

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, August 12, 2009 4:00pm - 5:30pm

Corbin Library

Present: Board Members: Deborah Parker, President; Peter Stanford, Vice President; Donnie Price, Treasurer; Kat Harting, John Samus, Geraldine Shelton, George Milbert; Jennifer Ranck, Director, Mark Thomas, Director, Worcester County Library; Gabe Stuckey, Corbin Library Branch Manager; Jan Gorely, Administrative Assistant.

CALL MEETING TO ORDER

President Parker called the meeting to order at 4:03 PM. Introductions were made around the table.

CONSENT AGENDA

Approve minutes from the special meeting of March 24, 2009.
Approve minutes from the regular meeting of June 10, 2009.
Approve minutes from the special meeting of June 23, 2009.

President Parker asked for a motion to approve the consent agenda. Ms. Harting wanted the minutes of the special meeting on June 23, 2009 to reflect that \$80,000 that was approved as matching funds for the Capital Grant Project for the Crisfield Library site acquisition was coming from the Siobole donation money. It was so noted. Motion was made by Ms. Shelton and seconded by Ms. Harting, motion passed unanimously.

LIBRARY GOVERNANCE

Welcome new board member, George Milbert!

Library Foundation - Q & A with Mark Thomas, Worcester County Library Director

Mark Thomas gave an in depth presentation concerning the differences between a Library Foundation and a Library Friends Group. Questions followed from the Trustees and it was

decided that the Director should look into speaking with a lawyer concerning the charter and by-laws and prepare a list of what we would like our Friends group to do.

Director Evaluation - Update by Deb Parker

President Parker said that nothing has been done yet concerning the evaluation and that she and Vice-President Stanford will be meeting next week to start the evaluation process.

FISCAL REPORTS

Director Ranck presented the revised FY 2010 budget.

Financial reports for the period from July 1, 2008 through June 2009 were included (please note these are note these will not be finalized until the audit is completed).

LIBRARY ADMINISTRATOR'S REPORT: Jennifer Ranck

Director Ranck forgot to mention a couple of upcoming events in her July report:

She will be attending a new teacher orientation on August 13, at 8:00 AM

She will be going on vacation August 20-27.

She will be attending the "Small and Rural Library Conference" in Gatlinburg, TN September 9-13.

President Parker asked for a motion to accept the Director's June and July written reports. Motion was made by Ms. Harting and seconded by Ms. Shelton, motion passed unanimously.

Branch Highlights

In the absence of Ms. Donoway, Ms. Ranck gave the following report concerning Princess Anne Branch:

Foot traffic is increasing in the Princess Anne Branch. In June we had 1200 more visits than in May. That number increased again in July. During the second week of July visits averaged 286 a day, with one day's traffic reaching 304.

Other July highlights: Lorraine Kressin entered our library system in a Playaway giveaway contest and won \$500 worth of Playaways. The adult reading series began and will continue through October when James McBride, author of **Song Yet Sung** will be featured. Mr. McBride will be visiting Princess Anne at the UMES campus on Wednesday, October 28 at 2:30 PM in the Student Services Center Theater.

Mr. Stuckey stated that he is revamping the non-fiction collection and will be promoting different books in that collection over the coming months. He also stated that foot traffic has increased at Corbin. He is also beginning a five month series of adult book discussions.

Director Ranck passed out a draft of the “Calendar of Events” brochure for the Somerset County Library System highlighting programs that will be presented from September through December 2009. Mr. Stanford suggested maybe trying to get local businesses to provide coupons that could be added to the Calendar brochure.

Community Foundation Grant Updates

The Library was not awarded the Community Foundation of the Eastern Shore’s Technical Mini Grant. The Community needs grant will be decided in October, 2009.

Internet Policy

Discussion on this topic was tabled until next meeting.

Meeting Room Policy

Discussion on this topic was tabled until next meeting.

Crab Derby

Director Ranck reported that we have secured a booth at the annual Crab Derby in Crisfield. There will be handouts of refrigerator magnets and pencils as well as a short video about the Library. There was a discussion as to whether or not to close the Corbin Library on that day and it was determined that it should be closed because no one would be able to get to the library before 1 PM because of the parade route. There were very few people who actually came into the library the past few years on that afternoon.

PNC Bank Community Workshops

Director Ranck brought to the Board’s attention that she had been approached by PNC to partner with them on some community workshops. The Board decided that it would be fine.

Personnel

Appointment:

<u>Name</u>	<u>Date</u>	<u>Position</u>
Amy Corbin	July 27, 2009	Page/Shelver (Crisfield branch)
Jaime Humphreys	August 4, 2009	Page/Shelver (Crisfield branch)

Resignation:

<u>Name</u>	<u>Date</u>	<u>Position</u>
Claire Merson	July 31, 2009	Page/Shelver (Crisfield branch)

President Parker asked for a motion to approve the Director’s appointment. Motion was made by Mr. Price and seconded by Mr. Milbert; motion passed unanimously.

President Parker asked for a motion to go into Executive Session.
Motion was made by Ms. Harting and seconded by Ms. Shelton.

Roll Call: Ms. Shelton, yes; Ms. Harting, yes; Mr. Samus, yes; Mr. Price, yes; Mr. Milbert, yes;
Mr. Stanford, yes. Board went into Executive Session at 5:50 PM

Mr. Price left the meeting 5:50 PM.

Executive Session - Crisfield Building Program Update & Personnel Evaluation Update

Motion to leave Executive Session: Motion was made by Ms. Harting and seconded by Ms. Shelton.

Roll Call: Ms. Shelton, yes; Ms. Harting, yes; Mr. Samus, yes; Mr. Milbert, yes; Mr. Stanford, yes.

Adjourned at 6:41 PM

Respectfully submitted,
Jan Gorely
Administrative Assistant