

Board of Somerset County Library Trustees
Regular Meeting
Wednesday, June 13, 2007
Corbin Memorial Library

Present: Board members Kat Harting, President, Jim Riley, Vice President, Nancy Smoker, Treasurer, J.D. Samus, and Geraldine Shelton; Library Director Renee Croft; Corbin Library Branch Manager Gabe Stuckey; Library Administrative Assistant Jan Gorely; absent Board members, Bill Sailor and Sharon Stoltzfus.

The meeting was called to order at 4:05 p.m. by President Harting.

Ms. Croft introduced the new Board member Geraldine Shelton and the new Administrative Assistant Jan Gorely.

Library Governance

President Harting called for a vote to approve the minutes of March 4, 2007.

The Ad hoc Recruitment Committee reported that the Commissioners have asked the library to forward the complete list of applicants for future Board vacancies as well as the Board's nominee.

President Harting reminded Trustees about "BOARD EXCELLENCE" training that will take place on August, 13, 2007, from 1:00 to 4:00 p.m. in Room 2124 at the Henson Center, UMES. The Maryland Association of Non-profit Organizations will provide the training.

President Harting called for a motion to enter into executive session at 4:15 p.m. to discuss the Director's contract renewal. Mr. Samus made the motion, Mrs. Smoker seconded.

ROLL CALL

Samus – yes
Smoker - yes
Riley – yes
Shelton – yes
Harting - yes

A motion to resume the regular session was made by Mr. Samus and seconded by Mr. Riley and was unanimously approved at 4:50 p.m.

A motion to approve the revised contract for the Director effective July 1, 2007 through June 30, 2010 was made by Mr. Samus, seconded by Ms. Shelton and the motion carried unanimously.

President Harting appointed Ms. Smoker and Ms. Shelton to an Ad Hoc Performance Review Committee charged with conducting the Director's annual performance review prior to the next regular meeting on September 12, 2007.

Croft reported substantial increases in annual premium rates for General Liability and Public Officials coverage with the Local Government Insurance Trust, LGIT. Ms. Croft recommended that the deductible for both policies be increased from \$1,000 to \$5,000 in order to control costs. Ms. Shelton asked if any other companies were considered. Ms. Croft stated that several local agents were contacted for quotes in January 2006, but they all declined to provide a liability quote since library property is covered under a separate county policy. Croft also recommended that the library use the same carrier as the county, LGIT, since the county owns and insures the library buildings. Croft suggested that any claims would be managed much more efficiently by a single provider.

Motion to authorize the Director to renew the General Liability policy and Public Officials Coverage on July 1, 2007 with a \$5,000 deductible was made Mr. Riley, seconded by Ms. Smoker, and the motion was carried unanimously.

Croft will also investigate rates for excess coverage above the current limits.

Croft reported that the County Commissioners had authorized the library to secure increased property coverage on contents in the three county owned library facilities and, she reviewed current and recommended levels of coverage and premium rates. Croft recommended a \$2,500 deductible on property insurance.

Motion to authorize the Director to increase property insurance coverage on library contents and start a new contents policy with a \$2,500 deductible on July 1, 2007 was made by Mr. Samus, seconded by Ms. Shelton, and the motion carried unanimously.

Library Administrator's Report

Motion to accept written reports of April 5, May 10, and June 6, 2007 was made by Ms. Smoker, seconded by Mr. Riley, and the motion was carried unanimously.

Fiscal

Motion to accept the gifts totaling \$35.00 for library materials from Cary and Cynthia Knopp (in memory of Widdowson) and Chris Sterling (in memory of Sheesley) was made by Ms. Smoker, seconded by Ms. Shelton, and the motion was carried unanimously.

Motion to appropriate the annual distribution of \$1,093.14 from the Buell Memorial Library Fund for development of a reading garden at the Princess Anne Library was made by Ms. Shelton, seconded by Ms. Smoker, and the motion carried unanimously

Croft presented the year to date financial report dated June 4, 2007. Ms. Smoker inquired why substantial balances remained in the children's materials and programming budgets. Ms. Croft indicated that the programming budget had been tripled this year, but that registration for summer reading did not begin until June 18. Mr. Riley asked about unbudgeted income under facilities maintenance and Croft explained that the Board approved moving excess

revenue into this account at the previous meeting. The payments for unanticipated custodial services have been made from this fund. Motion to approve the financial report for the period ending June 4, 2007 was made by Mr. Samus, seconded by Ms. Shelton, and the motion was carried unanimously.

Motion to authorize the Director to transfer necessary funds to close out the fiscal year on June 30, 2007 was made by Mr. Riley, seconded by Ms. Smoker, and the motion was carried unanimously.

Ms. Croft reviewed the state and county appropriations (approved June 12, 2007) and presented an overview of Library Generated funds (new grants) for FY 2008. Croft presented a recommended budget for the new fiscal year noting accounts for salaries and benefits that may change after current vacancies are filled. Croft recommended that the majority of increased revenues be appropriated for library materials.

A motion to approve the library system budget for the fiscal year beginning July 1, 2007 was made by Ms. Smoker, seconded by Ms. Shelton, and the motion was carried unanimously.

