

**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, December 9, 2009; 4:00 PM - 6:35 PM**

**Corbin Library**

Present: Board Members Deborah Parker, President; Donnie Price, Treasurer; John Samus, George Milbert, and Jennifer Ranck, Director; Rose Donoway, Princess Anne Library Branch Manager; Gabe Stuckey, Corbin Library Branch Manager; P.J. Purnell, Crisfield City Mayor; Kim Lawson, Crisfield City Councilman; Rusty Tressler, TGM Group, LLC, Richard Crumbacker, Crisfield Times; Jan Gorely, Administrative Assistant. Kat Harting arrived late. Peter Stanford, Vice President and Geraldine Shelton were absent.

**CALL MEETING TO ORDER**

President Parker called the meeting to order at 4:15 PM.

**Audit Report – Mr. Tressler, TGM Group, LLC**

Mr. Tressler discussed highlights of the audit report. The library continues to be in good fiscal condition. He did bring to the attention of the Board a new line item in the report regarding “Post Employment Benefits”. This figure was determined by an actuarial firm hired by the County to assess the library and all departments of the county. At this time, Mr. Tressler does not know how this figure will impact the library in the future. Mr. Tressler thanked Ms. Ranck and Ms. Gorely for their help and cooperation in completing the audit. Mr. Tressler left at this time.

President Parker recalled the meeting to order at 4:25 PM upon the arrival of Ms. Harting.

At 4:25 PM, President Parker asked for a motion to adjourn to Executive Session to discuss the Crisfield Library Project. Mr. Samus made the motion, seconded by Mr. Milbert. Roll Call: Mr. Milbert, yes; Mr. Samus, yes; Ms. Parker, yes; Ms. Harting, yes; Mr. Price, yes.

At 5:00 PM, Mr. Samus moved to leave executive session; Mr. Price seconded the motion. Roll Call: Mr. Milbert, yes; Mr. Samus, yes; Ms. Parker, yes; Ms. Harting, yes; Mr. Price, yes.

At the end of the executive session, Mr. Purnell and Mr. Lawson left the meeting.

**CONSENT AGENDA**

Approve minutes from the regular meeting of October 14, 2009.

Approve financial reports for the period from July 1, 2009 through October 2009.

Approve financial reports for the period from July 1, 2009 through November 2009.

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

## **FISCAL REPORTS**

### **Annual Audit Review**

President Parker asked for a motion to approve the annual audit report for the year ending June 30, 2009. Motion was made by Ms. Harting and seconded by Mr. Milbert, motion passed unanimously.

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

Staff Day was a success and a lot of fun. As a group, we had worthwhile discussions and were able to address some customer service issues. It was great getting everyone around the same table. Topics were identified for next year's staff day.

Ms. Ranck asked if there were any questions concerning her report. There were none.

President Parker asked for a motion to approve the Director's October and November written report. Motion was made by Mr. Samus and seconded by Mr. Price, motion passed unanimously

### **Branch Highlights**

Ms. Donoway gave highlights of what's happening in the Princess Anne Library. They include some great programs with growing attendance at each event. A license has been obtained for Corbin and Princess Anne libraries to show movies and PA will be having matinees on the third Saturdays of the month. Several employees attended the stress management and the Black Belt Librarians workshops. Ms. Donoway continues to work on her master's degree.

Mr. Stuckey has also scheduled movies for his patrons as well as board game afternoons. Programs continue to attract more patrons. The two spring computer classes are already filled. His last book discussion of the year was in November.

### **FY 2010 Budget Update**

State budget seems to remain intact. Ms. Ranck has not heard anything to the contrary. The Library did take a 9% cut from the County.

### **Internet Policy**

In accordance with Division of Library Development and Services (DLDS) policy, the yearly review of the Library's internet policy took place. Ms. Harting asked how would the staff know when someone was reviewing "inappropriate content" and questioned that there could be a potential for disparities among the staff based on their own beliefs. Ms. Ranck explained that the Library adheres to the Children's Internet Protection Act (CIPA) which specifically defines what is required of schools and libraries. Ms. Harting felt that our policy should include under the Disclaimer section: "This means that public computers are equipped with filtering software and that library staff may terminate a user's computer time if the user is accessing inappropriate content, *i.e., (a) obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors)* as defined by this federal law. "

President Parker asked for a motion to approve the SCLS Internet Policy as amended. Motion was made by Ms. Harting and seconded by Mr. Price, motion passed unanimously

## **Meeting Room Policy**

Discussion of the meeting room policy was tabled until the next meeting.

## **Board Meeting Schedule for 2010**

President Parker asked for a motion to approve the Board meeting schedule. Motion was made by Ms. Harting and seconded by Mr. Price, motion passed unanimously

## **SCLS Holiday Schedule for 2010**

Ms. Ranck provided the holiday schedule for next year and asked permission to close the library at 5:00 pm on the Wednesday before Thanksgiving and on December 23rd.

President Parker asked for a motion to approve the holiday schedule and time changes. Motion was made by Mr. Samus and seconded by Ms. Harting, motion passed unanimously

At 5:25 PM, President Parker asked for a motion to adjourn to Executive Session to discuss the Library Director Evaluation, Princess Anne Space Reallocation, and the Crisfield Library Project. Mr. Price made the motion, seconded by Mr. Milbert. Roll Call: Mr. Milbert, yes; Mr. Samus, yes; Ms. Parker, yes; Ms. Harting, yes; Mr. Price, yes.

At 6:34 PM, Mr. Samus moved to leave executive session; Ms. Harting seconded the motion. Roll Call: Mr. Milbert, yes; Mr. Samus, yes; Ms. Parker, yes; Ms. Harting, yes; Mr. Price, yes.

## **Adjourned at 6:34 PM**

Respectfully submitted,  
Jan Gorely  
Administrative Assistant