

BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES
REGULAR MEETING
Wednesday, September 12, 2007
Main Library Meeting Room, Princess Anne

Present: Board Members Kat Harting, President, Jim Riley, Vice President, Nancy Smoker, Treasurer, J.D. Samus, Geraldine Shelton, Deb Parker; Library Director Renee Croft, Corbin Library Branch Manager Gabe Stuckey; Library Administrative Assistant Jan Gorely, Herb Geary and Rusty Tressler, from Trice, Geary & Myers, CPAs; absent Board Member, Sharon Stoltzfus.

The meeting was called to order at 4:05 by Vice President Riley (Ms. Harting was delayed).

Introductions were made and a welcome was given to new Board Member Deb Parker.

Library Governance

Audit report for the year ending 06/30/07 – Mr. Herb Geary reviewed. He stated that there were no problems found and that there was nothing wrong with the financial statements. This report was prepared in accordance the Government Auditing Standards. He noted that there was an increase in funding from the County and grants to the Library from last fiscal year of over \$100,000 and that it was great, wonderful and very positive for the Library.

He also stated that as of next year, there will be significant changes in U.S. auditing standards which will result in an increase in requirements, staff time, auditors' time, and review time which will ultimately increase the costs to the Library.

President Harting asked for a motion to approve the final audit report for FY 2007- Motion made by Mr. Riley, seconded by Ms. Shelton, motion passed unanimously.

Review of previous meeting minutes of June 13, 2007

President Harting asked for comments, additions or corrections from the meeting of June 13, 2007. None were made. President Harting asked for a motion to approve the minutes from the regular meeting of 06/13/07.

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

Board Development (Kat Harting, President)

President Harting passed out a familiarization exercise about the mission of the Library. Board members also reviewed a list of "safe questions" that anyone could ask if they felt the meeting was straying off course of the discussion at hand and an application for "Nomination for the Best Small Library in America" which was what Ms. Shelton said she would like to see the Somerset Library become. This discussion as brought up at the Board of Excellence training session on August 13, 2007. The Board decided to table any discussion about this to a future Board development.

Appointment of Ad Hoc Nominating Committee charged with nominating a slate of Board Officers (President, Vice-President and Treasurer) during the next regular meeting on 12/12/07.

President Harting appointed the following as members of the committee to nominate a slate of officers for the Board to be voted on at the next regular meeting:

Ms. Shelton, Chair; Mr. Riley and Ms. Stoltzfus, members

New officers will take office in January, 2008 pending approval of recommended revisions to the bylaws.

COMMITTEE REPORTS

Ad Hoc Performance Review Committee (Nancy Smoker, Chair)

President Harting asked for a motion to enter Executive Session to discuss the Director's annual performance review including the Board's review, upward appraisal and Director's self-assessment. - Mr. Samus made the motion, seconded by Ms. Shelton and was unanimously passed by a roll call vote.

ROLL CALL

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

Motion to resume regular session was made by Mr. Samus and seconded by Ms. Parker, and was unanimously passed by a roll call vote.

ROLL CALL

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

President Harting asked for a motion to approve goals to be met prior to the next annual performance review of the Director. Mr. Riley made the motion, seconded by Ms. Parker, motion passed unanimously.

Ad Hoc Building Program Committee (John Samus, Chair)

President Harting asked for a motion to accept the Committee's recommendation to approve the proposal dated 8/12/07 from Ruth O'Donnell, Library Building Consultant. Mr. Samus made the motion, seconded by Ms. Smoker, motion passed unanimously.

Ad Hoc Architect Selection Committee (Jim Riley, Chair) and Ad Hoc Site Selection Committee (Jim Riley, Chair)

President Harting combined the charge of both committees to be chaired by Mr. Riley. Mr. Riley agreed to schedule the first meeting of his committee following the regular meeting.

Ad Hoc Capital Campaign Committee (Deborah Parker, Chair)

Ms. Parker stated that she has met with Ms. Croft to discuss the Capital Campaign but that is still in the preliminary stages. She plans to schedule the first meeting of the Committee next month.

Ad Hoc Strategic Services Planning Committee (Nancy Smoker, Chair)

Ms. Smoker stated that she has not yet met with her committee. The date for the Community program is November 5 from 9:00 a.m. to 4:00 p.m. at the Tawes Museum in Crisfield. She received information from the consultant on the types of representatives. The first day the community participants are to come up with a vision and broad service goals for the future. The second day the staff will meet with the consultants to come up with goals and objectives for the plan. It was decided that names of community people to invite would be sent to Ms. Croft by 9/21 and that 20-30 people should be invited with hopes of getting 10-15 participants. Invitations should be sent out by Oct. 1.

5:45 p.m. RECESS

6:00 p.m. COMMITTEE REPORTS CONTINUED

Bylaws Committee (Kat Harting, Chair)

Proposed revisions to the bylaws were presented for action at the December 12, 2007 meeting.

Ad hoc Recruitment Committee report (Harting and Riley)

A letter was received from the County Commissioners dated August 23, 2007 stating that the Board of County Commissioners for Somerset County voted to appoint Mrs. Deborah Parker to serve as a member of the Somerset County Library Board of Trustees. There was also a directive from Commissioners to give full consideration to appointing Dr. James L. Henderson for the next Board vacancy.

Review of liability insurance coverage

President Harting asked for a motion to accept the Director's recommendation to add increased liability coverage of 5 million dollars at a cost of \$787 annually. Ms. Parker made the motion, seconded by Mr. Samus, motion passed unanimously.

