

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 9, 2010; 4:00pm - 5:30pm
Princess Anne Library**

Present: Board Members Deborah Parker, President; Donnie Price, Treasurer (arrived at 4:05); Kat Harting, John Samus, Geraldine Shelton (arrived at 4:06), and George Milbert, Jennifer Ranck, Director; Rose Donoway, Princess Anne Library Branch Manager; Gabe Stuckey, Corbin Library Branch Manager; Jan Gorely, Administrative Assistant. Peter Stanford, Vice President was absent.

CALL MEETING TO ORDER

President Parker called the meeting to order at 4:03 PM.

CONSENT AGENDA

Approve minutes from the regular meeting of April 14, 2010.

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

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

Accept the annual distribution dated April 26, 2010 from the Buell memorial fund for \$1,236.04

Authorize Director to make necessary budget transfers to close out FY 2010.

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

FISCAL REPORTS

Budget Update

Ms. Ranck stated that the Library's operating budget is being flat funded by the County again this year. The materials budget and housekeeping, staff development and travel have been decreased substantially as a result.

ESRL has increased our grant from \$60,000 to \$75,000 for the next fiscal year. A "Maintenance" category has also been added to the list of acceptable uses of those funds.

Princess Anne Space Reallocation Update

Studio JAED has formulated a "three phase" plan for the Princess Anne Space Reallocation project. Ms. Ranck is applying for a USDA grant to complete Phase Two. She is also applying for a State Capital Grant to update the current bathrooms, making them ADA compliant and for help building a new boiler room. The County Commissioners have written a letter of intent in support of matching funds for a USDA grant for the Princess Anne Space Reallocation Project.

Crisfield Library Update

Ms. Ranck reported that she is pursuing a grant from the USDA for site acquisition, planning and development as well as parking lot development for the Crisfield Library Project.

Somerset County Library Foundation

Ms. Ranck and Ms. Gorely met with the Library's accountant, Rob Davis, to begin work on completing the 501©3 application for the Library Foundation.

LIBRARY ADMINISTRATOR'S REPORT: Jennifer Ranck

Motion to accept April and May written report

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

Branch Highlights

New Walkway @ Princess Anne Branch

Thanks to the help of a local Boy Scout Troop, Lorraine Kressin and her very handy husband, John, the Princess Anne branch has a new walkway that replaced the natural path patrons had created over many years.

There was a discussion regarding the options for the Princess Anne renovations, the timetable for each phase, and the funding sources available.

Corbin Memorial Library 80th Anniversary

To celebrate Corbin's 80th year, the library sponsored an Open House on May 20. Museum quality posters that detailed Lilyan Corbin's life story and the history of the library were created by DiCarlo's Copy Center in Salisbury. The Maryland Library Association quilt was also displayed.

Summer Reading

Ms. Zimmermann, Mr. Stuckey, Ms. Donoway, and Ms. Ranck are collaborating to promote Summer Reading for all ages – children, teen, and adult. Special programming will also be offered, including Adult and Teen book discussions, Teen Flicks, board games, Wii gaming and many special presentations for younger readers, including the infamous Bubble Lady! Prizes will also be awarded for each age group.

Somerset County Library System – Employee Handbook revisions (draft included in board packet for review)

Sections being addressed for revisions include: 2.9 Emergency Closings / Inclement Weather; 3.16 Staff Development and Training; 5.4 Compensatory Time; 6.4 Holidays; 6.7 Parental Leave; and 7.7 Meeting Room.

President Parker asked for a motion to approve the Employee Handbook revisions with the exception of Section 6.7. Motion was made by Ms. Harting and seconded by Ms. Shelton, motion passed unanimously.

Executive Session – Personnel matter and Crisfield Library Project

At 4:58 PM. Mr. Price moved to go into Executive Session to discuss a personnel matter and the Crisfield Library Project. Mr. Milbert seconded the motion. Roll Call: Mr. Samus, yes; Ms. Parker, yes; Mr. Milbert, yes; Ms. Shelton, yes; Mr. Price, yes; and Ms. Harting, yes.

Ms. Harting moved to end the executive session. Mr. Milbert seconded the motion. Roll Call: Mr. Samus, yes; Ms. Parker, yes; Mr. Milbert, yes; Ms. Shelton, yes; Mr. Price, yes; Ms. Harting, yes; Executive session ended at 5:38 PM.

A letter from the Board will be sent to the Baptist Temple thanking them for their offer to sell their property adjacent to the Corbin Library and informing them that a decision has already been made concerning the site for the new library.

Adjourned at 5:40 PM

Respectfully submitted,
Jan Gorely
Administrative Assistant