Services and Facilities

Croft reviewed the County Library capital grant award of \$50,000 for a new 15,000 square foot branch in Crisfield. Funds were awarded for retaining an architect, site selection, building program development, and legal review of restrictions on the deed to the Corbin Memorial Library.

Harting appointed an Ad Hoc Architect Selection Committee charged with interviewing firms and recommending an architect for the Crisfield Library Planning Project by September 12, 2007. Committee members include Jim Riley and Sharon Stoltzfus.

Harting appointed an Ad Hoc Site Selection Committee charged with leading the site selection process with input from citizens and elected officials and recommending a site for Crisfield Library expansion by June 30, 2008. Committee members include Sharon Stoltzfus, Jim Riley, and J.D. Samus.

Harting appointed an Ad Hoc Building Program Committee charged with developing a Crisfield Branch building program with the library building consultant and staff by June 30, 2008. Committee members include J.D. Samus and Nancy Smoker.

Harting appointed an Ad Hoc Crisfield Capital Campaign Planning Committee charged with working with the Director to develop plans for a capital campaign and recruiting citizen volunteers. Committee members include Geraldine Shelton, Bill Sailor, Kat Harting, and Sharon Stoltzfus.

Harting appointed an Ad Hoc Strategic Library Services Planning Committee charged with advising the Director on the selection of community representatives and participating in a

community planning session on November 5, 2007. Committee members include Nancy Smoker and Bill Sailor.

Croft reviewed the RFP for County Library Capital grants for FY 2009 – proposals due July 2, 2007. She also distributed a planning guidelines report dated June 12, 2007 and recommended submission of two capital grant proposals based on the report.

Motion to authorize the Director to submit a Crisfield proposal for site acquisition was made by Mr. Riley, seconded by Ms. Shelton, and the motion carried unanimously. Should the site selection process result in a free site, the grant award could be used to move into the next phase of the project, schematic design.

Motion to authorize the Director to submit a Princess Anne proposal for a space reallocation study, moisture testing and a system upgrades survey was made by Mr. Samus, seconded by Ms. Smoker, and the motion carried unanimously.

Croft reviewed the strategic planning grant award of \$15,000. Motion to accept the proposal from Ruth O'Donnell dated January 8, 2007 was made by Ms. Smoker, seconded by Ms. Shelton, and the motion was carried unanimously.

Personnel

Motion to enter into executive session at 7:10 p.m. to discuss personnel was made by Ms. Shelton, seconded by Ms. Smoker.

ROLL CALL

Samus – yes
Smoker - yes
Riley – yes
Shelton – yes
Harting - yes

Motion to resume regular session was made by Ms. Shelton, seconded by Mr. Samus, and passed unanimously, and the regular session was resumed at 7:30 p.m.

Croft recommended the following resignations and appointments

Resignations

<u>Name</u>	<u>Date</u>	<u>Position</u>	<u>Reason</u>
Frank O'Rourke	4/13/07	Program Associate/ PT 15 hpw	health
Lynn Windsor	7/1/07	Acquisitions Associate/FT	retire

Appointments

<u>Name</u>	<u>Date</u>	<u>Position</u>
Joan Terry	5/27/07	Acquisitions Associate/PT 20 hpw
Dinah Abbott	6/5/07	Library Assistant/Substitute/PT 20 hpw
Jan Gorely	6/12/07	Administrative Assistant/PT 20 hpw

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

Ms. Croft reviewed the RFP for actuarial valuation services for other post employment benefits developed in partnership with Somerset County Government and Education Group. Motion to authorize the Director to accept a contract for the service on behalf of the library system in partnership with the Somerset County Government and Education Group on June 20, 2007 was made by Ms. Shelton, seconded by Mr. Samus, and the motion was carried unanimously.

Ms. Croft reviewed the results of a health benefits survey of County Libraries on the Eastern Shore. A motion to follow the Somerset County policy on retiree health benefits and to grandfather one existing part-time library retiree (excluded by county policy, but currently participating in the county medigap plan) through June 30, 2008 pending completion of the actuarial valuation for the continuation of post employment benefits was made by Mr. Riley, seconded by Ms. Shelton, and the motion was carried unanimously.

Ms. Croft reviewed the revised applications for employment forms. A motion to approve forms revised by staff team was made by Ms. Smoker, seconded by Ms. Shelton, and the motion was carried unanimously.

Review of new performance evaluation process and forms was given by Ms. Croft. Motion to approve process and forms developed by the staff team was made by Mr. Riley, seconded by Mr. Samus, and the motion carried unanimously. The forms will be placed in the Employee Handbook. President Harting suggested that the Handbook also include the form for the Director.

Motion to close the libraries until 1:00 p.m. on Friday, September 14, 2007, in order to provide staff in service training on the performance review process – Crisfield and Princess Anne branches would re-open to the public from 1:00 to 5:00 p.m. was made by Mr. Samus, seconded by Ms. Shelton, and the motion was carried unanimously.

The meeting adjourned by common consent at 7:50 p.m.