

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
DRAFT MEETING MINUTES

Wednesday, October 12, 2016 4:00 to 5:30 p.m.
Princess Anne Library

Present: Tom Brice, President; Ann Smith, Vice President; Marlena Turner, Board Member, Mark Thomas, Interim Director; Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Crisfield Library Branch Manager; Jan Gorely, Administrative Assistant; Herb Geary, TGM Group, LLC; and Ed Goyda. Heather Hurst, Board Member arrived at 4:20 PM. Absent: George Milbert, Board Treasurer; Keisha Evans, Board Member; Linda Riggin, President Somerset County Library Foundation

CALL MEETING TO ORDER

President Brice called the meeting to order at 4:06 p.m.

FINANCIAL REPORT - Audit Presentation – Herb Geary, TGM Group, LLC

Mr. Geary reported TGM’s team of Shawn Bunting and Stephanie Schiavo prepared the audit this year with the help of Ms. Gorely. He stated that everyone did a good job, the files were in good order, and that the library received a “modified opinion” which is the highest report that can be given during an audit. Mr. Geary reviewed various parts of the audit with the Board including information on our fund balance and how it will affect future funding from the County. He asked the Board if they had any questions/concerns or if anything needed any explanation. No one had any questions.

President Brice asked for a motion to accept the annual audit report for the year ending June 30, 2016. Motion was made by Ms. Smith, seconded by Ms. Turner and was unanimously approved.

Mr. Geary left the meeting at 4:23 PM.

CONSENT AGENDA

Approve minutes from the regular meeting of August 10, 2016

Approve financial reports for the period from July 1, 2016 – August 31, 2016

Approve financial reports for the period from July 1, 2016 – September 30, 2016

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

LIBRARY ADMINISTRATOR'S REPORT – Mark Thomas, Interim Director

At the request of staff, Mr. Thomas talked with the County Administrator to see if he could make both library properties “No Smoking Zones.” He got the go ahead from Mr. Taylor. Yesterday County Maintenance put the signs up on the building, making us a “Tobacco Free Campus.”

Mr. Thomas reported that ESRL staff members Rick Simpson, Kristi Richardson and Sam Eddington along with Jesse Drewer from Crisfield Library staff traveled to Ewell Library on Thursday, October 6th to bring and set up four new computers to the Ewell Library.

Crisfield Update:

Mr. Thomas updated the Board on what was going with the Notice of Default to Nason Construction. As of today, Nason has not responded to Mr. List's correspondence. The principal item still outstanding is the balancing of HVAC system. T.E. Smith has been out several items working on the problem and after it has been corrected, Gipe will be called in to finish the commissioning of the building. When Mr. Thomas hears anything, he will notify the Board immediately.

Mr. Thomas met with Craig Williams of the Becker Morgan architect firm concerning issues that still need to be resolved in Crisfield. He stated that Craig had some good ideas and he asked the Board to allow him to sign a contract for professional services from Becker Morgan. He assured the Board that Becker Morgan will do the right thing to get issues resolved. President Brice asked for a motion to allow Mr. Thomas to sign a contract with Becker Morgan for professional services. Motion was made by Ms. Turner, seconded by Ms. Smith, and was unanimously passed.

Mr. Thomas has been working with Charles Cavanaugh from County Maintenance concerning fencing around the building. Anderson Fence has sent a proposal for the fencing and discussions will take place with Craig Williams about the design aspect of the fencing. More rock is also needed for under the building and Charles Cavanaugh has received a bid of \$17,500. Mr. Thomas asked the Board for permission to enter into contracts with the fencing and rock companies. President Brice asked for a motion to allow Mr. Thomas to enter into contracts for the fencing and rocks not to exceed \$35,000. Motion was made by Ms. Turner, seconded by Ms. Smith, and was unanimously passed.

The elevator at the Crisfield Library did not pass inspection. Because the elevator cannot be seen from the Circulation Desk, a telephone will need to be installed in the elevator. Mr. Thomas has been working with County Maintenance, Delaware Elevator and Skyline Technologies to alleviate the issues. President Brice made a motion that Mr. Thomas be given permission to take steps necessary to make sure that the elevator is safe and will pass inspection. Ms. Smith seconded the motion, and the motion was unanimously passed.

Mr. Thomas, Mr. Cavanaugh, and County Maintenance staff (along with Craig Williams) are working on a plan to put cedar boards under the ramp similar to the boards that are there now. County maintenance will do the installation and the cost of the materials is about \$1,000.

President Brice asked for a motion to proceed with the plan with a not to exceed amount of \$2,000 for the project. Motion was made by Ms. Hurst, seconded by Ms. Smith, and the motion was unanimously passed.

