

**MISSION STATEMENT:**

*The Somerset County Public Library System promotes learning by providing materials, services, and access to information that enrich our community and excite the imagination.*

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

**Wednesday, December 9, 2015 4:30 – 6:50 p.m.  
Corbin Library**

Present: John Samus Board President; Tom Brice, Vice President; George Milbert, Treasurer; Chris Boyer, Board Member; Keisha Evans, Board Member; Ann Smith, Board Member, arrived at 4:32 p.m.; Linda Riggan, President Somerset County Library Foundation; Director Gail Sheldon; Rose Donoway, Princess Anne Branch Manager Gabe Stuckey, Corbin Branch Manager; Jan Gorely, Administrative Assistant. Absent: Peter Stanford, Board Member.

**CALL MEETING TO ORDER**

President Samus called the meeting to order at 4:28 p.m.

President Samus introduced Mayor Kim Lawson. Mr. Lawson spoke of a proposal he plans to take to the University of Maryland's Board of Regents asking for a donation for the new Crisfield Library. He also said the city of Crisfield would like to set up two thermometers indicating the funds needed for the new library.

**CONSENT AGENDA**

Approved minutes from the regular board meeting of October, 2015.

Approved financial reports for the period from July 1, 2014 through October 31, 2015.

Approved financial reports for the period from July 1, 2014 through November 30, 2015.

President Samus asked for a motion to approve the consent agenda. Motion was made by Ms. Evans, seconded by Ms. Smith, and was unanimously approved.

**LIBRARY ADMINISTRATOR'S REPORT**

President Samus asked for a motion to approve the Director's October/November written report. Motion was made by Ms. Evans, seconded by Mr. Boyer, and was unanimously approved.

**Crisfield Update**

Ms. Sheldon offered a site report. She stated that the bidding for the ADA approved lobby is complete. It will be installed with substantial savings. Also, due to weather conditions, the contractor will not meet the December 11 completion date.

## **Development Committee Report**

Linda Riggin reported donations are forthcoming. She thanked Mr. Milbert and Ms. Smith for helping with the Somerset County Library Foundation table at the *Christmas in Crisfield* event. Donations have been received since the publication of the ad thanking donors in the Somerset County-Crisfield Times.

The Book It campaign in all Somerset County Public Schools was profitable. Ms. Riggin thanked Ms. Smith for her well written letter to the Somerset County-Crisfield Times, with hopes of having the letter on the Foundation's website.

She also encouraged Board members to consider becoming Development Committee members. Ms. Riggin stated there are more brick spaces available for purchase. She also reported that the fundraising for Brad's Room is almost complete. The January 24 donor event has been postponed.

President Samus asked for a motion to allow the city to make and install the two thermometers to be placed on the new library grounds and along the entry to Crisfield highway median. Motion was made by Ms. Evans, seconded by Mr. Milbert, and was unanimously passed.

## **Grant Update**

Ms. Sheldon reported the new Crisfield Library building project has moved into Phase 1B. The grant report is due December 11, 2015. All other reports are up to date. Support from the Community Foundation is expected.

## **Branch Highlights**

Ms. Donoway reported the fall programs have been well attended. She spoke of the overwhelming response to the Halloween Party, with 450 attendees. The business and community support along with the hard work of the staff was appreciated. She also mentioned the Princess Anne Library problem with the boiler that caused the Princess Anne Library to close all day Saturday, November 14 and at 4:30 pm on Monday, November 16. Ms. Donoway reported that Mr. Hairston's truck caught fire during the Crisfield parade on Friday, December 4.

Mr. Stuckey reported an increase in Wi-Fi usage in the Crisfield Branch. He reported an increase in Interlibrary Loan activity. He mentioned his visits to the Tawes Nursing Home, where he will play Santa next week. He participated in the Crisfield and Princess Anne Christmas parades.

## **GOVERNANCE**

President Samus asked for a motion to approve the 2016 Holiday Schedule. Motion was made by Ms. Smith, seconded by Mr. Brice, and was unanimously approved.



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## HOLIDAY SCHEDULE 2016

<u>Date</u>	<u>Holiday</u>
January 1, 2016	New Year's Day
January 18, 2016	Martin Luther King, Jr. Day
February 15, 2016	Presidents' Day
March 25, 2016	Good Friday
May 30, 2016	Memorial Day
July 4, 2016	Independence Day
September 5, 2016	Labor Day
October 10, 2016	Columbus Day (Staff Day)
November 8, 2016	Election Day
November 11, 2016	Veterans Day
November 24 & 25, 2016	Thanksgiving Days
December 24, 2016	Christmas Eve
December 26, 2016	Monday after Christmas Day
December 31, 2016	New Year's Eve

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President Samus asked for a motion to approve the 2016 Board of Trustees meeting Schedule. Motion was made by Mr. Brice, seconded by Ms. Smith, and was unanimously approved.



**SOMERSET COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES**

**MEETING SCHEDULE 2016**

<u>Date</u>	<u>Time</u>	<u>Location</u>
February 10, 2016	4:30 PM	Princess Anne
April 13, 2016	4:30 PM	Crisfield
June 8, 2016	4:30 PM	Princess Anne
August 10, 2016	4:30 PM	Crisfield
October 12, 2016	4:30 PM	Princess Anne
December 14, 2016	4:30 PM	Crisfield

President Samus asked for a motion to read the online votes into the minutes. Motion was made by Mr. Brice, seconded by Mr. Milbert.

Ms. Sheldon read through the Board votes that took place via email. They are:

Issue #1- Choosing of Commissioning Agent- unanimous vote.

Issue #2- ADA Lobby- Vote: 5 votes, 2 no reply by email.

Issue #3-Mediation and Authority to Act- 5 votes in favor, 2 not received.

Mr. Milbert asked that copies of the new Crisfield Library floor plans be forwarded to the Board members. Ms. Sheldon said she would take care of this request immediately.

Meeting Room Policy- A draft of the Crisfield Library Meeting Room Policy was presented by Ms. Sheldon. Ms. Smith offered to send members a copy of the St. Andrews Episcopal Church's policy. After discussion, the Board decided to submit changes and/or recommendation to Ms. Sheldon by December 31, 2015, before the policy is presented to the County Attorney Kirk Simpkins for review.

Somerset County Library 3D Printer Policy- A draft of the 3D Printer Policy was presented by Ms. Sheldon. She encouraged the members to review the draft. The Board decided to table this discussion until the next meeting on February 10, 2016.

### **EXECUTIVE SESSION**

President Samus asked for a motion to go into executive session. Motion was made by Mr. Brice, seconded by Mr. Milbert, and was unanimously passed. Roll Call: Mr. Samus, yes; Ms. Evans, yes; Ms. Smith, yes; Mr. Brice, yes; Mr. Milbert, yes; Chris Boyer, yes.

Ms. Gorely, Mr. Stuckey and Ms. Donoway left the meeting at 6:10 pm.

President Samus asked for a motion to come out of Executive Session. Time: 6:50 pm. Motion was made by Mr. Milbert, seconded by Mr. Brice. Roll Call: Mr. Samus, yes; Ms. Evans, yes; Ms. Smith, yes; Mr. Brice, yes; Mr. Milbert, yes; Chris Boyer, yes

### **Adjourn**

A motion to adjourn the meeting was made by Mr. Milbert, seconded by Mr. Brice, and the meeting was adjourned at 6:50 p.m.

Respectfully submitted,  
Rose Donoway  
Princess Anne Branch Manager