

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

REGULAR MEETING

Wednesday, March 12, 2008 - 4:00 p.m.

Princess Anne Library Meeting Room

Present: Board Members Kat Harting, President, Jim Riley , Vice President, J.D. Samus, Geraldine Shelton, Deb Parker, Donnie Price and Library Director Renee Croft, Corbin Library Branch Manager Gabe Stuckey; Main Library Branch Manager Rose Donoway, Library Administrative Assistant Jan Gorely

CALL MEETING TO ORDER

The meeting was called to order at 4:00 by President Harting.

Board Recruitment Committee Report (Kat Harting, President)

President Harting asked for a motion to accept the resignation of Nancy Smoker, with regret, effective February 1, 2008. Motion made by Mr. Riley and seconded by Mr. Samus. It was also noted that the by-laws do not indicate how a new officer assumes responsibilities of the Treasurer or Vice-President (i.e., elected or appointed) and that this is something that will need to be addressed in the future.

President Harting asked for a motion to recommend (retroactively) Donnie Price to the County Commissioners as a Library Trustee replacing Sharon Stoltzfus and electing him to the office of the Treasurer. Motion made by Mr. Riley and seconded by Mr. Samus.

At this juncture, President Harting welcomed Mr. Price to the Board of Trustees on behalf of the rest of Trustees. Mr. Price thanked everyone. At President Harting's request, Mr. Price gave a short introduction of his previous experiences and told them a little bit about himself and his background. The Board and the rest of the participants then introduced themselves to Mr. Price.

PUBLIC PARTICIPATION

No requests

LIBRARY GOVERNANCE

Review of previous meeting minutes (Jan Gorely, Administrative Assistant)

President Harting asked for comments, additions or corrections to the minutes from the meetings of December 12, 2007 and the special meeting of January 10, 2008. There was one correction to the minutes of the December 12, 2007 meeting. President Harting asked for a motion to approve the draft minutes from the regular meeting of December 12, 2007 (with correction) and the special meeting of January 10, 2008.

Mr. Samus made the motion, seconded by Ms. Shelton, motion passed unanimously.

Architect and Site Selection Committee Report (Jim Riley, Chair)

Mr. Riley reported that there had not been a meeting of the Architect and Site Selection Committee due to illness of some of the members of the committee.

Ms. Croft reported that the RFP for the donation or sale of property for a site for a future library has been published in the Crisfield Times and the Daily Times and will run for three weeks. The Somerset Herald had some problems getting it in the paper last week but it will run for the next three weeks there. The RFP was also put on the web site and sent out to realtors in the Crisfield area, the local Chamber of Commerce and the property owners adjacent to the Corbin Library. The deadline for the proposal to be submitted is April 15th. Once the proposals have been received, John Toppe, the consultant, will help evaluate the proposals. A date for that meeting will be determined pending scheduling availability of all participants and the Board will be notified.

Bylaws Committee Report (Kat Harting, Chair)

President Harting led a discussion concerning changing the bylaws to reflect a recommendation to have the Board of Trustees meet bi-monthly instead of quarterly. After the discussion, President Harting asked for a motion to accept the Committee recommendation (endorsed by the Director) for bi-monthly meetings.

Ms. Parker made the motion, seconded by Ms. Shelton, motion passed with one objection by John Samus.

Services Planning Committee Report (Renee Croft for Nancy Smoker, former Chair)

Ms. Croft explained to the Board that the Maryland State Department of Education requires that the Library have a long range plan on file in order for the Library to apply for and be considered for grants. Our previous plan expired last December. Ms. Croft explained that she had applied for a grant to develop what we now have as the Somerset County Library System Long Range Plan of Services – 2008 – 2012 in consultation with Ruth O'Donnell & Carole Fiore. This plan was developed in a two-day work session with input from the public and Library staff to guide the Board and Library Management for future planning.

Ms. Harting asked for a motion to approve the final planning document.

Mr. Riley made the motion, seconded by Ms. Parker, motion passed unanimously.

Renewal Application Property Pool Local Government Insurance Trust – 2008-2009

Ms. Croft informed the Board that it is time for the renewal of our insurance policy for the Library. The policy has the same coverage as the previous policy. Ms. Croft stated that she tried to get quotes from other insurers but because we were not insuring the building itself (the County owns the building), no one was interested in providing a liability policy unless it was part of a whole package. As of now, we do not know what the rates will be.

Ms. Harting asked for a motion to authorize Ms. Croft to submit renewal forms for property and liability coverage.

Ms. Parker made the motion, seconded by Ms. Shelton, motion passed unanimously.

FISCAL REPORTS

Review of financial reports (Renee Croft for Nancy Smoker, Treasurer)

Ms. Harting asked for a motion to approve the financial reports for the periods ending December 31, 2007 and January 31, and February 29, 2008.

Mr. Price made the motion, seconded by Ms. Parker, motion passed unanimously.

Gifts

Ms. Harting asked for a motion to accept \$20.00 (unrestricted donation) from Steve Kretzmann for the Somerset County Library Fund.

Ms. Shelton made the motion, seconded by Mr. Riley, motion passed unanimously.

Ms. Harting asked for a motion to accept \$1,000.00 from the Somerset County Arts Council.

Ms. Parker made the motion, seconded by Ms. Shelton, motion passed unanimously.

