

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, June 8, 2011; 4:00pm – 6:00pm

Princess Anne Library

Present: Board Members Deborah Parker, President; Donnie Price, Treasurer; John Samus, Geraldine Shelton (arrived at 4:08 pm), George Milbert, and Chris Boyer; Board Advisors Tom Brice and Robert Laird; Jennifer Ranck, Director; Rose Donoway, Princess Anne Library Branch Manager, Gabe Stuckey, Corbin Library Branch Manager; Jan Gorely, Administrative Assistant, Kay Wheatley, Capital Campaign and Fund Raising Consultant, Sarah Bunch, Economic Development and Transportation Planner for BEACON House, Franklin P. Perdue School of Business, Salisbury University; Gabriela Roncal, BEACON House, Franklin P. Perdue School of Business, Salisbury University; Robert Bull, President, Bullandco LLC. Board Member Peter Stanford, Vice President was absent.

BEACON STUDY REPORT – Sarah Bunch

Somerset County Library, in conjunction with Wicomico County Library and Worcester County Library, contracted with the BEACON House, Franklin P. Perdue School of Business, Salisbury University to prepare a study on the libraries' economic value to their respective communities.

The economic impact of Somerset County library manifests itself through three channels: 1) the annual impact from operations of the library; 2) the impact generated by the percentage of the employees' payroll spent locally; and 3) the patrons' subjective value of free services received from the library [e.g., books, internet access, library programs, etc.]. According to the study, the quantitative economic impact of the library is as follows: Direct Impact: \$1,339,267; Indirect Impact: \$210,223; Induced Impact: \$213,237; for a Total Economic Impact of \$1,762,755. The information in this report will be useful when applying for Federal, State and private foundation grants. A press release is pending.

Ms. Bunch and Ms. Roncal left the meeting after the presentation.

CALL MEETING TO ORDER

President Parker called the meeting to order at 4:18 PM.

Ms. Ranck introduced, Robert Bull of Bullandco LLC, the firm selected to facilitate with the updating of the Library's Strategic Plan. Mr. Bull presented the Board with a timeline of what he expects to accomplish during the next few months in order to develop an updated Strategic Plan for the Library. Board members, the Director, and the staff will be working together in order to develop ways to improve the library's performance, stimulate forward thinking, to solve any organizational problems and devise a new mission statement. The goals agreed upon must show a unified approach and expertise to the public from the Board and staff and also be goals that can be accomplished. It will be important that these goals address the needs and wants of the community. The final drafting of the Strategic Plan is to be finished by September.

CONSENT AGENDA

Approve minutes from the regular meeting of April 13, 2011.

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

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

Accept the annual distribution dated April 18, 2011 from the Buell memorial fund for \$1659.57

Authorize Director to make necessary budget transfers to close out FY 2011

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

LIBRARY ADMINISTRATOR'S REPORT: Jennifer Ranck

FY 2012 Budget -- A few changes have been made to reflect budget reductions in our copying and housekeeping line items now that we have new contracts. Health insurance costs for current employees are not increasing for FY 12 and only a minor increase has been indicated in the costs for retired employees.

Strategic Plan - The library was awarded \$15,000 grant to complete a new three year strategic plan; the current plan expires at the end of this year. A plan is required by the Division of Library Development and Services as well as for Capital grant applications. Ms. Ranck asked the Board to permit the closing of the library on July 7th and opening the Library at 1:00 PM on August 12th so staff can meet with the Strategic Planning Coordinator to start working on updating the Plan. Motion was made by Mr. Samus, seconded by Mr. Milbert, motion passed unanimously.

Big Read Grant -- Somerset has been awarded a Big Read Grant for \$17,000. We will be partnering with Worcester County Library to offer book discussions and special programming in March and April 2012. We also hope to book the author to visit a school and present an evening program.

Mary Zimmermann and Rose Donoway manned a table at the Princess Anne Street Fest. Some promotional materials were passed out including summer reading save the date fliers.

Mary Zimmermann and Gabe Stuckey manned a table at the Marion Strawberry Festival. Thank you to Gabe for being Sneaks.

President Parker asked for a motion to accept the April and May written report. Motion was made by Mr. Price and seconded by Ms. Shelton, motion passed unanimously.

Branch Highlights

Ms. Donoway reported that there are more and more volunteers interested in doing community service at the library. We now have a partnership with the GoGetters, a professor from UMES had a class at the library, the summer reading programs are gearing up, and we had a great National Library Week. Programs for adults, teens and children will be going on throughout the summer.

Mr. Stuckey also reported an increase in community services volunteer at the Corbin Library. The library participated in the Strawberry Festival and the adult summer reading program will start with Wind in the Willows followed by the Kite Runner.

Princess Anne Library Update

County Maintenance with the help of an outside contractor has finished the gutter project. Renovations to the bathrooms and updating the HVAC units are on the agenda for FY 2011-2012.

Steering Committee Update – Crisfield Library Project – Kay Wheatley

Seven submissions were received for the selection of an architect and a project/construction manager. The Steering Committee selected four teams to be interviewed. Of the four teams, the Steering Committee narrowed the choice down to two teams—Whiting Turner/Becker Morgan and Nason Construction/Studio JAED. After much discussion by the Board, a motion was made by Ms. Shelton to select Nason Construction/Studio JAED to start work on the Crisfield Library Project. The motion was seconded by Mr. Milbert; motion passed unanimously. Ms. Wheatley will notify them of the selection and they will begin the process of a preliminary design. A date will be set for the next Steering Committee meeting.

Messrs. Brice, Laird, and Stuckey and Ms. Donoway left the meeting at 6:00 PM

Executive Session – Personnel Benefits

President Parker asked for a motion to move into Executive Session. Time: 6:01 PM. Motion was made by Mr. Milbert and seconded by Mr. Price. Roll Call: Ms. Parker, yes; Mr. Price, yes; Mr. Samus, yes; Ms. Shelton, yes; Mr. Milbert, yes; Ms. Boyer, yes.

President Parker asked for a motion to come out of Executive Session. Time: 6:15 PM. Motion was made by Mr. Price and seconded by Ms. Shelton. Roll Call: Ms. Parker, yes; Mr. Price, yes; Mr. Samus, yes; Ms. Shelton, yes; Mr. Milbert, yes; Ms. Boyer, yes.

Motion was made by Ms. Shelton to increase the Library staff salary by 2%; seconded by Mr. Milbert, motion passed unanimously.

Adjourn at 6:15 PM

Respectfully submitted,
Jan Gorely
Administrative Assistant