President Brice moved to accept the Director's report. Ms. Smith seconded, and the motion was unanimously passed.

Development Committee Report

Although Ms. Riffin was not able to attend the meeting, she gave her report to Mr. Thomas to bring to the meeting to share with the Trustees. Highlights of the report are as follows:

The Somerset County Library Foundation Board held their annual meeting at the Crisfield Library on Wednesday, October 5, 2016. We have met our minimum goals set by the Crisfield Library Development Committee of \$500,000 with our total to date being \$507,000. Our balance on hand per the most recent report submitted by Jan Gorely is \$129,755.06. From these funds, we need to satisfy approximately \$17,373.93 in payments for furniture, blinds and plaques that have been ordered. The Foundation Board voted to expand the Foundation from five members to seven members. We want to start a "Friends of the Library" group and start having literary events beginning in January. There are now four vacancies on the Board. We are seeking new Board members. The term is for two years with the opportunity to serve another two years, if desired. We will meet only four times per year now that the Crisfield Library has opened.

The Bricks Campaign is not generating the response we had hoped for. We still have a total of 56 more bricks to sell.

Grant Update – Capital and other

The Division of Library Development and Services has awarded Somerset County Library a Staff Development grant in the amount of \$9,000. All funds must be expended or encumbered by June 30, 2017.

There is nothing to report concerning the Crisfield Capital grant as we have not made any submissions lately. The cost of various projects is being reviewed and plans for moving forward with some of these projects is underway.

Branch Highlights

Ms. Donoway reported that the Princess Anne summer reading program had 241 children, 45 teen and 147 adult participants. Other highlights included genealogy research class, a monthly Senior Moments program for seniors (facilitated by Rose Cottman and Anna Fontaine), Minecraft, Judy Center programs, Play Pals, Quilters, Stitchers and More and book discussions including the One Maryland, One Book "All American Boys", Fabric Bowls (Jan Gorely), and Fall Wreaths. Outreach programs included National Night Out, St. James Back to School (Rose Cottman), Somerset County 350th Anniversary Celebration (Rose Donoway, Gabe Stuckey, and JoAnn Price) and Somerset Intermediate School's Back to School Night (Rose Cottman). The

Halloween Party at the Princess Anne Branch will be on Monday, October 31 with JoAnn Price being the coordinator of the event.

Mr. Stuckey reported that the Crisfield Branch circulation stats are continually rising with Wi-Fi usage continuing to surpass hardwire usage. September stats were slightly down due in part to closing the library one day because severe rain storms closed down Main Street. The meeting room is booking up fast, including use by AARP, a “meet and greet” event for the new Woodson principal and vice principal; Play Pals, GED classes, book discussions, Bucket Survival Kit (Darryl Hairston), the Summer Reading Celebration, Story Time, and Minecraft. There were 22 programs in August and September. Outreach programs including visits to the nursing home and Woodson’s Back to School Night (Jesse Drewer). The Harvest and Halloween Party at Crisfield Library will be on Friday, October 28.

Personnel – *New Hire: Terron Corbin*

President Brice made a motion to approve the hiring of Terron Corbin as a Library Aide. Motion was seconded by Ann Smith and was approved unanimously.

Search Committee for new Board of Trustees Member

President Brice stated the need for a Search Committee to be formed to fill the vacancy left by the expiration of John (JD) Samus’ term of office. He stated that he would be willing to be on the committee and asked for a volunteer to help him. Marlena Turner volunteered to be on the committee.

EXECUTIVE SESSION

President Brice made a motion to enter executive session to discuss personnel matters. Motion was seconded by Ms. Smith. A roll call vote was taken to enter into executive session: Ms. Smith: yes; Mr. Brice, yes; Ms. Turner: yes; Ms. Hurst: yes. The board entered into executive session at 5:25 p.m.

President Brice made a motion to come out of executive session. Motion was seconded by Ms. Turner. A roll call vote was taken to come out of executive session: Ms. Smith: yes; Mr. Brice, yes; Ms. Turner: yes; Ms. Hurst: yes. The board came out of executive session at 5:28 p.m.

President Brice made the announcement that Mr. Ed Goyda has been approved by the Board of Trustees to be the new Director of the Somerset County Library System. He will be starting his new position on November 28, 2016.

President Brice asked for a motion to adjourn the meeting. Motion was made by Ms. Smith, seconded by Ms. Turner; and the meeting adjourned at 5:30 p.m.

Respectfully submitted,
Jan Gorely
Administrative Assistant