

MISSION STATEMENT:

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**BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES
REGULAR MEETING MINUTES**

**Wednesday, February 12, 2014; 4:30 – 6:00 pm
Princess Anne Library**

Present: Board Members Deborah Parker, President; Peter Stanford, Vice President; Donnie Price, Treasurer; John Samus; George Milbert; Chris Boyer; and Tom Brice; Gail Sheldon, Library Director; Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Crisfield Branch Manager; Jan Gorely, Administrative Assistant; Linda Riggin, Steering Committee and Board Advisor, Charles Cavanaugh, Somerset County Director of Solid Waste, John Venditta, Director, Eastern Shore Regional Library; Richard Crumbacker, Crisfield-Somerset County Times. Absent was Kirkland Hall, Board Advisor.

CALL MEETING TO ORDER: President Parker

President Parker called the meeting to order at 4:32 p.m.

Charles Cavanaugh updated the board on the status of the Crisfield Library project. He has been working with Nason Construction, McCrone, Inc. and Becker Morgan to reconfigure the library and parking area so as not to disturb more than 5,000 sq.ft. of non-tidal wetlands. This plan means the new library will not be as tall as was once proposed, will have a different entrance way and will lose seven parking spaces. The building will be lowered to 11 ½ feet instead of 16 feet, the switchback entrance will be reconfigured and the elevators will be located to the left of the entrance way instead of under the building. The size of the interior of the building will be reduced slightly. Mr. Cavanaugh needed the Board to approve only the “footprint” (location) of the building on the property. After discussion, Mr. Brice made a recommendation that Mr. Cavanaugh be allowed to move ahead with the new building location. The Board was polled and everyone agreed that Mr. Cavanaugh may move ahead. The land needs to be resurveyed to delineate which portions of the non-tidal wetlands will be impacted in order to apply for the permit. Mr. Cavanaugh left the meeting at 5:05 PM.

President Parker announced that an anonymous donor has challenged the members of the Board of Trustees to contribute to the building fund by June 1st. Whatever amount is donated, up to \$500, will be matched by the donor. She asked that all Board members seriously consider either donating or adding to donations they have already made before June 1.

CONSENT AGENDA

Approve minutes from the regular meeting of December 12, 2013.

Approve financial reports for the period from July 1, 2013 through December 30, 2013

Approve financial reports for the period from July 1, 2013 through January 31, 2014

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

LIBRARY ADMINISTRATOR'S REPORT: Gail Sheldon

Ms. Sheldon reported that a policy manual is in production for the library which will put all Library policies into one document and make it easier to add any new policies. These policies will be evaluated each year by the Board of Trustees a few at a time at each Board meeting so the policies remain current. New policies and those needing the most attention will be addressed first.

Future planning includes a review and update of all job descriptions and disaster and emergency planning in coordination with the County, Town of Princess Anne, Trustees and library employees. Ms. Sheldon also reported that starting with the fall events, branch managers will be working towards developing their own programs paying particular attention to those that will interest the folks in each of their respective branches.

Ms. Sheldon also reported that she has had a very busy January, has attended many meetings and has met with many community leaders and Eastern Shore library personnel.

President Parker asked for a motion to accept the Director's January written report. Motion was made by Mr. Brice, seconded by Mr. Price, and was unanimously passed.

Mr. Crumbacker left the meeting at 5:25 PM.

John Venditta – ESRL

At the request of President Parker, John Venditta, Director of the Eastern Shore Regional Library (ESRL), was asked to address the board about what ESRL is and what they do for the libraries on the shore. He explained that the Regional Libraries, of which there are three in the State of Maryland, were developed in 1965 by law, to take care of rural counties in the state to bring them up to the levels of the larger and more affluent counties in the state. Most of ESRL funds go towards staffing and the grants to libraries programs. Their mission is to provide for all of the libraries on the Eastern Shore of Maryland: funds, IT personnel and troubleshooters, trainers, printing resources, design resources, transportation of materials, purchasing data bases, material and performers for summer reading programs, consultants, and vans for transporting library personnel to meetings all over the State. ESRL is now in the process of moving from the basement of the Wicomico Library to their own space and will continue to provide excellent service to all the libraries.

Mr. Price left the meeting at 5:35 PM

Mr. Venditta left the meeting at 5:45 PM

Branch Highlights

President Parker asked that the branch highlights be brief because of the time.

Ms. Donoway noted the new report style that Ms. Sheldon asked be provided to the Board. She spoke about Overdrive being only available for the adult collection but it will be coming to the YA and the children's collection.

Mr. Stuckey said that the numbers were down in January mainly because of the snow and the holidays.

Crisfield Library Update

Development Committee Report—Ms. Riggin reported that the Committee has collected about 200 names and addresses of potential donors. At the moment, they are awaiting the printing of the letterhead and the pledge cards. They plan to hold off on the "asking" until the permits for the building have been granted. She will be meeting with Dr. Gaddis soon to discuss some type of fundraising in the Crisfield schools.

Selection of Audit Firm

Ms. Sheldon suggested to the board that TGM Group, LLC be the firm selected for the audit. She attended to County Commissioners meeting where they made the County's audit presentation and she liked what she saw there.

President Parker asked for a motion to approve TGM Group, LLC as the audit firm. Mr. Stanford made the motion; Mr. Milbert seconded, and was unanimously passed.

GOVERNANCE:

Library Naming Policies Update

The policy will be sent to Kirk Simpkins to review.

By-Laws Committee – John Samus and Tom Brice

The by-laws were reviewed and there were no changes that needed to be made.

Mr. Samus made a motion to make an exception to the by-laws that would allow Deborah Parker, as President, to serve at the pleasure of the Board for the duration of this project, the project being the Crisfield Library. Mr. Brice seconded, the motion was unanimously passed.

Bank Signature Motions

President Parker asked for a motion to vote to approve Gail Sheldon to sign Library and Foundation checks. Motion was made by Mr. Brice, seconded by Ms. Boyer, and was unanimously passed.

President Parker asked for a motion to vote to approve Deborah Parker and Donnie Price to sign Foundation checks. Motion was made by Mr. Stanford, seconded by Mr. Samus, and was unanimously passed.

Executive Session – Personnel Discussions

President Parker asked for a roll call vote to enter executive session to discuss personnel issues. Mr. Stanford: yes; Mr. Samus, yes; Ms. Boyer: yes; Mr. Brice, yes; Mr. Milbert: yes; Ms. Parker, yes. The board entered into executive session at 6:15 PM.

President Parker asked for a roll call vote to come out of executive session. Mr. Stanford: yes; Mr. Samus, yes; Ms. Boyer: yes; Mr. Brice, yes; Mr. Milbert: yes; Ms. Parker, yes. The board came out of executive session at 6:55 PM.

Draft Budget –FY 2015 (Was distributed to the Trustees at the Board Meeting)

Adjourn

The meeting was adjourned at 6:55 PM.

Respectfully submitted,
Jan Gorely
Administrative Assistant