

**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, October 13, 2010; 4:00pm - 5:30pm  
Princess Anne Library**

Present: Board Members Deborah Parker, President; Donnie Price, Treasurer; Kat Harting, (arrived at 4:10); John Samus, Geraldine Shelton, and George Milbert, Jennifer Ranck, Director; Rose Donoway, Princess Anne Library Branch Manager; Gabe Stuckey, Corbin Library Branch Manager; and Jan Gorely, Administrative Assistant, Mr. Rusty Tressler, TCG Group, LLC. Peter Stanford, Vice President was absent.

**CALL MEETING TO ORDER**

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

**CONSENT AGENDA**

Approve minutes from the regular meeting of August 11, 2010.

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

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

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

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

**FISCAL REPORTS**

**Annual Audit Review**

Mr. Rusty Tressler of TGM Group LLC, the library's auditors, reviewed the financial statements for FY 2009-2010. He discussed highlights of the audit report. The library continues to be in good fiscal condition. Mr. Tressler thanked Ms. Ranck and Ms. Gorely for another outstanding job and their help and cooperation in completing the audit. Mr. Tressler left at this time.

President Parker asked for a motion to accept annual audit report for the year ending June 30, 2010. Motion was made by Ms. Harting and seconded by Mr. Price, motion passed unanimously.

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

Ms. Ranck informed the Board that the request for bids for the placement of gutters on the Princess Anne Branch was less than successful. There were only two bids and the quotes were much higher than expected and not within the range of our budget for the project. An informal discussion was held concerning why the bids were so much higher than anticipated and how the Library should proceed. Representatives from the County are meeting with Ms. Ranck to come up with alternative solutions.

President Parker asked for a motion to accept the August and September written report. Motion was made by Mr. Samus and seconded by Mr. Milbert, motion passed unanimously.

## **Branch Highlights**

**Princess Anne** - Ms. Donoway reported that the library is hosting some great programs this fall including screen painting, cake decorating class, Mediterranean cooking demonstration, learn to crochet, fudge making, as well as multi-cultural discussions. It seems that the “make it and take it” programs and the computer classes are the ones that bring in the most patrons. We are working with two new partnerships: UMES is sending two to three volunteers as part of their social work department and the Chair of the Arts Department has also expressed interest in bringing in a Fulbright Scholar to do a lecture at the library. Food Lion has also donated school supplies to be used in library programs.

**Corbin** – Mr. Stuckey stated that he is now able to track the use of WiFi in the branch. The last book discussion was very well attended. Art projects from the students at Woodson Elementary and Somerset Intermediate are now on display. The first fall session of computer classes is on the way and ten people have signed up for the next session. Bingo is now offered as well as teen and family board and Wii games.

## **Organization Library Card Policy**

The library has been approached by a group that would like to have an “organization” library card available to them. This type of card would be used by nursing homes, day care centers, senior centers, teachers, etc. to check out items for their organization. After discussion, it was determined that the following policy would apply to these entities:

### **Somerset County Library System Organization Library Card A Special Service for Organizations, Agencies, Schools**

#### **Purpose:**

A Somerset County Library System Organization Card is issued in the name of an organization, agency, or school that is located within Maryland. This service is offered by SCLS as a courtesy to the staff and the organization. The Organization Card allows the staff to borrow materials from SCLS in order to support the clientele or mission of the organization.

Using the Organization Card allows the individual to protect his/her personal library card from fines and fees which might be due to professional situations out of their control. Some examples of organizations that might be interested in an Organization Card include: staff of nursing homes who borrow materials for residents; teachers who borrow materials to use with their students; Department of Juvenile Justice staff who borrow materials for their clients; Department of Social Services Foster Care parents. (An organization which does not have a mailing address in Maryland may obtain an Organization Card for an annual fee of \$15.)

#### **Limits:**

The same borrowing limits and library rules which apply to an individual apply to the users of an Organization Card: i.e., number of items in a particular format or on a particular subject, overdue fees, renewal, loss of borrowing privileges if a certain level of financial debt is incurred, etc. Organization Cards must be renewed on an annual basis with the names of the people who are authorized to use the card.

## **Responsibility:**

The board or individual which has fiscal authority and responsibility for the organization will be held responsible for any fines and fees charged against this card. Should the authorized person who signs the application leave the organization, the organization will continue to be responsible for all materials borrowed. If the organization has a change of address or phone number, or the card is lost, the library must be notified immediately.

