

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 9, 2011; 4:00pm - 5:30pm

Princess Anne Library

Present: Board Members Deborah Parker, President; Geraldine Shelton and George Milbert, Jennifer Ranck, Director; Rose Donoway, Princess Anne Library Branch Manager; Gabe Stuckey, Corbin Library Branch Manager; Jan Gorely, Administrative Assistant, Mary Lou Tietz and Kay Wheatley, Capital Campaign and Fund Raising Consultants. Donnie Price, Treasurer arrived at 4:35 PM. Board members Peter Stanford, Vice President and John Samus were absent.

CALL MEETING TO ORDER

President Parker called the meeting to order at 4:00 PM.

Crisfield Library Project

Ms. Ranck introduced the Board to Crisfield Library Project Planning Consultants Kay Wheatley and Mary Lou Tietz. Ms. Ranck gave a brief history of the project and where we stand today. Kay Wheatley is from Seaford and grew up in the Rehoboth area. She was on the Steering Committee for the building of the new 16,000 sq.ft. Seaford Library. She helped raise \$2 million from the community and was able to get \$2 million from the State for the project. She has worked on several other fundraising projects and has a background in construction which was very helpful during the construction phase of the Seaford Library. Mary Lou Tietz was originally from Bethesda, Maryland and now lives in Bethany Beach. She has been working for years for non-profits as a Deputy Director or Executive Director. She has been part of seven or eight major capital campaigns. She was able to help raise \$2.5 million for the expansion of the South Coastal Library in Bethany Beach, helped with the Seaford Library campaign and is still working to raise money to build transitional housing in the Washington area.

Steering Committee Update - Ms. Ranck reported that the first Steering Committee meeting was held in Crisfield this morning. Ms. Tietz felt that it was a very good meeting with a dynamic group of participants--but she would like to see more members of the community be involved--at least 10 to 15 in total. At the present time there are six members on the Committee. There was some discussion about who else could be asked to join the group. Ms. Wheatley and Ms. Tietz explained the next steps in the process—working on a case statement for the project. It is a very important that the Steering Committee fine-tune this statement. It is a working document that will be changed and updated frequently. An Advisory Board may also be convened. Lastly, the Committee and Board will need to identify fund raising sources. Ms. Tietz and Ms. Wheatley will be meeting with the Steering Committee on March 2.

Ms. Tietz and Ms. Wheatley will help with the preparation of RFPs for the selection of an architect and a project/construction manager. It is imperative to get some renderings/drawings of the proposed building and a realistic amount of the cost of construction of said building. These will be needed in order to pursue funds from the County, State, grants and private funding.

CONSENT AGENDA

Approve minutes from the regular meeting of December 8, 2010.

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

Approve financial reports for the period from July 1, 2010 through January 2011

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

FISCAL REPORTS

FY 2012 Proposed Budget

Ms. Ranck reported that library budget is due to the County Commissioners by February 18th. Because the County is anticipating cuts from State funding, we have been asked to reduce our operating budget by 7% with no new staff positions. According to a preliminary draft that she has received from the State about the "State Funding Formula", even though the per capita level remains the same, we will actually receive less money because of a decrease in population in the County. Ms. Ranck will meet with the Commissions sometime in April to present the budget.

LIBRARY ADMINISTRATOR'S REPORT: Jennifer Ranck

Ms. Ranck reported that TGM, LLC, the firm that has completed our audit over the past few years, has again quoted us the same fee for the 2010/2011 audit.

SCLS received a thank you from the Somerset County Public Schools for our donation of \$1,000 to the "DEFinitely Real Program" at Washington High School. This program is designed to show students the value of an education and how it will affect their potential future earnings.

Ms. Ranck has applied for LSTA grant funds from the State Library/DLDS. The two grants she has applied for are for staff development (\$7,500) and one to update the Library's Strategic Plan (\$15,000). The current plan will expire at the end of 2011.

Ms. Ranck stated that she has again applied for a Big Read grant. We were not selected last year and a great deal of competition is again expected this year. This grant helps promote literary reading throughout the country.

Ms. Donoway, the Princess Anne Branch Manager earned her MLS degree in December. She received straight As throughout the course of her studies.

An RFP has been let for custodial services for the Princess Anne and Corbin libraries. Deadline for submissions is Feb. 28th.

The gutter project for the Princess Anne Branch is on hold until the Spring and better weather.

The Princess Anne Chamber of Commerce has presented an appreciation award to the library for our participation in the town's annual Christmas celebration.

A mural, depicting a typical scene on the bay, was recently installed in the lobby of the Princess Anne Branch.

President Parker asked for a motion to accept the December and January written report. Motion was made by Ms. Shelton and seconded by Mr. Price, motion passed unanimously.

Branch Highlights

Mr. Stuckey reported there were 7 volunteer hours in January; 4,916 website visits; 115 WiFi usage inside the library; and 2,644 patron visits. They had eight people for the Valentine candy making program, two people for family time.

Ms. Donoway sent a thank-you to the Board for their support in helping her attain her MLS. She reported January traffic was up by 500 more items than in December 2010, there were 2,300 more items in the last six months as compared to the previous six months and 1,500 more than in 2009.

Ms. Donoway told the Board that, with Ms. Ranck's approval, she has applied for a \$500 Volunteer Program Technical Mini-grant from the Community Foundation of the Eastern Shore. After discussion about the grant and its positive impact on the library, President Parker and the Board members agreed to unanimously support this application and are very excited about the opportunities it provides to expand library services to our customers.

New Board Member Update -- George Milbert and Geraldine Shelton, Selection Committee

The Board received applications from four very qualified candidates and decided to interview three of them—one candidate spends on-half the year in Florida. The Selection Committee has decided to recommend that Christine Boyer be selected to be the new Trustee. Ms. Boyer is a resident of Crisfield and works for PNC Bank. President Parker asked for a motion to accept the recommendation of the Selection Committee and to recommend that Ms. Boyer's name be forwarded to the County Commissioners for their appointment. Motion was made by Mr. Price and seconded by Ms. Shelton, motion passed unanimously. The Selection Committee also asked that Mr. Robert Laird and Mr. Tom Brice be asked to serve as non-voting advisors to the Board. The Board agreed to this proposal. Ms. Ranck will send them each a letter with this request.

Selection of Audit Firm

President Parker asked for a motion that the Board approved the selection of TGM, LLC as our audit firm for 2010/2011. Motion was made by Ms. Shelton and seconded by Mr. Price, motion passed unanimously.

President Parker asked for a motion to adjourn. Motion was made by Ms. Shelton and seconded by Mr. Milbert, motion passed unanimously.

Adjourn at 5:18 PM

Respectfully submitted,
Jan Gorely
Administrative Assistant