

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**

**Saturday, April 25, 2009; 11:15am - 5:00pm
Ewell Library**

Present: Board Members Deborah Parker, President; Kat Harting, John Samus, Geraldine Shelton; Jennifer Ranck, Director, Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Corbin Library Branch Manager; and Jan Gorely, Administrative Assistant. Peter Stanford, Vice President and Donnie Price, Treasurer were absent.

CALL MEETING TO ORDER

The meeting was called to order at 2:30 by President Parker.

CONSENT AGENDA

Approve minutes from the regular meeting of February 11, 2009.

Approve financial reports for the period from July 1, 2008 through February 2009.

Approve financial reports for the period from July 1, 2008 through March 2009.

Ms. Harting asked that a line be added to the financial reports showing the gift from the Sibole estate. It was so noted.

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

LIBRARY GOVERNANCE

New Library Board Member Report (Kat Harting, Chair)

The Search Committee has reviewed the applications for the new trustee. There were three applications for the position. One candidate subsequently withdrew their application. The qualifications of each of the candidates were discussed with the decision to postpone the selection of anyone until all the references could be checked out.

There was also discussion about the possibility of increasing the number of trustees from seven to nine but there may be an issue with the Laws of Maryland Relating to Public Libraries concerning this. Ms. Ranck contacted the Division of Library Development and Services (DLDS) about the idea of an associate member as the MD Laws Relating to Public Libraries makes no mention. The State Librarian was unavailable but she spoke with her assistant and she “believes” that seven is in fact the legal number. Under composition it states, “each library board of trustees consists of seven members.” Exceptions have been made by amendments to the law. Ms. Ranck will follow up on this.

Ms. Ranck mentioned that as of now, we don’t have a library foundation and we need to find a place where people who would like to help the library can be placed but don’t want the five year commitment of a library trustee. She will have more information concerning the foundation system and friends groups at the next meeting.

There was also discussion about making certain changes in the Somerset County Library Board of Trustees By-laws about changing wording to say that “a trustee whose term has expired “may” be replaced by an Associate Trustee...instead of “will”.

In the end, a motion was made by Mr. Samus to postpone making a decision on the selection of the new trustee until the next meeting. Motion was seconded by Ms. Shelton, motion passed unanimously.

Development Update (Deb Parker)

Ms. Parker tasked the trustees to think of the names of individuals who may be interested in helping the library either in a “friends” group or as a “foundation”. She also noted that we may need to hire a development consultant to work on this project.

FISCAL REPORTS

FY 2009/2010 Budget

Ms. Ranck reported on her meeting with County Commissioners on April 16, 2009. A final revision of the budget will need to be done once health care and raises are hopefully approved. The public hearing is set for May 19 and adoption of the budget is set for June 9. Mr. Adkins should have official letters out the following week. We were originally facing a 10% decrease in our State funding, however it looks as though we will be flat funded rather than cut. However, the State miscalculated funds last year and we will have a reduction of about \$1800 for last year and another \$1800 for this upcoming fiscal year.

Gifts

Ms. Parker asked for a motion to accept the following donations:

\$565 in memory of Logan Widdowson.

\$40 in memory of Bessie Holland.

\$994.63 Martin F. Buell distribution

Motion made by Ms. Shelton, seconded by Mr. Samus, motion passed unanimously.

LIBRARY ADMINISTRATOR'S REPORTS: Jennifer Ranck

Ms. Parker asked for a motion to accept the Library Administrator's reports of February and March. Motion made by Ms. Harting, seconded by Ms. Shelton, motion passed unanimously.

Website update: New web address: www.somelibrary.org

Ms. Ranck reported that she and Mr. Stuckey met with Eric Rider to detail how the content management system will work. This will allow us to easily update the website. ESRL is upgrading software on the server and we should have the CMS up and running this summer. We will have some money left over from the grant because we didn't update the logo, business cards, and letterhead. She is thinking of asking Mr. Rider to investigate an intranet for the library staff.

Crisfield Building Program Update:

Ms. Ranck stated that she is still looking for the Whittington School site plan and school building blueprints for the consultant John Toppe. Mr. Samus said that he would be in contact with Mr. Daughtery to take care of this. John Toppe may be able to make the next board meeting scheduled for June 10th.

Capital Grants, FY 2011 grant deadline is June 1, 2009

Ms. Ranck and Ms. Gorely attended a Capital Grant training led by Ms. Croft of DLDS. Capital grants for Fiscal Year 2011 are due by June 1, 2009.

There is stimulus money available for broadband updates, especially in Rural Areas. DLDS is asking us to work with local agencies, schools, county IT departments and community organizations so that we can submit one proposal to the state of Maryland and have a better chance at being funded. Ms. Ranck attended an informational meeting this past Tuesday. There is a very quick turnaround time for these grants.

Performance Reviews— will be scheduled for May and June 2009

Enclosed in the board packet were drafts of performance evaluations. Each evaluation will include a review completed by the employee's immediate supervisor, a self-evaluation where employees can detail their goals and what they need to improve or grow in their position. Also included is an upward evaluation where the employee will assess their supervisor and that form will be given to the supervisor's immediate supervisor. Ms. Ranck will conduct reviews in May with my immediate reports and then the rest of the staff will have their reviews in June.

Library Tote Bags

Reusable blue tote bags with the Library's name and logo are now on sale at the Library for \$3.00 each.

General Discussions

Ms. Ranck wanted to bring to the Board's attention that some of the people that she would like to hire and has hired for library programming may be people she knows outside of work. Discussion followed and the Board decided to allow Ms. Ranck to hire whoever she deemed appropriate for these programs.

“Big Read”

Worcester County was awarded another “Big Read” grant and will partner with SCLS to offer special programming and a scholarship opportunity for high school students. Events will take place in April 2010. Ms. Ranck will be attending training June 16 & 17 in Minneapolis concerning this project.

Personnel

Administrative Leave:

<u>Name</u>	<u>Date</u>	<u>Position</u>	<u>Reason</u>
Sheila Ward	January 2009	Library Assistant	family emergency

Transfer:

<u>Name</u>	<u>Date</u>	<u>Position</u>
Maria Dorman	March 15, 2009	Library Assistant I

Appointment:

<u>Name</u>	<u>Date</u>	<u>Position</u>
Christina Rentschler	April 6, 2009	Library Assistant I/FT

Resignation:

<u>Name</u>	<u>Date</u>	<u>Position</u>
Rosemary Truitt	March 31, 2009	Maryland Young Adult Coordinator

Ms. Parker asked for a motion to approve the Director’s appointment. Motion made by Ms. Shelton, seconded by Ms. Harting, motion passed unanimously.

Meeting adjourned at 3:35 PM

Respectfully submitted,
Jan Gorely
Administrative Assistant