

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
Thursday, February 18, 2010; 5:30pm - 7:00pm
Tawes Museum, Crisfield**

(Public Forum re: Crisfield Library Location preceding Board Meeting, 4:30 – 5:30pm)

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

CALL MEETING TO ORDER

President Parker called the meeting to order at 5:39 PM.

CONSENT AGENDA

Approve minutes from the regular meeting of December 9, 2009.

Approve financial reports for the period from July 1, 2009 through December 31, 2009.

Approve financial reports for the period from July 1, 2009 through January 31, 2010.

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.

FISCAL REPORTS

Budget Update – Jennifer Ranck

The library budget is due to the County Commissioners by February 26. Because of State budget cuts, the library is being asked to prepare a flat operating budget with no new staff positions. Last year, the library's county funding was reduced by 9%. The materials budget and staff travel/development will be significantly impacted by this reduced funding.

LIBRARY ADMINISTRATOR'S REPORT: Jennifer Ranck

President Parker asked for a motion to approve the Director's December 2009 and January 2010 written report. Motion was made by Mr. Samus and seconded by Mr. Price, motion passed unanimously.

Branch Highlights

Ms. Ranck reported that Princess Anne Branch Manager, Rose Donoway, is half way through her MLS program with straight A's. Congratulations Rose!

Attached are the Princess Anne Branch monthly reports for December 2009 and January 2010 and the Corbin Library Branch reports for November and December 2009.

Meeting Room Policy

Discussion of the meeting room policy resulted in one change requested by Ms. Harting. She recommended that the sentence "Future use of the meeting room may be denied to any group failing to comply with these regulations" be moved to just before the sentence, "To schedule a time for a meeting, call 410-651-0852".

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

Princess Anne Space Reallocation Update

Ms. Ranck has met with Charles Cavanaugh and John Dize (from the County) and Studio JAED (an independent contractor) concerning on-going problems with the Princess Anne Branch boiler and the roof gutter system. Studio JAED will submit three redesign options for consideration.

Selection of an Audit Firm

The Director asked that the audit firm of TCM be approved to perform the 2009/2010 audit. They have quoted us a fee of \$6,500 for this service.

President Parker asked for a motion to approve the audit firm TGM. Motion was made by Ms. Harting and seconded by Mr. Milbert, motion passed unanimously.

USDA Stimulus Funding For Libraries

The Director is pursuing a grant from the USDA Stimulus Funding for Libraries program. The money from these grants may be used to construct, enlarge or improve rural public libraries.

Big Read Grant

Ms. Ranck has also applied for a Big Read Grant for FY 2011. Competition will be tight due to the limited budget of the National Endowment of the Arts.

President Parker requested that the Board meet in Executive Session at 4:00 PM on Thursday, March 4, 2010 at the Princess Anne Library to discuss the Crisfield Library Site Selection.

At 6:27 PM, President Parker asked for a motion to adjourn. Mr. Samus made the motion, seconded by Ms. Harting.

Adjourned at 6:27 PM

Respectfully submitted,
Jan Gorely
Administrative Assistant