

Board of Somerset County Library Trustees
Regular Meeting
Wednesday, March 14, 2007
Princess Anne Library Meeting Room

Present: Board members Kat Harting, President, Jim Riley, Vice President, Nancy Smoker, Treasurer, J.D. Samus, and Sharon Stoltzfus; Library Director Renee Croft; Corbin Library Branch Manager Gabe Stuckey; Legal Counsel Richard Colaresi; Personnel Policy Staff Team members Rose Cottman, Cindy Vessey, and Joan Terry; absent Board member, Bill Sailor.

Introductions were made before the meeting began. Ms. Croft introduced the Personnel Policy Staff Team members and Richard Colaresi who performed the legal review of the Personnel Policy. President Harting asked the board members to introduce themselves.

President Harting called the meeting to order at 4:00 p.m.

Personnel Policy Recommendation

Purpose, background, process, and timeline of Personnel Policy:

Ms. Croft stated the purpose, background, and the process/timeline of how the Personnel Policy was developed. The purposes of developing the new Personnel Policy included the following: updating the current manual of January 1990 to reflect changes in legislation, making written policy consistent with practice and the same for all employees regardless of hire date, improving communication and staff perception of fairness, and enhancing the understanding of the library relationship to the county. The background of the Personnel Policy stated by Ms. Croft is as follows: the county manual does not address necessary library policy (e.g., MSDE certification of staff, state teachers retirement, library service hours during nights and weekends); excluding table of contents and appendixes, current county manual is 47 pages and proposed library manual is 44 pages; staff survey of November 2005 identified 18 personnel policies that needed to be clarified, and the top priority identified by both staff and Board was to “provide the same benefits to all part time staff”; and the Maryland State Department of Education, Division of Library Development Services provided all funding for consultants fees and legal review. The following is the process and timeline of the Personnel Policy as stated by Ms. Croft: February 2006 the director appointed the staff team representing all levels of staff and at least two library locations; March 2006 the staff team reviewed policy manuals from Wicomico and Caroline County Library Systems, Somerset County, the Eastern Shore Regional Library and the Maryland Association of Non-profits and developed the recommendation to retain an HR consultant; March 2006 the Board authorized the Director to submit a funding proposal to MSDE/DLDS to retain a consultant to update the entire manual; July 2006 MSDE/DLDS approved the funding request; September 2006 through January 2007 the staff team had meetings with the HR consultant; December 2006 a draft of the policy was distributed to the full staff for input; January 2007 the staff team and HR consultant made revisions to the policy based on staff feedback; February and March 2007 there was legal review of the policy; and March 14, 2007 the policy was presented to the Board for approval.

Discussion of Personnel Policy:

Ms. Croft recommended that the Board approve the policy and that it would take effect Thursday, March 15, 2007 and the pro-rated benefits of part time staff be retroactive to January 1, 2007. President Harting asked the Board members if they had any major questions about the policy. Mr. Riley had a question on the grievance procedure section of the policy. He suggested that the specific grievance steps be after the first sentence. President Harting suggested re-ordering the paragraphs in the grievance procedure section, which was supported by Mrs. Stoltzfus. It was decided that the grievance steps follow the first paragraph. President Harting suggested that instead of stating the library wants/believes in the policy that it read the Library Board of Trustees wants/believes. Mrs. Smoker did not think that it was inappropriate for the policy to read the library wants/believes stating that the document was titled Employee Handbook not Personnel Policy. Mr. Colaresi suggested that it is the document that will be used if a problem/situation occurs. Ms. Croft saw the manual as more than the board's but the