**Please note:** If more than one person is authorized to use an organization's card, the Library will NOT be able to determine who has checked out what materials. This will be the responsibility of the organization itself.

## **Procedure:**

The organization must submit a letter, on letterhead, with all the individuals listed, by name, that have the authority to use the organization's card. The letter from the organization must include the following information:

Date

"The following persons have the authority to use our organization's Somerset County Library System card: (list every authorized person, by name)"

The letter must be signed by the person who has fiscal authority and responsibility for the organization, with his/her title.

The letter should be sent to:

Rose Cottman  
Circulation Manager  
Somerset County Library System  
11767 Beechwood Street  
Princess Anne, MD 21853

President Parker asked for a motion to approve Organization Library Card policy. Motion was made by Ms. Harting and seconded by Ms. Shelton, motion passed unanimously.

## **New Board Member discussion**

With the term of Ms. Harting about to expire on December 31, 2010, President Parker would like to appoint a volunteer committee to advertise and interview potential Board of Trustee candidates. Mr. Milbert and Ms. Shelton volunteered to be the committee. Applications will be available at each branch of the library and on-line as well. Candidate applications should be in by 5:00 PM on December 1<sup>st</sup>. If anyone has any questions, they could contact Mr. Milbert.

## **ALA Bill of Rights, Freedom to Read Statement, & Freedom to View Statement**

Enclosed in the Board packets were the above-named policies. These are part of the library's collection development policy and are to be read and agreed to by all new employees. A suggestion was made that these policies should be framed and hung up somewhere in the library.

## **Princess Anne Space Reallocation Update**

Ms. Ranck stated that she is going to reapply for USDA grant money for the project. The County has pledged \$100,000.

## **Crisfield Library Update**

Ms. Ranck reported that she and President Parker had met with several fundraising consultants. A discussion concerning the Crisfield Library project and where we stand included:

1. Status of the land purchase; the library is currently waiting for an accurate survey due to a discrepancy in land records.
2. Establishing a Library Building Committee to hire an architect firm to begin the schematic design phase. Committee should comprise members outside the Library Board and should include Crisfield residents, Chamber of Commerce members, representatives from the school system and other others.
3. How the library can best utilize a fundraising consultant and the skills and credentials we need the consultant to possess.
4. How the library can best utilize the remaining matching funds after the purchase of the property.

Ms. Harting suggested that we go forward with the purchase of the land and then bring on the consultants.

## **New Business**

Ms. Ranck informed the Board that she had met with the Directors of the Wicomico and Worcester County libraries and consultants from Salisbury University's Business, Economic, and Community Outreach Network (BEACON) to initiate an Economic Value Study on what value and economic impact the libraries have in their respective counties. The same type of study was recently done for the Salisbury Zoo. This type of study can be used when applying for grants, budget presentations, fundraising events, and as general information for newly elected officials. A typical study of this type would normally cost about \$45,000. BEACON is going to charge \$15,000 for this study and the cost will be shared by the three counties.

President Parker asked for a motion to approve moving forward with the Economic Value Study. Motion was made by Ms. Harting and seconded by Mr. Samus, motion passed unanimously.

Ms. Ranck also reported that the Princess Anne Branch is going to be moving to a one alarm system. We currently have Delmarva Time and Control for our fire alarm system and ADT for our security system. Since ADT monitors the fire alarm system for us, not Delmarva Time and Control, it makes more sense to use one company. Ms. Harting suggested that the cost be put into the budget for next year. However, due to an increase of ESRL grant funds, there is money to complete the transition now.

## Personnel

### Appointment:

Name	Date	Position
Jocelyn Bell	August 23, 2010	Page/Shelver (Princess Anne branch)
Mikala Colbert	August 23, 2010	Page/Shelver (Crisfield branch)
Dominick Esposito	September 21, 2010	Page/Shelver (Crisfield branch)

### Resignation:

Name	Date	Position
Jenny Jones	September 1, 2010	Page/Shelver (Princess Anne branch)
Amy Corbin	August 31, 2010	Page/Shelver (Crisfield branch)
Mikala Colbert	September 16, 2010	Page/Shelver (Crisfield branch)

President Parker asked for a motion to approve the Director's appointments. Motion was made by Ms. Shelton and seconded by Mr. Price, motion passed unanimously.

## Executive Session – Personnel Policy discussion

### *Appoint Committee*

Tabled until next meeting.

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

**Adjourn at 6:38 PM**