

**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**  
**SPECIAL MEETING MINUTES**

**Wednesday, July 9, 2008 - 4:00 to 5:30 p.m.**  
**Princess Anne Library Meeting Room**

Present: Board Members Kat Harting, President, Jim Riley, Vice President, J.D. Samus, Deb Parker, Peter Stanford, Interim Director Renee Croft, John Toppe of Toppe Consultants and Corbin Library Branch Manager Gabe Stuckey; Main Library Branch Manager Rose Donoway, and Library Administrative Assistant Jan Gorely. Donnie Price, Treasurer and Geraldine Shelton were absent.

**CALL MEETING TO ORDER**

The meeting was called to order at 4:10 by President Harting. President Harting welcomed Mr. John Toppe of Toppe Consultants who was hired by the Board to write the RFP for the proposed site for the new Crisfield Library. Mr. Toppe was also charged with reviewing the proposals that were submitted and analyzing their suitability for the new library.

*President Harting asked for a motion to enter executive session to discuss the acquisition of property and Mr. Toppe's analyses of the proposals.*

Ms. Parker made the motion, seconded by Mr. Stanford. (ROLL CALL) Mr. Riley – yes, Ms. Parker – yes, Mr. Stanford – yes, Mr. Samus – yes.

*President Harting asked for a motion to resume regular session at 5:15 pm.*

Ms. Parker made the motion, seconded by Mr. Stanford. (ROLL CALL) Mr. Riley - yes, Ms. Parker – yes, Mr. Stanford – yes, Mr. Samus – yes.

Mr. Riley made a motion to direct the Site Selection Committee to discuss with the County Commissioners the possibility of locating the new library at the former Wittington School property. Mr. Stanford seconded the motion. Motion passed unanimously.

Mr. Stanford asked if there were any time constraints on the state grant for property acquisition and documenting the local match (in land value). Ms. Croft stated that we needed to spend, or at least encumber, the monies by June 2009 and that an extension through 2010 is a possibility.

Ms. Croft and Mr. Toppe left the meeting at 5:20 pm.

#### SEARCH COMMITTEE REPORT

President Harting reported that she and Mr. Stanford had sent out an RFP to three consultants: Dan Bradbury, June Garcia, and the Singer Group asking for a proposal to handle the tasks necessary to complete a search for a new Director for the Library. One firm indicated that they were not able to complete the tasks because they were already booked. The other firms have until July 18<sup>th</sup> to respond. The Board decided to meet after July 22, 2008 to discuss the proposals.

#### CONSENT AGENDA

**Approve minutes from the regular meeting of June 4, 2008**

**Approve financial reports for the period ending May 31, 2008.**

*President Harting asked for a motion to recommend the approval of the consent agenda.*

Mr. Riley made the motion, seconded by Mr. Stanford, motion passed unanimously.

*President Harting asked for a motion to enter executive session at approximately 5:25 pm to discuss personnel.*

Mr. Riley made the motion, seconded by Mr. Stanford. (ROLL CALL) Mr. Riley – yes, Ms. Parker – yes, Mr. Stanford – yes, Mr. Samus – yes.

*President Harting asked for a motion to resume regular session.*

Ms. Parker made the motion, seconded by Mr. Riley. (ROLL CALL) Mr. Samus – yes, Mr. Riley – yes, Ms. Parker – yes, Mr. Stanford – yes.

**Meeting was adjourned at 5:38 pm.**

Respectfully submitted,

Jan Gorely  
Administrative Assistant