A new fax machine was installed, the computer network was diagrammed for ESRL, and the collection was inventoried.

Patron Computers: ESRL is testing two possible hardware solutions to computer slowness and freezing issues, one in Crisfield and one in Princess Anne. Staff is tallying issues so that there will be statistical evidence on whether the solutions are effective. If they are, there will be minor hardware costs modifying the patron PCs ranging from \$30-\$50.

Community Outreach

Mr. Goyda reported that Children's Services Coordinator Karen Earp, Children's Services Assistant Dani Craige, and Teen Services Coordinator Ashley Gilson attended the open house events for the Somerset County Public Schools.

Internal Development

Accessibility Page: Mr. Goyda stated that the accessibility page has gone live, with information on library services for people with visual or auditory disabilities and social stories for people with autism.

Departmental Overview: In anticipation of at least one new County Commissioner this November, the County Administrator's Office has requested and been given a one-page summary of library operations and major initiatives for their orientation.

LSTA Grants: Mr. Goyda discussed that the major orders on the "Let's Create" grant have been made, and most equipment has been received. The Vacuform mold-making machine, the handheld, large-scale 3D scanner, and the turntable, small-scale 3D scanner are operational; the new 3D printers themselves had a known delay when ordered and are coming from Czechia.

Outdoor Wi-Fi: Tezla completed the final install on Ewell on October 6.

Staff Day: Mr. Goyda reported that Staff Day was held on October 10. Lieutenant Ray Johns performed an Active Shooter training in the morning. Then, there were rotating small groups for Children's Technology, Circulation Refreshers, Makerspace Technology, and the Online Databases.

Staff Development Needs Assessment: Administrative staff met with new ESRL Professional Development Coordinator Alicia Blake and John Venditta on September 23 to discuss on-going and long-term staff development needs.

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

Governance

Advisory - Audit: UHY is wrapping up the audit, but they will not have it completed in time for this Board meeting. Mr. Goyda mentioned that there will be an upcoming email vote as it's due to the State Library Agency by November 1, followed by a presentation from Herb Geary at the December meeting.

Advisory - Janet Smith: Janet Smith's Board term was approved at the County Commissioners' September 13 meeting. The full term is through September 20, 2027.

Advisory - State Library Code: The revised code for the fine-free bill and privacy of circulation records was presented to MAPLA (Maryland Association of Public Library Administrators) on October 6 and should be approved during the next legislative session. The revised Regional Resource Center code should also go through during that session.

Confirmation of Online Vote - Alcohol in Meeting Room: President Smith asked for a motion to confirm the August 30 online vote allowing the Greater Crisfield Action Coalition to serve alcoholic beverages at an event on November 17 at the Crisfield Library. Tim Spillane made the motion, Beth Holmes-Mayson seconded, and was unanimously approved.

AFLAC: Mr. Goyda discussed that the library was approached by Kris Elliott with AFLAC about their policies. He stated that the County offers AFLAC, and given that all policies would be 100% employee paid, there is no financial impact on the Library.

President Smith asked for a motion to confirm the allowance of AFLAC to discuss policies with library employees if desired. Beth Holmes-Mayson made the motion, Karen Riggan seconded, and was unanimously approved.

Ann Smith Term Renewal: Mr. Goyda stated that President Smith's first term expires on October 24, and a request for reappointment will need to be sent request to the Commissioners if President Smith is willing to renew her term. President Smith accepted the term renewal.

Tim Spillane made the motion to accept President Smith's term renewal. Beth Holmes-Mayson seconded, and was unanimously approved.

David Fisher Trust: Mr. Goyda reported that after conversation with Erica Joseph at the Community Foundation of the Eastern Shore, she's recommending a non-endowed fund, which will keep the funds safe while not exposing them to short-term market volatility. CFES is working on an investment fund targeted to short-term funds that we may want to consider in the future. Mr. Goyda stated that the library does not have funds in hand from PNC yet, and that the draft agreement with CFES was included in the Board packet.

President Smith asked for a motion to confirm the allowance of her signature upon the final agreement with CFES. Lynn Lang made the motion, Jennifer Timmons seconded, and was unanimously approved.

Makerspace Pricing: Mr. Goyda discussed makerspace pricing. Given the new equipment, existing pricing has been reviewed for the 3D Printer and costs for new equipment. The cost of 3D filament varies from 2 to 3 cents per gram for different materials, and the resin printer is only slightly more expensive, at 3.5 cents per gram. As such, the existing 10 cents per gram charge seems fair.

Most of the materials for the mold-making machine are between \$0.75 and \$2 per sheet. As such, Mr. Goyda is recommending a flat \$2.50 charge for sheets under 1mm thickness to keep things simple.

Ms. Bradshaw reviewed Cricut-related pricing in the interest of having a comprehensive list of charges for Makerspace equipment use. There is a massive amount of variability in materials cost, including up to 300% differences for different colors of the same material type. As such, it is recommended that it be generally available as requested, with a slight mark-up over our actual costs, and that pricing being handled at a price per sheet level rather than dealing with complications of subdividing costs.

President Smith asked for a motion to confirm the makerspace pricing. Karen Riggan made the motion, Beth Holmes-Mayson seconded, and was unanimously approved.

Amazon: Nora Hoffman, Administrative Assistant discussed proposed changes regarding Amazon invoicing, Synchrony Bank and American Express. Amazon is terminating their relationship with Synchrony at the end of the year but does offer their own line of credit as an option. However, American Express offers the Amazon Business American Express Card, which provides 3% cashback on Amazon purchases and 1% on most others.

Nora Hoffman requested permission to request a \$10,000 limit with American Express, which would be sufficient to replace both the Amazon line of credit and the current Bank of America MasterCard.

President Smith asked for a motion to accept the proposed change to apply for an American Express line of credit. Tim Spillane made the motion, Jennifer Timmons seconded, and was unanimously approved.

2023 Board Meeting Schedule & 2023 Holiday Schedule: The proposed Board Meeting and Holiday schedules for 2023 were reviewed.

President Smith asked for a motion to confirm the schedules. Karen Riggan made the motion, Beth Holmes-Mayson seconded, and was unanimously approved.

Adjournment

Lynn Lang made a motion to adjourn the meeting at 4:50 p.m. The motion was seconded by Karen Riggan and was unanimously approved.

Respectfully Submitted,
Jaime K. Bradshaw
Assistant Director