

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, June 10, 2009 4:00pm - 5:30pm
Princess Anne Library**

Present: Board Members Deborah Parker, President; Peter Stanford, Vice President; Kat Harting, John Samus, Geraldine Shelton; Jennifer Ranck, Director, Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Corbin Library Branch Manager; Jan Gorely, Administrative Assistant and John Toppe, Toppe Consultants. Donnie Price, Treasurer was absent due to a death in his family.

CALL MEETING TO ORDER

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

CONSENT AGENDA

Approve minutes from the regular meeting of April 25, 2009.
Approve financial reports for the period from July 1, 2008 through April 2009.
Approve financial reports for the period from July 1, 2008 through May 2009.

President Parker asked for a motion to approve the consent agenda. Ms. Harting asked that one typographical correction be made in the minutes of April 25, 2009. It was so noted. Motion was made by Ms. Harting and seconded by Ms. Shelton, motion passed unanimously.

LIBRARY GOVERNANCE

New Library Board Member Report (Kat Harting, Chair)

Ms. Harting moved that the Board approve the Committee's nomination of George Milbert as the trustee candidate to fill the vacancy left by the resignation (for health reasons) of Jim Riley. Motion was made by Ms. Parker and seconded by Mr. Stanford, motion passed unanimously. Ms. Ranck is to write a letter to the Commissioners stating who the candidates were and who was chosen. It is hoped that Mr. Milbert will be able to be confirmed and join us at the August meeting.

President Parker would like the committee to research the various types of groups that could be of help to the library. Ms. Ranck spoke about some of the entities such as Associate Members, Friends Group, a Foundation, Advisory Boards, etc. and will look into getting someone to explain what each type of group does. An information handout, "Establishing a Library Foundation: Planning, Persistence, Patience, Progress" was included in the Board's packet.

FISCAL REPORTS

FY 2009/2010 Budget

Budget letters will be mailed out after Tuesday, June 9 from the Commissioners Office.

County Revenue

The library's approved appropriation from the county for FY 2010 is \$494,224.77 and an additional \$24,000 to match the Space Reallocation Grant for the Princess Anne branch.

State Revenue

The library's approved appropriation from the state for FY 2010 is \$261,011.00. (This is \$2,267.00 less than the previous fiscal year – to correct a miscalculation made by the state.)

The Board gave Ms. Ranck permission to move money around in the budget to meet any shortfalls.

Gifts

President Parker asked for a motion to accept \$50 in memory of Logan Widdowson. Motion was made by Ms. Harting and seconded by Mr. Samus, motion passed unanimously.

Ms. Ranck discussed the need for an updated meeting room policy after an employee booked the room to a law firm. This company used the room for a workers' compensation deposition. She believed that the room was only to be used by non-profit, civic, community groups, etc. We will need to revisit and update the meeting room policy.

President Parker asked for a motion to accept a \$20 donation from Lucas & Kite, PLC. Motion was made by Ms. Harting and seconded by Mr. Samus, motion passed unanimously.

LIBRARY ADMINISTRATOR'S REPORT: Jennifer Ranck

President Parker asked for a motion to accept the Director's April and May written reports. Motion was made by Mr. Samus and seconded by Ms. Harting, motion passed unanimously.

YA Grant and Meeting Room Update

The YA Grant will end September 30. New materials for the YA collection continue to be added, including titles for a Teen Living collection, magazines and DVDs. We are still waiting

for some furniture for the teen space at the Princess Anne branch. The money for the redo of the room and furniture is coming from the grant and not library funds. Rosemary Truitt resigned the position as of March 31, 2009.

Performance Reviews

Performance Reviews are underway for all staff. An online (and anonymous) evaluation will be sent out to all staff to find out how we can improve the process/make changes for next time.

SCLS Staff Day

Ms. Ranck and Ms. Donoway have worked on 12 month plan for staff training. Their main goals are to develop a “service” standard and create a manual so that all staff members at all levels will have a clear understanding of policies and procedures. These goals will be addressed our first-ever Staff Day on October 12. Ms. Donoway developed a booklet when she was at Caroline County called “Anyone, Anywhere.” We will use this as a starting point for what we would like to develop for Somerset County Library. On this day, (which is a holiday when the library is closed) staff will be required to attend training sessions. They will be given a “floating” holiday to make up for this required training.

President Parker asked for a motion to approve October 12 as Staff Day.

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

Personnel Update – Sheila Ward returned to work June 1 after an extended absence due to the illness of her daughter.

Claire Merson, our page at Corbin, has been approved to work up to 30 hours a week for the month of July. She will be paid by stimulus money received through her school. We will be advertising for two new page positions and hope to have them on board before Claire leaves at the end of July so that she will be able to train them.

Adult Programming - Ms. Ranck reported that she is going to be partnering with Worcester County Library for adult programs for our library. These programs will run from October 2009 to May 2010. The cost will be about \$11,000 to \$12,000 and will be paid for with ESRL monies.

Library Card Policy – Ms. Ranck reported that “how to get a library card” policy needed updating and clarification. The following is the new procedure on how to get a library card:

To Get a Library Card

You may pre-register for a library card [online](#) to save time, or ask a staff member to register your information for you when you visit your nearest library branch. Before your library card is issued, you will need to visit the library and provide photo identification showing your current address. A Maryland driver's license or MVA identification with a current address will be accepted. A picture ID (work, school, bank id, etc.) may be used together with a proof of address such as mail or utility bill. Please call the library at 410-651-0852 to inquire about other acceptable forms of identification.

Children under 18 must be accompanied by a parent or legal guardian when applying for and/ or picking up a card in the library. The parent or guardian must accompany the child and show photo identification for the person who will be responsible for the child's library use. If the parent or legal guardian has a library card, it must be in good standing in order to register a card for the child. Youth under age 18 must have permission of a parent or guardian in order to borrow DVD's or videos. Children are not restricted by the library staff in borrowing or using library materials.

All materials checked out on your card, or on your child's card, are your responsibility. Please report lost cards immediately. You must have a card to check out materials and access the computers from the Somerset County Library System.

President Parker asked for a motion to accept the new library card policy.
Motion was made by Mr. Samus and seconded by Ms. Harting, motion passed unanimously.

Crisfield Building Program Update

Mr. John Toppe of Toppe Consultants gave a PowerPoint presentation about the Crisfield Library Site Alternatives. At the conclusion of his presentation, it was decided that some of the Board members would accompany Mr. Toppe and Ms. Ranck to discuss his findings with the County Commissioners the next day.

Ms. Harting left the meeting at 5:45 PM.

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

Meeting adjourned at 6:15 PM

Respectfully submitted,
Jan Gorely
Administrative Assistant