

**MISSION STATEMENT:**

***The Somerset County Public Library System provides:***

- *public internet access*
- *materials and programs for reading, viewing and listening enjoyments*
- *materials and programs that excite the imagination*
- *information to resolve issues and answer questions*
- *classes and instruction to assist patrons develop their skills to search for, locate, evaluate, and effectively use information, AND*
- *comfortable and safe physical and virtual spaces*

**BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES**

**REGULAR MEETING MINUTES**

**Wednesday, April 13, 2011; 4:00pm - 5:30pm**

**Crisfield Library**

Present: Board Members Deborah Parker, President; John Samus, Geraldine Shelton, and Chris Boyer; Board Advisor Tom Brice; Jennifer Ranck, Director; Gabe Stuckey, Corbin Library Branch Manager; Jan Gorely, Administrative Assistant, Kay Wheatley, Capital Campaign and Fund Raising Consultant, Richard Crumbacker, Crisfield-Somerset Times; Board Members Peter Stanford, Vice President; Donnie Price, Treasurer; and George Milbert were absent.

**CALL MEETING TO ORDER**

President Parker called the meeting to order at 4:05 PM.

President Parker welcomed the new Board member, Chris Boyer and the new Board Advisor, Tom Brice to the group. Each person in attendance then introduced themselves to Ms. Boyer and Mr. Brice.

**Executive Session – Property Acquisition**

President Parker asked for a motion to move into Executive Session. Time: 4:06 PM. Motion was made by Mr. Samus and seconded by Ms. Shelton. Roll Call: Ms. Parker, yes; Mr. Samus, yes; Ms. Shelton, yes; Ms. Boyer, yes.

President Parker asked for a motion to come out of Executive Session. Time: 5:05 PM. Motion was made by Mr. Samus and seconded by Ms. Shelton. Roll Call: Ms. Parker, yes; Mr. Samus, yes; Ms. Shelton, yes; Ms. Boyer, yes.

**Steering Committee Update – Crisfield Library Project**

Ms. Ranck reported that the deadline for submissions for the RFPs for the selection of an architect and a project/construction manager was last Wednesday. Seven proposals were received. The Steering Committee will rate each proposal on a scale of 1 through 10. After these ratings have been compiled, two or three companies will be selected for an interview. The subcommittee will make a recommendation to the Steering Committee regarding the selection.

**CONSENT AGENDA**

Approve minutes from the regular meeting of February 9, 2011.

Approve financial reports for the period from July 1, 2010 through February 2011

Approve financial reports for the period from July 1, 2010 through March 2011

President Parker asked for a motion to approve the consent agenda. Motion was made by Ms. Shelton and seconded by Ms. Boyer, motion passed unanimously.

## **FISCAL REPORTS**

Ms. Ranck reported that we've been told by the County Human Resources Office that there will not be any increase in health insurance costs this year. On the other hand, those employees that are members of the Maryland State Retirement System will see an increase in their contribution to the system from 5% to 7% effective with the first pay period of the new fiscal year. Also, anyone hired on July 1, 2011 or later will be subject to changes in years it takes to be vested, retirement age and the way their retirement wages will be calculated. The administrative costs to run the retirement program will be passed on to the state agencies EXCEPT for the libraries!

### **FY 2012 Proposed Budget**

Ms. Ranck will be meeting with the County Commissioners on Tuesday, April 19th to present the library's budget. We've been asked to cut our operating expenses by 7%. We will receive official notice concerning the budget in June.

### **LIBRARY ADMINISTRATOR'S REPORT: Jennifer Ranck**

**Capital Grant Update** - Ms. Ranck reported that the Library Capital Grants Program for FY 12 has been cut by 20%; but fortunately, the mandate for the program has not been removed.

We received \$103,000 FY 12 grant toward the Princess Anne Library Space Allocation and Facilities Upgrade—this is contingent on full funding of the Grant Program and local matching funds.

**LSTA Grants Update** – The library has been awarded \$7,500 for staff development and continuing education, \$12,000 to digitize our microfilm collection, and \$15,000 to complete the library's new strategic plan. All of these grants have a completion deadline of September 30, 2011.

The ballet, "Romeo & Juliet", packed the house at the Mar-Va Theater in Pocomoke with 700 people in attendance for the two shows. The Glen Miller Orchestra will be in Pocomoke on April 9th. These programs are sponsored by Somerset County Library and Worcester County Library in conjunction with the Worcester County Arts Council and PNC Bank.

The Steering Committee has met twice. The suit for quiet title on the Collins Street parcel is completed.

National Library Week is April 10-16<sup>th</sup>.

The Eastern Shore Regional Library has a new Administrator – John Venditta. He had been a past director of the Western Maryland Regional Library in Hagerstown, Maryland.

We received a mini-grant from the Community Foundation of the Eastern Shore to offset the costs of creating a Volunteer Manual. We have also partnered with the Somerset County Arts Council by adding picture rails in the meeting room and around the circulation desk so they can display local art work.

President Parker asked for a motion to accept the February and March written report. Motion was made by Ms. Shelton and seconded by Ms. Boyer, motion passed unanimously.

### **Branch Highlights**

Ms. Donoway was attending class in Denton. Ms. Ranck gave a brief overview of what was happening in Princess Anne. There were 2,300 more visits in the last six months of 2010 compared to the first six months of 2010. Programs continue to attract patrons—computer classes, family movie matinees, YA Wii games, Tai Chi classes, quilting and knitting classes, food preparation demonstrations, etc. Volunteers continue to help out the library, both indoors and out.

Mr. Stuckey reported that the library will participate in the Marion Strawberry Festival on May 14. Library volunteers to continue to help indoors and out. Website visits for March were 5,058 and number of patrons using Wi-Fi in March was 78. Family movies, YA Wii and family game night have attracted patrons.

### **Somerset County Library Board of Trustees Bylaws**

It was time for the Board of Trustees to be reviewed and updated as necessary. The following changes were made:

Remove Section 1.a. re: “Associate Trustees” from the bylaws as it does not comply with current code as stated in the “Law of Maryland Relating to Public Libraries (23-403 Board of Library Trustees): “Each board of library trustees consists of seven members appointed by the County governing body from nominees submitted by the board of library trustees.”

Section 21. “ By-Laws should be revised every two years.” Change the term “revised” to “reviewed”.

President Parker asked for a motion to accept the changes in the by-laws as stated. Motion was made by Ms. Shelton and seconded by Ms. Boyer, motion passed unanimously.

### **Custodial Services RFP**

Ms. Ranck advised that there were three companies that bid on providing custodial services to the Princess Anne Library and the Corbin Library. After review of the proposals, the Board approved awarding the bid to Clean Team Janitorial, Inc. and to increase the cleaning at Corbin Library to three times per week.

President Parker asked for a motion to accept Clean Team Janitorial, Inc as the provider for janitorial services to the library. Motion was made by Ms. Shelton and seconded by Ms. Boyer, motion passed unanimously.

### **Princess Anne Library Update**

Mr. Dize of County Maintenance informed us that the installation of gutters on the library will begin in a couple of weeks. All the materials are in and they are ready to go.

President Parker asked for a motion to adjourn. Motion was made by Mr. Samus and seconded by Ms. Shelton; motion passed unanimously.

### **Adjourn at 5:35 PM**

Respectfully submitted,  
Jan Gorely  
Administrative Assistant