supervisors who deal with staff on a day to day basis, but that the manual ultimately rests on the Board. President Harting asked if the library staff was satisfied/happy with the manual and the staff team stated that most of the concerns/suggestions from the staff had been addressed. The discussion then moved on to the feedback from the county's attorney Kirk Simpkins. Mr. Simpkins had made seven suggestions/recommendations with regards to the manual in a fax to Ms. Croft dated March 12, 2007. President Harting suggested beginning with recommendation 7. Recommendation 7: Section 6.1 (Health Insurance – page 6-1) “This section is still under construction. This is a very important section for all employees of the library system. Therefore I would delay implementation of the handbook until that section is completed.” Ms. Croft stated that the policy regarding health benefits for retirees is unclear. There is an actuarial study that is looking into the health benefits for retirees, which should be completed by the time the 2007-2008 budget takes affect. Mr. Colaresi stated that he would hesitate putting specifics about benefits in the policy suggesting that the policy state that employees see the director for specific benefits. Mr. Colaresi stated that the Employee Handbook could be implemented as it is and add the health benefits later. Additionally, he suggested that retiree benefits be included as an appendix since the manual is directed to current staff Mr. Riley suggested that the policy be approved as it is since it has taken a lot of work and time preparing the policy. Mrs. Smoker agreed that the manual be approved by the board and suggested that the sentence in parenthesis in sections 6.1 (this section is still under construction, pending an actuarial study of benefits for retirees) be eliminated. Mrs. Stoltzfus supported this suggestion. Mr. Colaresi thought the words in parenthesis could stay. President Harting asked for a motion of taking the words in parenthesis out. The motion was made by Mrs. Smoker, but the motion failed because there was no second. The remaining recommendations by Mr. Simpkins were then discussed by the board. Those recommendations included the following: 1] Section 1.0 (1.4 Purpose of this Handbook – page 1-3) “In 1.4, the second paragraph, the next to the last sentence, I would remove ‘Director and’. Any revisions to the handbook are policy aspects that should be implemented by the Board of Trustees only.” 2] Section 1.0 (1.4 Purpose of this Handbook – page 1-3) “In 1.4, the third paragraph, at the end of the sentence I would remove the word ‘Director’ and replace it with the ‘Board of Trustees’ for the same reason as discussed above.” 3] Section 1.0 (1.4 Purpose of this Handbook – page 1-3) “I would remove the entire last paragraph that begins with ‘This manual’. The paragraph serves no purpose and mentions that employees are ‘at will’ when they are not. (See Richard Colaresi’s opinion dated February 28, 2007 – Employment status).” 4] Section 1.0 (1.5 Employment Acknowledgement Form – page 1-5) “Second paragraph: At the end of the paragraph, I would remove ‘Director and approved’. Again, any policy decisions need to be made by the Board of Trustees.” 5] Section 2.0 (2.11 Certification of Staff – page 2-8) “Public Library Associate: Although I am not sure whether the system currently has a Public Library Associate, there is no requirement in the law that there has to be one. Give the small size of our library system, this position may be unnecessary. As set forth in the handbook, it would require the library to hire another employee with a college degree.” Ms. Croft explained that there is one current Public Library Associate position at the Corbin Memorial Branch. 6] Section 3.0 (3.6 Demotion – page 3-3) “Nowhere in the handbook does it say what causes for demotion could be. That probably needs to be spelled out.” Ms. Croft stated that the recommendations made by Mr. Simpkins had been addressed in the handbook and distributed the changes to the board, legal counsel, and staff team. Mr. Colaresi suggested that the motion to adopt the Employee Handbook should include an effective date. President Harting asked for a motion to adopt the revised staff handbook as amended effective Friday, March 16, 2007 and to pro-rate benefits retroactive to January 1, 2007. The motion was made by Mrs. Smoker, seconded by Mr. Riley, and the motion was carried.

Mrs. Cottman, Mrs. Vessey, and Ms. Terry left the meeting.

Director’s Contract Renewal

(Ad hoc Executive Compensation Committee members Mrs. Stoltzfus, Mr. Samus, and Mrs. Smoker and legal counsel Mr. Colaresi) President Harting asked for a motion to enter executive session to discuss personnel matter and get legal advice from the attorney. The motion was made by Mr. Riley, seconded by Mrs. Stoltzfus and carried unanimously in a roll count vote at 5:15 p.m. A motion to resume regular session was made by Mr. Samus, seconded by Mrs. Smoker at 5:30 p.m. Mr. Samus made a motion that President Harting be authorized to sign the contract if Ms. Croft agrees to it as is. Mr. Riley seconded the motion, and the motion was carried.

Library Governance

Review of previous meeting minutes (regular meeting December 13, 2006 and special meeting January 16, 2007):

President Harting asked for a motion to accept the minutes from both meetings. Mr. Riley made the motion, Mr. Samus seconded, and the motion was carried.

Ad hoc Recruitment Committee report:

Mr. Riley stated that the interviews with board applicants had to be cancelled due to the illness of a committee member. There were seven applicants. Mr. Riley stated that the committee was going to reschedule the interviews but date was not known. There was a motion made by Mrs. Stoltzfus to empower the committee (Mr. Riley, Mr. Sailor, and President Harting) to choose a candidate and canvas the rest of the board to propose the candidate to the Somerset County Commissioners. Mrs. Smoker seconded the motion, and the motion was carried.

Board Development:

President Harting proposed a training session for the Board of Trustees on how to function as a board. Ms. Croft reported on research of various training programs by the Maryland Association of Non-Profits. A four hour workshop on "Board Excellence" is \$400. The first workshop is "Board Excellence." Ms. Croft stated that there was money in the DLDS development account for the training. The training is not library board specific. The board discussed dates for training and decided on the second week of August 2007 with a specific date and time decided later.

Appointment of Ad hoc Insurance Benefits Committee:

The board discussed forming a committee charged with advising the Director and staff team on developing benefits options for current employees and retirees by June 13, 2007. Mr. Samus made a motion to have a professional work with the Director and staff team. Ms. Croft suggested the Singer Group. The motion was seconded by Mrs. Stoltzfus, and the motion was carried.

Library Administrator's Report

Mr. Riley made a motion to accept the written reports of December 22, 2006, and January 24 and March 7, 2007. The motion was seconded by Mrs. Stoltzfus, and the motion was carried.

