

**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, October 8, 2008 - 4:00 to 5:30 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, Peter Stanford, Interim Director Jean Johnson, Princess Anne Branch Manager Rose Donoway, Corbin Library Branch Manager Gab Stuckey, Administrative Assistant Jan Gorely

**CALL MEETING TO ORDER**

The meeting was called to order at 4:07 by President Harting.

**Audit report for the year ending June 30, 2008** – Mr. Rusty Tressler of the accounting firm of Trice, Geary & Myers presented the audit report for the last fiscal year. He stated that there were no problems found and that the Library was in good fiscal order. He commended the Library staff for good budget planning and implementation. This report was prepared in accordance with the Government Auditing Standards. He noted that there was an increase in funding from the County and grants to the Library from the last fiscal year. Mr. Tressler left the meeting at 4:30 p.m.

President Harting asked for a motion to approve the audit report for FY 2007-2008. Motion made by Mr. Riley, seconded by Mr. Samus, motion passed unanimously.

**CONSENT AGENDA**

Approve minutes from the regular meeting of August 13, 2008  
Approve minutes from the special meeting of August 18, 2008

Approve final financial reports for the period from July 1, 2007 through June 30, 2008  
Approve financial report for the period ending July 31, 2008 with actual carryover amount.

Approve financial report for the period ending August 31, 2008

Approve Director's report

President Harting asked for a motion to recommend the approval of the consent agenda.

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

## **LIBRARY GOVERNANCE**

The Library received the first check from Better World Books in the amount of \$332.11 from the sale of weeded books.

### **Director Search Committee Report**

Ms. Parker gave a report of the status of the search for a new Director.

Ms. Garcia, the consultant charged with assisting in the search, has created a recruitment brochure that has been sent to the various sources that she feels may have viable candidates for the Director's position. This brochure is also available for viewing on the web site. An ad has been placed on the Library Hotline website as well as in the Library Journal. Ms. Garcia has received some information inquires but does not expect to receive any applications until closer to the deadline which is October 22, 2008. After the applications have been gathered, there will be phone interviews. Viable candidates will be invited to a series of events November 13-15, 2008 when a reception will be held for the public as well as formal interviews with the Board of Trustees and senior staff.

Ms. Parker suggested that the Board and Staff write about three or four lines about themselves that can be given to the candidates so that they can better get to know us.

### **Site Selection Committee Report**

Mr. Riley gave a brief report on the status of the site selection for the Crisfield Library. As of this time, we are awaiting a ruling from the State's Attorney General's office concerning a question we have about matching funds.

## **NEW BUSINESS**

### **Selection of a Nominating Committee for the Board of Trustees Officers**

President Harting has requested volunteers for the Nominating Committee that will meet and present a new slate of officers for the Board of Trustees. The new officers will officially take office on January 1, 2009. Mr. Riley and Ms. Shelton volunteered to be on the Committee with President Harting.

### **Liability insurance for trustees and volunteers**

After a question was raised about volunteers in the Library, Ms. Johnson brought to the Board's attention that the Library does not have any insurance for anyone who volunteers

in the Library. She has been in contact with Sharon Muir, Internal Auditor for the County, who will talk to the County's insurance people to find out what it would cost for the Library to have this type of coverage. Ms. Muir will report back to Ms. Johnson by the December Board meeting.

### **Board of Trustee Meeting Sites**

The following are the dates and sites for the Board of Trustees' Meetings for 2009:

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
February 11, 2009	4:00 PM	Princess Anne
April 8, 2009	To be determined	Ewell
June 10, 2009	4:00 PM	Princess Anne
August 12, 2009	4:00 PM	Crisfield
October 14, 2009	4:00 PM	Princess Anne
December 9, 2009	4:00 PM	Crisfield

It was decided that since the Board has never met at the Ewell Library before, they would conduct their on April 8, 2009 meeting there.

### **Media Donation Policy**

There was a question concerning the Library's policy about accepting donations of books from the public. The staff has been reminded of the Library's Collection Development Policy. A copy of the policy will be kept at each branch's circulation desk should any further questions arise.

### **Grant Updates**

Ms. Johnson updated the Board on action items that need to be taken regarding two grants. Someone will need to research the restrictions on the Corbin Library's deed. A search for known descendents will need to be made and we will need to clarify disposition possibilities for the Corbin Library.

President Harting asked for a motion to explore the options for the disposition of the library property in Crisfield and for the remaining \$7,000 in the planning grant. Mr. Samus made the motion, seconded by Mr. Stanford, motion passed unanimously.

Ms. Johnson will look into what we can do with the money left in the grant and will talk to Phil Widdowson to ask if he would search the deed.

Ms. Johnson discussed the Princess Anne Facilities Upgrade grant. It appears that we will have to hire an engineer or someone else to advise us of changes that need to be made in the building, i.e., HVAC, heating, reconfiguration, etc. to upgrade the building.

Ms. Harting asked for a motion to authorize the Interim Director to work on moving forward with the Princess Anne Facilities Upgrade grant and to have a progress report by December. Mr. Stanford made the motion, seconded by Ms. Shelton, motion passed unanimously.

### **Web Site Preview**

Mr. Stuckey showed the Board the draft module of the new web site designed by Two Rider Designs. Several suggestions were made by Board members and Mr. Stuckey will pass them on to the web designer. He is hoping to have the new web site up by January.

Ms. Harting asked for a motion to adjourn. Mr. Samus made the motion, seconded by Mr. Price, motion passed unanimously.

**Meeting adjourned at 5:55 p.m. to meet again in Crisfield on December 10, 2008**

Respectfully submitted,  
Jan Gorely  
Administrative Assistant