

## **MISSION STATEMENT**

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

*Explore • Learn • Dream • Become*

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## **BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES**

### **MEETING MINUTES**

**Wednesday, October 11, 2017 4:00 to 5:30 p.m.**

**Princess Anne Library**

Present: Ann Smith, Board Vice President; Keisha Evans, Board Member; Lois Outten, Board Member; Heather Hurst, Board Member; Ed Goyda, Library Director; Linda Riggin, President, Somerset County Library Foundation; Kayla Hodgson, Princess Anne Branch Manager, Jan Gorely, Administrative Assistant. Marilyn Cottman, Board Member arrived at 4:50; Herb Geary, TGM LLC arrived at 4:55; Marlena Turner, Board Member arrived at 5:00. Absent: Jaime Bradshaw, Crisfield Branch Manager

### **CALL MEETING TO ORDER**

Vice President Smith called the meeting to order at 4:15 p.m. She welcomed everyone and asked for their support.

### **EXECUTIVE SESSION**

Vice President Smith asked for a motion to enter into executive session. Motion was made by Ms. Evans, seconded by Ms. Hurst. Roll Call: Ms. Smith, yes; Ms. Evans, yes; Ms. Outten, yes, Ms. Hurst, yes. The board entered executive session at 4:18 p.m.

Ms. Riggin and Ms. Hodgson left the meeting at 4:18 p.m.

Vice President Smith asked for a motion to come out of executive session. Motion was made by Ms. Evans, seconded by Ms. Outten. Roll call: Ms. Smith: yes; Ms. Evans: yes, Ms. Outten, yes, Ms. Hurst, yes. The board came out of executive session at 4:35 p.m.

Ms. Riggin and Ms. Hodgson returned to the meeting at 4:35 p.m.

### **CONSENT AGENDA**

Approve minutes from the regular meeting of August 9, 2017

Approve financial reports for the period from July 1, 2017 – August 31, 2017

Approve financial reports for the period from July 1, 2017 – September 30, 2017

Vice-President Smith questioned why the Insurance Liability line item has exceeded the projected costs. Mr. Goyda explained that since the Crisfield Library has not yet been turned over to the County, we are carrying the insurance costs on our books. Once it officially becomes

County property (the deed is in the works right now), we will be getting a rebate on the insurance costs.

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

### **LIBRARYADMINISTRATOR'S REPORT – Ed Goyda**

**Audit:** Mr. Goyda stated that Mr. Herb Geary from TGM LLC will be presenting the audit report later in the meeting.

#### **Services:**

Mr. Goyda reported that the Hard Crab Derby Digitization Booklets have been uploaded and the collection is now available on line. We are still trying to collect some missing issues.

Polaris launched on August 17 with some issues that were resolved within the first few days. There are still occasional issues coming up but ESRL has been quick to resolve them. Michele Henry has been a big help with this.

Cataloging records were updated September 25 and 26. There are still some issues with Caroline County items leading to duplicate entries.

The new book carousel on the website is currently hidden because the database scopes new items by the date they were added and is considering everything as two months old. It should be fixed soon.

Troy Gale, our library assistant, is interning with us as part of his class at Salisbury University and is creating and updating a system-wide procedures manual.

We have received an \$8,000 Maryland Library Innovation Grant to cover the Fall and Summer phases of the Smith Island Family Frames project. With the \$2,000 we received from the Sea Grant in August, this will give us enough money to finish the project. The Fall phase continues with collection of photographs and oral history, curation of the exhibit outline and development of the text. The Spring phase will cover transcription of oral recordings and production of exhibit materials.

Somerset County Library joined with Wicomico County Library for Staff Day on October 9. The speaker was life coach, Earl Gray, who discussed change management.

## **Technology:**

We received a Google Expeditions (Virtual Reality) Kit from the State Library. Jesse Drewer is exploring possible programming opportunities.

We are in the process of setting up GSuite accounts to centralize storage and calendars. This will give everyone Cloud storage and resolve data location issues.

The library's website is undergoing some major fixes since it had been hacked (now resolved).

## **Facilities Management:**

### **Crisfield**

Baffling is ready to be installed by the County once they have time and staff available. Cameras were added to the front desk. The County is preparing the deed to transfer of ownership of the building to the County. The meeting room door lock has now been fixed. The County continues to work on the leak from the condensation pipe near the front door and is looking for solutions to the leaking issues at the back door.

### **Princess Anne**

The Children's Room HVAC unit has been replaced with a heat pump. Mr. Goyda presented on the Innovation Grant and the Children's Room renovation project at the MAPLA meeting.

JoAnn Price, Kayla Hodgson and Mr. Goyda repainted the meeting room and Mr. Goyda added chair-rail.

## **Grant Updates:**

Wicomico Library has received federal funding to pursue an economic impact report on the Shore libraries in collaboration with BEACON at Salisbury University. As previously mentioned, we received two grants to support the Smith Island Family Frames project.