Review of Eastern Shore Regional Library System compensation study (Renee Croft)

Ms. Croft made an extensive presentation about the Compensation Study completed by the Singer Group for the Eastern Shore Regional Library. All employees of all the libraries on the Eastern Shore were required to complete an in-depth questionnaire concerning their duties as assigned and what other things that they do that are not necessarily part of their job description. After compiling all of the data from all of these job descriptions, the Singer Group came up with job titles and what the compensation for that particular job should be compared with like jobs within the library system as well as in the private sector. Ms. Harting saluted ESRL for undertaking this study and coming up with compensation recommendations. It was decided that the Board would have to wait until we received the final budget from the County Commissioners before we could discuss this compensation study further. It was tabled for a later meeting.

Review of county budget request for FY 2009 (Renee Croft)

Ms. Croft discussed the budget request that she submitted to the County Commissioners with the approval of the Board. She mentioned the fact that the County Commissioners have asked that the department heads prepare a flat operating budget with no overall increases and no new staff positions. Ms. Croft has submitted two budgets: one with reduced funding as proposed by the Governor and one with current funding as legislated. Ms. Croft also reviewed the results of an actuarial study on post employment benefits that was incorporated into the County funding request.

Selection of an audit firm (Renee Croft)

Ms. Croft brought to the attention of the Board that the Library is required by the Maryland State Department of Education to select an independent audit firm to perform the annual audit. After a brief discussion, Ms. Harting asked that a motion be made to approve Ms. Croft's recommendation to continue to contract with Trice, Geary, Myers as our auditing firm for Fiscal Year 2007-2008.

Mr. Riley made the motion, seconded by Ms. Parker and Ms. Shelton, motion passed unanimously.

LIBRARY ADMINISTRATOR'S REPORT: Renee Croft

Ms. Harting asked for a motion to accept written reports of February 1 and March 12, 2008.

Ms. Parker made the motion, seconded by Ms. Shelton, motion passed unanimously.

(Mr. Riley mentioned at this time how happy his wife is with the staff at Corbin Library and the Branch Manager, Gabe Stuckey.)

Services and Facilities

Review of building program for the new Crisfield Library (Gabe Stuckey, Corbin Branch Manager)

Ms. Croft discussed the meetings that she and Mr. Stuckey had with Ruth O'Donnell (the consultant) on starting the process of designing a building program for the new proposed Corbin Library. Mr. Stuckey then gave a demonstration of how LIBRIS design software works and an overview of various portions of the building program.

LSTA grant for updating the library system web site

Ms. Croft stated that we were awaiting word on March 17th concerning whether or not we received funding for the update of our website. Two Rider Design has been proposed as the designer of the new web site if we receive the grant.

Introduction of Playaway format (Rose Donoway, Princess Anne Branch Manager)

The library has purchased a new format for audio books. Instead of being on discs, these books are in the form of an MP3 player. Ms. Donoway demonstrated how easily the new Playaways work, their compact size, and stated that they are cheaper than books with CDs, too.

Self checkout demonstration

Ms. Donoway gave a demonstration on how the new self-checkout system works. Patrons are also able to pay fines on-line with the use of a credit card.

Crisfield Library trial hours

Due to patron usage and staffing changes, Mr. Stuckey and Ms. Croft have asked that the Corbin Library hours be changed to 8 hours per day versus the 9 hours presently in effective.

Ms. Harting asked for a motion to modify Crisfield service hours due to staffing changes from 9 hours per day to 8 hours per day, 11:00 a.m. to 7:00 p.m., effective April 1, 2008.

Ms. Parker made the motion, seconded by Ms. Shelton, motion passed unanimously

Personnel

Review of staff resignations and appointments

Ms. Harting asked for a motion to approve resignations and Director’s appointments retroactively.

Ms. Parker made the motion, seconded by Ms. Shelton, motion passed with two abstentions by John Samus and Donnie Price.

RESIGNATIONS

DATE	NAME	POSITION
02/15/08	Jean Davis	Library Assistant – 8+ hpw
03/15/08	Tom Brice	Library Assistant – 8+ hpw

APPOINTMENTS

DATE	NAME	POSITION
03/10/08	Maria Dorman	Library Assistant – 24 to 32 hpw

Staff meeting attendance requirement

Ms. Croft has asked the Board to change the Employee Handbook Section 4.3 as follows:

In order to facilitate effective communication across the different locations and ensure the best possible service, the library holds BI-MONTHLY (from quarterly) meetings that follow the library Board meeting schedule. The library understands that due to extenuating circumstances or scheduling conflicts employees may not be able to attend all SIX (from 4) meetings. As such, employees are required to attend a minimum of THREE (from 2) meetings a year. The library may also require you to attend training or special staff meetings as needed.

Ms. Harting asked for a motion to revise section 4.3 of the staff handbook:

Mr. Samus made the motion, seconded by Ms. Shelton, motion passed unanimously

Future Meeting Dates:

It was decided that the dates for the future Board of Trustee Meetings will be as follows:

April 30, 2008	In Princess Anne Library
June 11, 2008	In Princess Anne Library
August 13, 2008	In Corbin Library
October 8, 2008	In Princess Anne Library
December 10, 2008	In Corbin Library

Adjourn

The meeting was adjourned by common consent at 6:40 p.m.

**Respectfully submitted,
Jan Gorely
Administrative Assistant**