

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 8, 2010; 4:00pm - 5:30pm
Crisfield Library

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

CALL MEETING TO ORDER

President Parker called the meeting to order at 4:10 PM.

CONSENT AGENDA

Approve minutes from the regular meeting of October 13, 2010.

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

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

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.

LIBRARY ADMINISTRATOR'S REPORT: Jennifer Ranck

Ms. Ranck reported that she and Rose Donoway attended a Budgeting for Libraries Workshop in Denton. There were some helpful discussions on how to manage fund balances, suggesting that the best use for a fund balance is one-time capital expenditures. It was also recommended that government and non-profit organizations maintain unrestricted funds for a minimum of two months of operating expenses.

Ms. Ranck had just submitted the annual statistics report to the State for FY 2010. There were increases in all categories from the previous year's statistics, i.e., materials, borrowers, questions answered, library visits, meeting room usage, number of programs and attendance, etc. Ms. Harting mentioned that the Calendar of Events brochure is a good idea and to keep those programs coming and to continue to not to be afraid to try new things.

Ms. Ranck asked the Board to approve the latest version Maryland Library Cooperative Borrowing Agreement. The agreement states that anyone who has a public library card in the State of Maryland can borrow and return materials to any Maryland public library system. In addition, Ms. Ranck asked the Board to approve a new document called the Resource Sharing/Interlibrary Loan Agreement. This agreement states that all public libraries in Maryland agree to lend all or some portion of their collection throughout the State. These two agreements ensure the best possible library service is provided to all Maryland residents. Mr. Stanford made a motion to sign both the Cooperative Borrowing Agreement and the Resource Sharing/Interlibrary Loan Agreement; seconded by Mr. Price, motion passed unanimously.

The Princess Anne Library gutter project is now in the hands of County Maintenance. The bids that came in were rejected because of their high cost. County Maintenance will do the work and will hire someone to do the slate work. The library will be responsible for the costs.

President Parker asked for a motion to accept the October and November written report. Motion was made by Ms. Harting and seconded by Mr. Stanford, motion passed unanimously.

Branch Highlights

In Ms. Donoway's absence, Ms. Ranck gave a short report on Princess Anne Branch highlights. We again participated in the Princess Anne Christmas parade. Ms. Zimmermann past out bags with books and other goodies and 80 children got to have their picture taken with Santa. A beautiful mural depicting a scene on the Chesapeake Bay was installed in the entrance area of the library.

Mr. Stuckey reported that there were 17 volunteer hours in November and that he had met with Janice Cottman from Crisfield High to discuss volunteer and programming opportunities that are available for students. There were 4,294 website visits, the Root Doctor program had 12 attendees, History of Smithsonian had 10 attendees. He and Ms. Zimmermann will be participating in the Crisfield parade. Family movie night and Wii game night continue.

New Board Member Update

Mr. Milbert and Ms. Shelton were absent so there was no report. We will probably have to advertise again for a new board member with February 1st as the deadline for applications.

Crisfield Library Update

Discussion was held about the need for a Planning Committee for this project. They will have to meet with an architect to get plans started. President Parker would like to get the fundraisers on board and moving forward in January. We will need participants from the community and President Parker asked that each board member come up with the names of two people they think might be willing to serve on this committee. Please email those names to Ms. Ranck so the Board could start to work on this in January.

The City of Crisfield is trying to get a new survey for the Collins Street property so that we can move forward with the purchase of the property. There appears to be one small parcel that could have been either a road or a right of way that is in question. In order to free up this small piece of property, they will have to "sue for quiet title" which could take 45 to 90 days.

President Parker also felt that it was important for Ms. Ranck to meet with the new commissioners as soon as possible to bring them up-to-date on the status of the Crisfield Project.

Board Meeting Schedule for 2011

SOMERSET COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

MEETING SCHEDULE 2011

<u>Date</u>	<u>Time</u>	<u>Location</u>
February 9, 2011	4:00 PM	Princess Anne
April 13, 2011	4:00 PM	Crisfield
June 8, 2011	4:00 PM	Princess Anne
August 10, 2011	4:00 PM	Crisfield
October 12, 2011	4:00 PM	Princess Anne
December 14, 2011	4:00 PM	Crisfield

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

SCLS Holiday Schedule for 2011

HOLIDAY SCHEDULE 2011

<u>Date</u>	<u>Holiday</u>
January 1, 2011	New Year's Day
January 17, 2011	Martin Luther King, Jr. Day
February 21, 2011	Presidents' Day
April 22, 2011	Good Friday
May 30, 2011	Memorial Day
July 4, 2011	Independence Day
September 5, 2011	Labor Day
October 10, 2011	Columbus Day
November 11, 2011	Veterans Day
November 24 & 25, 2011	Thanksgiving Days
December 24, 2011	Christmas Eve
December 26, 2011	Christmas Day
December 31, 2011	New Year's Eve

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

Executive Session – Personnel Policy discussion

President Parker asked for a motion to move into Executive Session to discuss personnel policy. Time: 4:55 PM. Motion was made by Mr. Samus and seconded by Ms. Harting. Roll Call: Ms. Harting, yes; Mr. Samus, yes, Mr. Stanford, yes; Mr. Price, yes; Ms. Parker, yes.

President Parker asked for a motion to come out of Executive Session. Time: 5:10 PM. Motion was made by Ms. Harting and seconded by Mr. Price. Roll Call: Ms. Harting, yes; Mr. Samus, yes, Mr. Stanford, yes; Mr. Price, yes; Ms. Parker, yes.

Adjourn at 5:15 PM

Respectfully submitted,
Jan Gorely
Administrative Assistant