6:15 p.m. - LIBRARY ADMINISTRATOR'S REPORT (Renee Croft)

President Harting asked for a motion to accept written reports of July 5, July 25, and September 3, 2007. Ms. Shelton made the motion, seconded by Ms. Parker, motion passed unanimously.

Fiscal

Gifts

President Harting asked for a motion to carry over the appropriation of the FY 2007 distribution of \$1,093.14 from the Martin F. Buell Memorial Library Fund for development of a memorial reading garden at the Princess Anne Library. Ms. Smoker made the motion, seconded by Ms. Parker, motion passed unanimously.

Review of the YTD financial report (s)

President Harting asked for a motion to approve the financial report for the year ending June 30, 2007 and the months ending July 31 and August 31, 2007. Ms. Parker made the motion, seconded by Ms. Shelton, motion passed unanimously.

President Harting asked for a motion to authorize Director to utilize carryover funds of approximately \$39,000 for necessary facilities enhancements.

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

Unemployment

President Harting asked for a motion to authorize the Director to transfer funds from the Unemployment investment account into checking as needed and to establish a budget line for payments during FY 2008. Note that \$1,858.23 was billed on 08/01/07. Ms. Smoker made the motion, seconded by Ms. Parker, motion passed unanimously.

Credit

President Harting asked for a motion to increase the credit limit from \$800 to \$1,500 and to issue cards to the Administrative Assistant, Crisfield and Princess Anne Branch Managers, and the Children's Services Coordinator. Ms. Shelton made the motion, seconded by Ms. Parker, motion passed unanimously.

Ms. Croft directed to develop purchase order requisition procedures by January.

Inventory

President Harting asked for a motion to set a threshold of \$1,000 or higher for including items on the library system inventory. Mr. Samus made the motion, seconded by Mr. Riley, motion passed unanimously.

Services and Facilities

Corbin Memorial Library Service Hours (Gabe Stuckey)

Mr. Stuckey discussed the recommendation to increase the service hours at the Corbin Memorial Library from 40 to 49 hours per week effective January 1, 2008 as a pilot program.

Proposed Hours of Service:

- Monday – 11:00 am to 8:00 pm
- Tuesday -- 11:00 am to 8:00 pm
- Wednesday -- 11:00 am to 8:00 pm
- Thursday --11:00 am to 8:00 pm
- Friday – 11:00 am to 5: 00 pm
- Saturday – 10:00 am to 5:00 pm

By changing the hours, we will be adding one hour in the morning and evening of each day except for Friday evening.

Computer usage and circulation statistics will be kept for those hours. This program would be revisited in six months to help determine if adjustments are needed.

There will be a meeting of the Crisfield Library Staff on October 1 to discuss staff scheduling.

President Harting asked for a motion to accept the recommendation to increase service hours effective January 1, 2008. Ms. Parker made the motion, seconded by Ms. Shelton, motion passed unanimously.

County Library capital grant update for FY 2008 and 2009

President Harting asked for a motion to revise the budget reflecting a 10% (\$2,500) reduction in state capital funding for FY 2008. Ms. Parker made the motion, seconded by Ms. Shelton, motion passed unanimously.

Surplus Library Materials

It was decided to table this discussion to the December meeting.

Personnel

Resignations and Appointments

APPOINTMENTS

<u>Name</u>	<u>Date</u>	<u>Position</u>
Jocelyn Colbert	07/19/07	Shelver/ PT 10-15 hpw
Jenny Jones	07/26/07	Shelver/ PT 10-15 hpw
Tanisha Taylor	08/28/07	Shelver/ PT 10-15 hpw
Claire Merson	09/04/07	Shelver/ PT 10-15 hpw
Vacant		Main Library Manager/ FT

President Harting asked for a motion to approve the Director’s appointments retroactively. Mr. Samus made the motion, seconded by Ms. Smoker, motion passed unanimously.

Ms. Croft provided and update on the Main Library Manager search.

President Harting asked for a motion to pass a Resolution in appreciation of Cindy Vessey’s thirty years of service to the Somerset County Library System. Ms. Parker made the motion, seconded by Ms. Shelton, motion passed unanimously.

12 September 2007

WHEREAS, Cindy Vessey has been a resident of Somerset County for 46 years, having attended Smith Island Elementary School and graduated from Crisfield High School; and

WHEREAS, Cindy Vessey began her career with the Somerset County Library System in 1977 as a Library Assistant and was later promoted to Administrative Assistant; and

WHEREAS, Cindy Vessey has served the Somerset County Library System for thirty years and six months; and

WHEREAS, the Somerset County Library System Board of trustees honor Cindy Vessey on the occasion of her retirement and join all her family, friends, colleagues and co-workers in paying tribute to her service and her many accomplishments.

NOW, THEREFORE, WE, THE BOARD OF TRUSTEES FOR THE SOMERSET COUNTY LIBRARY SYSTEM, PRINCESS ANNE, MARYLAND do hereby adopt this Resolution in honor of Cindy Vessey on her retirement and extend our appreciation for her service and personal contributions to the Somerset County Library System.

Personnel Policy Recommendations

President Harting asked for a motion to accept Director's recommendation to participate in a region-wide compensation study with ESRL and member library systems. Mr. Riley made the motion, seconded by Ms. Parker, motion passed unanimously.

Ms. Croft reviewed the upcoming meetings/events:

October 10, 2007 – 3 pm to 5 pm – Retirement Reception for Cindy Vessey
November 5, 2007 – 9 am to 4 pm – Strategic Service Planning Meeting in Crisfield
December 12, 2007 – 4 pm – Regular Board of Trustees meeting in Crisfield

Meeting was adjourned by common consent at 7:35 pm.

Respectfully Submitted,
Jan Gorely
Administrative Assistant