

**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 11, 2010; 4:00pm - 5:30pm  
Crisfield Library**

Present: Board Members Deborah Parker, President; Peter Stanford, Vice President (arrived at 4:15); Donnie Price, Treasurer; Kat Harting, John Samus, Geraldine Shelton, and George Milbert, Jennifer Ranck, Director; Rose Donoway, Princess Anne Library Branch Manager; Gabe Stuckey, Corbin Library Branch Manager; and Jan Gorely, Administrative Assistant.

**CALL MEETING TO ORDER**

President Parker called the meeting to order at 4:08 PM.

**CONSENT AGENDA**

Approve minutes from the regular meeting of June 9, 2010.

Approve financial reports for the period from July 1, 2009 through June 30, 2010 pending final audit.

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

**FISCAL REPORTS**

**Audit Update**

Ms. Ranck distributed a copy of the final budget to all the Trustees. She noted that we have reduced operating budget and health care costs increased by 5.1%.

Ms. Ranck reported that our accountant, Rob Davis of Holloway & Marvel, closed books last week. Rusty Tressler of TGM Group (formerly called Trice, Geary & Myers) will be coming on Aug 23<sup>rd</sup> to begin the audit.

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

Ms. Ranck informed the Board that there is an ad in the paper to hire two new pages to replace Jenny Jones (Princess Anne) and Amy Corbin (Corbin) who will both be going off to college.

Ms. Ranck also said that USDA money is more likely to be approved for the Princess Anne Facilities upgrade. We should be hearing something soon.

Staff Training Day will be on October 11<sup>th</sup> and Ms. Ranck is working on the agenda.

The Citizens for Maryland libraries conference will be held on Nov. 6<sup>th</sup>. It's usually in Annapolis or Baltimore. Ms. Ranck will email the Board as more information becomes available.

President Parker and Ms. Ranck spoke with a Development/Fundraising Consultant concerning the new Crisfield Library. From this meeting it was apparent that a consultant could help the Board and Library with:

1. A feasibility study
2. Board Training on Fundraising
3. Helping set up a plan on how best to move forward
4. Meet with the Board regularly to help keep us on track. The Board will need to go out and ask for money for the project.

Ms. Ranck is setting up appointments with other consultants. A short discussion was held on the order of how we should proceed on the project.

Ms. Harting brought up the subject of the upcoming elections and how the candidates stood on Library issues. It was suggested that the Library hold a candidate forum, perhaps in conjunction with sponsorship with one of the newspapers. Ms. Ranck was asked to find out if the library could ethically host such an event.

President Parker asked for a motion to accept the Library Administrator's June and July written report.

Motion was made by Ms. Harting, seconded by Ms. Shelton, motion passed unanimously.

### **Branch Highlights**

Ms. Donoway reported that Princess Anne has seen an increase in circulation and traffic and a slight decrease in computer usage. The decrease in computer usage could possibly be due to the fact more patrons are bringing in their own computers and using WiFi. Question asked if there was any way to track WiFi usage? Ms. Ranck will check with ESRL to see if they are able to do this.

Mr. Stuckey reported that Corbin Library has 13 adults in the summer reading program and 10 teens signed up. Shelf readers have been installed to direct patrons from the stacks to on-line database resources.

### **Princess Anne Space Reallocation Project – Ms. Ranck**

A proposal from Studio JAED has been received where they outline the cost of replacing the gutters on the Princess Anne building. They estimate that it will cost between \$20,000-\$24,000. There was a discussion regarding moving forward with Library grant money to get the gutters fixed. Mr. Cavanaugh and Mr. Dize of County Maintenance have seen the plans, liked them, and made a couple of suggestions.

Ms. Harting made the motion for Ms. Ranck to ask the County Commissioners if the Library can proceed with the gutter replacement project using grant funds, recognizing and appreciating that the Commissioners have contributed \$100,000 to the Princess Anne Space Reallocation project. Ms. Shelton seconded the motion, motion passed unanimously. This project is possible due to an unexpected, one-time grant award increase.

### **Crisfield Library Update – Ms. Ranck**

Ms. Ranck reported that, unfortunately, the Crisfield Library Project was not eligible for USDA grant money. We need to go forward with the purchase of the property. We have \$40,000 from the County, approximately \$83,000 from Sioble donation and up to \$160,000 from the state, if we can get matching funds by June 2011. Ms. Ranck asked for permission to talk to Mr. Simpkins and Mr. Lawson concerning how best to proceed. Permission was granted.

## **Crab Derby Day**

Last year the Corbin Library was not open. Ms. Ranck wants staff to report to work at 9:00 AM and work on projects and then open the building to the public from 1:00 to 5:00 PM. Mr. Samus made a motion to leave the decision concerning the opening of the Crisfield Library in the Director's hands, Mr. Milbert seconded the motion, motion passed unanimously.

## **Somerset County Library Foundation Update**

Ms. Ranck reported meeting with Rob Davis of Holloway and Marvel (our accounting firm) to proceed with filling out the application for the 501c3 foundation classification. We hope to have the application ready to go soon. We need this classification in order to apply for certain types of foundation grants.

## **Executive Session – Personnel Policy discussion**

At 5:23 PM President Parker asked for motion to go into Executive Session to discuss Personnel Policy. Mr. Price made the motion, Mr. Milbert seconded the motion. Roll Call: Ms. Harting, yes; Mr. Milbert, yes; Mr. Stanford, yes; Mr. Price, yes; Mr. Samus, yes; Ms. Parker, yes; Ms. Shelton, yes.

At 6:03 PM President Parker asked for a motion to come out of Executive Session – Mr. Price made the motion, Mr. Milbert seconded the motion. Roll Call: Ms. Harting, yes; Mr. Milbert, yes; Mr. Stanford, yes; Mr. Price, yes; Mr. Samus, yes; Ms. Parker, yes; Ms. Shelton, yes.

Ms. Harting made a motion to accept the language on parental leave and to update the Employee Handbook, Mr. Milbert seconded the motion, motion passed unanimously.

The updated wording is as follows:

### **6.7 Parenthood Leave**

“Employees may take up to one month of paid parental leave for purposes of prenatal care, care for a newborn, a newly adopted, or seriously ill child. Illness related leave requires verification from the child's physician and must be approved in writing by the Director. Leave will be paid at the same rate being earned in the month prior to taking the leave. Employees must have completed one year of employment in order to be eligible for parental leave.”

Ms. Harting made a motion to authorize the Director to investigate designating funds for post-employment health, Mr. Stanford seconded the motion, motion passed unanimously.

Motion to adjourn made by Mr. Samus, Mr. Stanford seconded the motion, motion passed unanimously.

Adjourn 6:05 PM

Respectfully submitted,

Jan Gorely  
Administrative Assistant