

MISSION STATEMENT:

The Somerset County Public Library System promotes learning by providing materials, services, and access to information that enrich our community and excite the imagination.

BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES

REGULAR MEETING MINUTES

Wednesday, October 12, 2011- 4:00 p.m. – 5:30 p.m.

Princess Anne Library

Present: Board Members Deborah Parker, President; Peter Stanford, Vice President (arrived at 4:07 pm); Donnie Price, Treasurer; John Samus; Geraldine Shelton; George Milbert; Chris Boyer (arrived at 4:15 pm); Board Advisor Tom Brice; Jennifer Ranck, Library Director; Rose Donoway, Princess Anne Branch Manager; and Jan Gorely, Administrative Assistant. Also present were Richard Crumbacker, The Crisfield-Somerset County Times newspaper; and Rusty Tressler, TGM LLC accounting firm. Absent was Gabe Stuckey, Corbin Library Branch Manager.

CALL MEETING TO ORDER

President Parker called the meeting to order at 4:02 p.m.

FISCAL REPORTS

Annual Audit Review – Rusty Tressler, Facilitator

Mr. Tressler reviewed the annual audit report for the year ending June 30, 2011. He announced that the library received an “unqualified opinion,” the best rating available. Mr. Tressler stated that this year’s audit findings were consistent with last year’s final audit. He brought to the members’ attention a change on page 9. He mentioned that the “Fund Balance” designation is now called “Assigned For.”

Mr. Tressler also shared that the revenues and expenses were “pretty flat” from last year’s. There were no concerns. The “budgeted” to “actual” figures provided “good results.” There were no alarms or concerns. There were no questions from the Board for Mr. Tressler.

Ms. Ranck did remind the Board members that what they had before them was a draft, and the final audit report would be submitted to the state by November 1, 2011 with the change on page 9 corrected.

President Parker asked for a motion to accept the annual audit report, with corrections, motion was made by Mr. Stanford, seconded by Mr. Milbert, and was unanimously passed. Mr. Stanford congratulated Ms. Ranck, and Ms. Gorely for a job well done on being good stewards of taxpayers’ money. Mr. Tressler left the meeting at this time.

CONSENT AGENDA

Approved minutes from the regular meeting of August 10, 2011.

Approved financial reports for the period from July 1, 2011 through August 31, 2011.

Approved financial reports for the period from July 1, 2011 through September 30, 2011.

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

LIBRARY ADMINISTRATOR'S REPORT

Ms. Ranck reported that the staff In-Service day was held on Monday, October 10 in the Corbin Library. A presentation was offered by Lynn Berger of Business Health Services on "Violence in the Workplace." A web presentation on the Early Literacy Computers was also offered. One computer will be located in the Crisfield Branch and one computer will be located at the Princess Anne Branch. The Strategic Plan was also discussed at the In-Service, with activities to meet the strategies and outcomes highlighted.

Ms. Ranck also stated that approximately 180 rolls of microfilm of the library's microfilm collection had been sent for digitization. The collection will be indexed by month and date, allowing more convenient access for patrons. It will take approximately 12 weeks to index and transfer the collection to PDF format.

President Parker asked for a motion to accept the Director's August and September written report, motion was made by Ms. Shelton, seconded by Mr. Milbert, and was unanimously passed.

Branch Highlights

In Mr. Stuckey's absence (due to his volunteerism as chairperson of Old Princess Anne Days), Ms. Ranck reported that Mr. Stuckey offered an eReader workshop in both the Crisfield and Princess Anne branches. Six people attended in Crisfield, while seven people attended in Princess Anne. Mr. Stuckey has art work from Woodson Elementary on display in the children's room. His WiFi count was 132 for September. The book discussion continued in September, as did One Maryland One Book events. There were 434 reference questions answered in September.

Ms. Donoway reported that the Princess Anne Branch had been designated as a "cooling station" several times during the summer, but had not noticed a visible influx of patrons. Ms. Donoway offered a Resume Preparation class in both the Crisfield and Princess Anne branches. One person who attended the Princess Anne session received an interview. Princess Anne continues to receive and train new volunteers. When asked if patron behaviors of loitering and/or using the library for non-library reasons is a concern, Ms. Donoway assured the Board this is not a concern at this time.

Crisfield Library Project Update

Ms. Ranck announced the deed has been received for the land on Collins Street for the new Crisfield Library. The Steering Committee met with the representatives of the architectural firm, Studio JAED. The topic of discussion was the building program which highlights the eight different areas to be considered when designing the actual building. A public input session will be held by mid-November, which will be attended by members of the Studio JAED team. The meeting may possibly be held at the Crisfield Branch or the Tawes Museum. Ms. Ranck will notify members when the exact date of the public session is scheduled. The Steering Committee applied for a grant from the Gladys Brooks Foundation and continues to look for other funding sources.

Princess Anne Legacy Grant

Ms. Ranck reported that the Town of Princess Anne has applied for a Community Legacy Grant and has allowed the library to submit a proposal as a part of the Town's application.

SCLS Strategic Plan

Ms. Ranck brought the Strategic Plan brochure to the Board members attention, with an overview of the mission, vision, and strategies and outcomes.

Mr. Brice said he believed the mission statement was very well done and was glad to see "learning and exciting the imagination" as part of the library's mission.

Ms. Ranck said that the response to the survey which was integral in developing the strategic plan, showed that 60% of respondents were in support of a new Crisfield library. She felt that the respondents were already library users, and mentioned the difficulty in reaching non-library patrons. She stated that two interns from Salisbury University's BEACON program will be available to help with marketing strategies.

Mr. Stanford shared that he appreciated the school readiness segment of the plan as well as the library as the "first point of technology for many patrons," as part of the mission recognized by the Somerset County Library System. In light of the earthquake and hurricane recently experienced, Mr. Stanford offered his services for an "Emergency Information" program to inform our patrons of steps necessary to be prepared for natural emergencies.

Ms. Parker complimented the staff on their valuable input into the strategic plan and their commitment to its implementation.

Personnel

Ms. Ranck announced the appointments in Princess Anne Branch of two new pages, Samantha Doane and Joseph Jones. Crisfield is continuing with only one page, following the resignation of Mr. Esposito due to his graduation. Mr. Stuckey will continue to access the staffing needs at the Corbin Branch.

President Parker asked for a motion to approve the Director's appointments, motion was made by Mr. Samus and was seconded by Ms. Shelton, and was unanimously passed.

Mr. Brice, Mr. Crumbacker, Ms. Donoway and Ms. Gorely left the meeting at 4:55 pm.

Executive Session

President Parker asked for a motion to move into Executive Session to discuss Personnel. Time 4:57 pm. Motion was made by Ms. Shelton and seconded by Mr. Milbert. Roll Call: Ms. Parker, yes; Mr. Price, yes; Mr. Samus, yes; Ms. Shelton, yes, Mr. Stanford, yes; Ms Boyer, yes; Mr. Milbert, yes.

President Parker asked for a motion to come out of Executive Session. Time 5:23. Motion was made by Ms. Shelton, seconded by Mr. Milbert. Roll Call: Ms. Parker, yes; Mr. Price, yes; Mr. Samus, yes; Ms. Shelton, yes, Mr. Stanford, yes; Ms Boyer, yes; Mr. Milbert, yes.

Adjourn

A motion to adjourn the meeting was made by Mr. Price, seconded by Mr. Milbert, and the meeting was adjourned at 5:24 p.m.

Respectfully submitted,
Rose Donoway
Princess Anne Branch Manager