

**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 MINUTES**

**Wednesday, April 30, 2008 - 4:00 p.m.**

**Princess Anne Library Meeting Room**

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

**CALL MEETING TO ORDER**

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

**LIBRARY GOVERNANCE**

John Samus made a motion to approve the draft minutes from the regular meeting of March 12, 2008, seconded by Ms. Parker, motion passed unanimously.

**Site Selection Committee Report (Jim Riley, Chair)**

President Harting asked for a motion to enter executive session to discuss the acquisition of real estate at approximately 4:30 PM. ROLL CALL: Ms. Shelton – yes, Mr. Price – yes, Mr. Samus – yes, Mr. Riley – yes, Ms. Parker – yes

Committee report on meeting of April 25, 2008 was discussed.

President Harting asked for a motion to resume regular session at approximately 5:00 PM. ROLL CALL: Ms. Shelton – yes, Mr. Price – yes, Mr. Samus – yes, Mr. Riley – yes, Ms. Parker – yes

There will be a special Board meeting with John Toppe to review proposals on June 4, 2008 at 4:00 p.m.

### **Board Recruitment Committee Report (Kat Harting, President)**

President Harting gave the Committee report on the meeting of April 24, 2008. There were three candidates interviewed to replace Library Trustee Nancy Smoker's vacancy. One candidate subsequently called and asked that his name be removed from consideration. The committee decided to recommend Peter Stanford's for the position.

President Harting asked for a motion to recommend Peter Stanford to the County Commissioners as a Library Trustee replacing Nancy Smoker.

Mr. Riley made the motion, seconded by Mr. Price, motion passed unanimously.

### **Appointment of Director's Performance Review Committee (Kat Harting, President)**

Director requests this be tabled until Trustees have received training on "evaluating the Director" during the ESRL conference and waives any salary increase on July 1.

This agenda item was tabled.

### **Board Development**

Ms. Croft passed out RSVP forms for the ESRL Trustees Conference that will be held in Cambridge on December 5 and 6, 2008.

President Harting recommended moving forward to some agenda items so that Lorraine Kituri of the Singer Group could make her presentation and get back across the bridge before it got too late.

### **First annual review of personnel policies**

Discussion took place concerning changes that were recommended by the Director and staff to the Employee Handbook. It was decided at the March meeting that it was mandatory for staff to attend at least three staff meetings per year (out of six) and that they be available for mandatory training whether or not that had another job.

President Harting asked for a motion to revise Employee Handbook effective May 2, 2008. Mr. Samus made the motion, seconded by Mr. Price, motion passed unanimously

## **Report on the strategic alignment project (Lorraine Kituri, The Singer Group)**

Ms. Lorraine Kituri from The Singer Group gave a Power Point presentation on the results of the strategic alignment project that was done at the request of Eastern Shore Regional Library. In this presentation, she talked about how the study reflected compensation for employees in eight Eastern Shore County libraries as well as workers in the private sector performing similar jobs. After comparing various “job descriptions” throughout the Eastern Shore, The Singer Group came up with “standard” job titles and descriptions for specific jobs, i.e. – comparing apples to apples, etc. As a result of this study, recommendations were made for a new compensation scale. Director Croft asked that the Board adopt the ESRL compensation scale for the Library instead of using the County’s salary structure.

After a lengthy discussion, President Harting asked for a motion to adopt the ESRL compensation recommendations.

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

President Harting asked for a motion to accept the revised organization chart for the library system.

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

## **Grants**

President Harting asked for a motion to accept an LSTA grant of \$160,000 to establish statewide public library service for teens with pilot projects in Somerset County, Rosemary Truitt, Young Adult Services Coordinator, effective May 1, 2008 through September 30, 2009.

Mr. Samus made the motion, seconded by Mr. Price, motion passed unanimously

Motion to include the YA Coordinator on the list of staff authorized to make credit card purchases.

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

At this time, Ms. Parker and Ms. Kituri left the meeting (approximately 6:30 pm).

President Harting asked for a motion to enter executive session to discuss personnel at approximately 6:30 PM. ROLL CALL: Ms. Shelton – yes, Mr. Price – yes, Mr. Samus – yes, Mr. Riley – yes

Mr. Price left the meeting at 6:55 pm.

President Harting asked for a motion to resume regular session at 7:05 pm.  
ROLL CALL: Ms. Shelton – yes, Mr. Samus – yes, Mr. Riley – yes

Motion to accept the Director's resignation, with regret, effective May 30, 2008.

Mr. Samus made the motion, seconded by Mr. Riley, motion passed unanimously.

President Harting asked for a motion to appoint Renee Croft as Interim Director effective May 31, 2008 on a contractual basis.

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

President Harting tabled the Director's recommendation to retain the services of an executive search firm to assist the Board in the recruitment/selection/orientation of a new Director and to schedule a special meeting to review the search process.

Meeting was adjourned at 7:10 pm.

Respectfully submitted,

Jan Gorely  
Administrative Assistant