

**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, February 11, 2009 - 4:00 – 5:30 pm**

**Princess Anne Library**

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

**CALL MEETING TO ORDER**

The meeting was called to order at 4:05 by President Parker.

President Parker shared a thank you note sent by Jean Johnson for the flowers and gift card the Board presented her as a “thank you” for stepping in as Interim Director during the past few months.

President Parker also noted that she had heard from June Garcia that Michael Lamb (a Director candidate) had been selected for a position in a New Jersey library.

**CONSENT AGENDA**

Approve minutes from the regular meeting of December 10, 2008.

Approve financial reports for the period from July 1, 2008 through November 30, 2008.

Approve financial reports for the period ending July 1, 2008 through December 2008.

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)**

Ms. Harting announced that Mr. Samus and Ms. Shelton were on the Search Committee for the new Board of Trustees' member. She passed out a revised version of the Trustee application for the Board's perusal. After review by the Board, suggestions for additions, changes, and deletions were made by those present. Ms. Ranck stated that she would incorporate the changes and have a new trustee application available for distribution to the branches as soon as possible. It was decided that the applications would be due back to the Library by April 1, 2009 and that the nominating committee would bring their recommendations to the whole Board at the June meeting. It was agreed that the Board will be looking for candidates from various parts of the County. There was also discussion concerning expanding the number of members on the Board of Trustees but no decision was made.

### **Update on Crisfield Library (John Samus)**

There was discussion on how the process was proceeding concerning the new Crisfield Library proposed site. Mr. Samus brought to the Board's attention John Toppe's (Toppe Consultants, Inc.) memorandum concerning the site. The conclusion by the Board was that much more needed to be done before the process could go forward and that it was important to have a site plan of the building as soon as possible.

A motion was made by Mr. Samus to give the Director permission to contact John Toppe to start the process. Motion was seconded by Mr. Price, motion passed unanimously.

There was also discussion concerning getting title from the County to the proposed site so that the Library can go ahead with getting appraisals on the property. The property must be appraised by a minimum of two Department of General Services certified appraisers. The appraisals will be needed in order to get the matching funds from the state.

Ms. Harting made the following motion: Move that we issue a statement of intent to put a library on the Whittington School site if that site is decided to the library by the County. Mr. Samus seconded the motion, motion passed unanimously.

### **Development Update (Deb Parker)**

Ms. Parker discussed the need to set up a committee of members. They would not necessarily have to be on the board but should be people who have contacts in the community and who would be willing to help the Library find some sources for contributions. She asked that each board member come up with the names of six people who may be able to make a contribution to the library or know someone who could.

### **Friends Group**

This was tabled for discussion at a later time.

## **FISCAL REPORTS**

### **FY 2009/2010 Budget**

Ms. Ranck reported the library budget is due to the Board of County Commissioners by Friday, February 27. Due to the State budget cuts, we are being asked to cut our operating budgets by 5% and to not request new positions. There is rumor that a 10% cut may be made to the 2010-2011 library budgets by the State.

### **Gifts**

President Parker called for a motion to accept \$83,143.10 in memory of Robert W. Sibole's mother, Ada Esther Sibole.

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

A motion was made by Ms. Harting to put the money into a six month CD, seconded by Ms. Shelton, motion passed unanimously.

President Parker made a motion to accept \$40 in honor of Laura M. Dorsey.

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

Mr. Price left the meeting at 5:35 PM.

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

**Website Update**, new web address: [www.somelibrary.org](http://www.somelibrary.org)

#### **Crisfield Library's Hours of Operation**

*Motion to change Crisfield Library's opening time from 11 am to 10 am effective March 1.*

It was decided to leave the hours of operation as they are for now.

#### **Somerset County Library System's Rules of Conduct**

Discussion was held concerning the "Rules of Conduct" for the library (which had not been updated for many years.) Ms. Ranck reviewed with the Trustees a pamphlet that she had created concerning these rules. After some discussion and a few changes, it was decided that the pamphlet would be made available to the patrons and that the updated rules would go into effect immediately.

President Parker asked for a motion to approve Somerset County Library System's Rules of Conduct effectively immediately.

The motion was made by Ms. Shelton, seconded by Mr. Stanford, motion passed unanimously.

**Personnel**

Administrative Leave:

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

Resignation:

<u>Name</u>	<u>Date</u>	<u>Position</u>
Jocelyn Colbert	January 21, 2009	Shelver

Appointment:

<u>Name</u>	<u>Date</u>	<u>Position</u>
Maria Dorman	March 1, 2009	Library Assistant I/FT

Motion was made by Ms. Harting to approve Director's appointment, seconded by Ms. Shelton, motion passed unanimously.

Ms. Ranck asked to go into Executive Session to discuss personnel.

Motion to go into Executive Session at 5:45 PM was made by Mr. Stanford, seconded by Mr. Samus. Roll Call: Ms. Parker, yes; Mr. Stanford, yes; Mr. Samus, yes, Ms. Harting, yes; Ms. Shelton, yes.

Ms. Harting moved to end the executive session at 6:05 PM; Ms. Shelton seconded the motion. Roll Call: Ms. Parker, yes; Mr. Stanford, yes; Mr. Samus, yes, Ms. Harting, yes; Ms. Shelton, yes.

Mr. Samus moved to adjourn the meeting; Ms. Harting seconded the motion, motion passed unanimously

Meeting adjourned at 6:07pm.

Respectfully submitted,  
Jan Gorely  
Administrative Assistant