Vic-President Smith asked for a motion to approve the Director's report. Motion made by Ms. Hurst, seconded by Ms. Outten, motion was passed unanimously.

## **Development Committee Report – Linda Riggin**

Ms. Riggin reported that this will be her last meeting as she is stepping down as President of the Foundation. She has been working on forming a Friends of Somerset County Libraries group to take over the duties of the Foundation. Thus far there are two members only. The Leo Club at Crisfield High School has helped her send out invitations to people who donated to the Crisfield Library building program with the hope that some of them might become "Friends". She will be picking up the plaque (\$1,074.20) for Andrea's bench and there will be a ceremony to place it sometime in the future. Decorations for all the shelving have now been completed. She is

hoping to have an event at the Crisfield Library on Saturday, December 2 from 10 AM to 2 PM that will have vendors selling photography, crafts, note cards, jams, jellies, soaps, etc. There was a discussion concerning installing a flag and flag pole outside the Crisfield Library. It is estimated that the cost would be about \$5,000.

### **Audit Presentation – Herb Geary, TGM, LLC**

Mr. Geary reported TGM's team of Shawn Bunting and Stephanie Chance prepared the audit this year with the help of Ms. Gorely. He stated that everyone did a good job, the files were in good order, and that the library received an "unmodified opinion" which is the highest report that can be given during an audit. Mr. Geary reviewed various parts of the audit with the Board and said that we were right on target. He stated that the Crisfield Library is still on the library's books regarding the financials but it will soon become property of the County. His firm is currently working on the County's audit of which the Library's audit is a part of. He asked the Board if they had any questions/concerns or if anything needed any explanation. No one had any questions.

Vice-President Smith asked for a motion to approve the audit. Motion was made by Ms. Evans, seconded by Ms. Turner, motion was unanimously approved.

Mr. Geary left at 5:10 PM.

### **Branch Highlights**

#### **Princess Anne**

Ms. Hodgson (the new Princess Anne Branch Manager) reported that we had a great turnout for Family Fun Day. Twenty children and adults joined us for an afternoon of hot dogs, board games, and music. The after-school Minecraft program has been very popular and The Quilters, Stitchers and More group continues meeting and sharing all types of needlecraft and other crafts. We are in the planning stages for our 4<sup>th</sup> Annual Halloween Party and have partnered with the Judy Center, UMES, Princess Anne Police and Fire Departments and the Town Commissioners as well as other community volunteers. We anticipate around 1,200 attendees this year.

#### **Crisfield**

Jaime Bradshaw, the new Crisfield Branch Manager, was on her honeymoon and was not in attendance. Mr. Goyda reported that two paint parties were held during this time, Screen Painting for Adults and a Kids Paint Party. Both events filled up quickly. The 2<sup>nd</sup> Annual Harvest Party will be held on Friday, October 27. Mr. Goyda asked for permission to close the library at 4:00 PM to prepare for the event. The Board agreed. We have received \$850 in donations from the community to help cover the costs and have volunteers from the Somerset County 4-H group helping out. We are continuing our outreach efforts by meeting with students in Crisfield High School and Woodson Elementary School. The Tawes Nursing Home residents continue to enjoy our monthly visits and programs and we have seen an increase in attendance.

## **GOVERNANCE:**

Appointment: Caitlin Kilby, Library Assistant, Crisfield Library

Vice-President Smith asked for a motion to approve the appointment of Caitlin Kilby as Library Assistant at the Crisfield Library. The motion was made by Ms. Hurst, seconded by Ms. Cottman; the appointment was unanimously approved

## **EXECUTIVE SESSION**

Vice President Smith asked for a motion to enter executive session again. Motion was made by Ms. Evans, seconded by Ms. Cottman. Roll Call: Ms. Smith, yes; Ms. Evans, yes; Ms. Outten, yes; Ms. Hurst, yes; Ms. Turner, yes. The board entered executive session at 5:25 p.m.

Vice President Smith asked for a motion to come out of executive session. Motion was made by Ms. Hurst, seconded by Ms. Outten. Roll call: Ms. Smith, yes; Ms. Evans, yes; Ms. Outten, yes; Ms. Hurst, yes; Ms. Turner, yes. The board came out of executive session at 5:28 p.m.

Ms. Turner made a motion that the following appointments be approved:

Ms. Smith, President

Ms. Turner, Vice President

Ms. Outten, Treasurer -- As Treasurer, Ms. Outten is authorized to sign checks for the Library's checking account with PNC Bank.

The motion was seconded by Ms. Cottman/Ms. Hurst; motion was approved unanimously.

Because of Mr. Milbert's unexpected passing and the expiration of Mr. Brice's term, the Board will immediately begin recruiting two new board members. Interviews will be planned for the Week of November 13<sup>th</sup>. Ms. Smith and Ms. Turner will be conducting the interviews.

A motion to adjourn the meeting was made by President Smith, seconded by Ms. Hurst, and the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Jan Gorely

Administrative Assistant/Bookkeeper