Fiscal

Gifts:

Mr. Samus made a motion to accept gifts totaling \$300 in memory of Harry O. Ulvila for youth literacy programs (Crisfield Branch summer reading program account) from the Annemessex Ridge Property Owners Association, Coastal Restoration & Development Corporation, William Van Winkle, Carolyn M. Loiselle, Linda Ulvila, and Lauren Cader AND to accept unrestricted gifts totaling \$180 from Anne Twining and Michael Bailey (Somerset County Library Fund). The motion was seconded by Mr. Riley, and the motion was carried.

Review of the YTD financial report:

Motion to approve the financial report for the period ending February 28, 2007 was made by Mr. Riley, seconded by Mrs. Stoltzfus, and the motion was carried. Motion to accept Director's recommendation to transfer \$1,426.62 from Magazines to Travel/Staff Development AND to transfer \$500 from Insurance to Professional fees was made by Mr. Samus, seconded by Mrs. Smoker, and the motion was carried.

Discussion of audit requirements:

Motion to submit the selection of the audit firm Trice, Geary, and Myers being used by Somerset County to the State Superintendent of Schools for approval by May 1, 2007 was made by Mrs. Smoker, seconded by Mr. Samus, and the motion was carried.

Review of county budget request submitted March 9, 2007:

Ms. Croft provided information about the budget request timeline the budget request and submitted to the county on March 9. Ms. Croft reviewed the budget request narrative and Kent County comparison.

Review of payroll software requirements to implement revised personnel policies:

Motion to accept proposal from ADP to outsource payroll at a cost of \$123 per payroll was made by Mr. Riley, seconded by Mrs. Stoltzfus, and the motion was carried.

Services and Facilities

Library card registration requirements/Lower Shore Automation Consortium grant:

Motion to standardize expiration period of three years, verification of mailing address on site, and parental/guardian approval procedures for minors was made by Mr. Samus, seconded by Mrs. Smoker, and the motion was carried.

Custodial services proposal:

Motion to approve the proposal from Clean Team effective April 1, 2007 was made by Mrs. Stoltzfus, seconded by Mr. Riley, and the motion was carried.

County Library capital grant submitted January 26, 2007:

Ms. Croft attended the Senate hearing on February 20, 2007. 17 counties have submitted 18 grant proposals totaling 7.5 million dollars. Funding announcements are anticipated in mid April.

Strategic planning proposal submitted January 26, 2007:

Ms. Croft stated that the library had received funding approval for the strategic planning process, which will begin in the fall. Ms. Croft stated that the library had received a DLDS Spanish Outreach Grant of \$1,000.

Personnel

Resignations and Appointments since October 17, 2005:

Motion to approve Director's appointments retroactively was made by Mr. Riley, seconded by Mrs. Stoltzfus, and the motion was carried.

Resignations

<u>Name</u>	<u>Date</u>	<u>Position</u>	<u>Reason</u>
Chanelle White	3/13/06	temporary (cover for medical leave)	accept FT Job
Denise Plitt	6/9/06	Crisfield Mgr/ PT 25 hpw	relocate
Jennifer Whittington	8/10/06	Library Assistant/PT 20 hpw	schedule
Liz Palmer	12/1/06	Reference Associate/FT	health
Mark Masselli	12/6/06	Program Associate/PT 18 hpw	health
Cindy Vessey	11/1/07	Administrative Assistant/FT	retire

Appointments

<u>Name</u>	<u>Date</u>	<u>Position</u>
Gabe Stuckey	6/1/06	Crisfield Mgr/FT
Jean Davis	9/18/06	Library Assistant/Substitute/ PT 8 hpw
Lorraine Kressin	9/27/06	Library Assistant/Substitute/PT 20 hpw

Review of current and anticipated staff vacancies and budget implications:

Ms. Croft presented the following to the board:

1. Princess Anne Branch Manager previously approved in December 2006 and submitted to Somerset County Human Resources for salary classification during March/ April 2007
2. Administrative Assistant, grade 8/ step 20, retiring November 1, 2007 (replace with a part time Administrative Assistant, grade 8 by May 1, 2007 AND a part time Acquisitions Associate, grade 7 by June 1, 2007) Timeline is necessary to train new hire to close out fiscal year, complete annual audit and implement a records retention plan and purchase order process by July 1, 2007
3. Library Shelters (freeing up additional Library Assistant hours for public service and increasing staffing levels during evening hours)

Implementation of leave without pay policy:

Motion to enter executive session was made by Mr. Riley, seconded by Mrs. Stoltzfus, and was unanimously carried by a roll count vote. Motion to resume regular session was made by Mr. Samus , seconded by Mrs. Stoltzfus.

A motion to adjourn the meeting was made by Mr. Riley, seconded by Mrs. Stoltzfus, and the meeting adjourned at 7:15 p.m.

Respectfully Submitted,
Gabriel J. Stuckey
Corbin Memorial Library Branch Manager