

BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES
REGULAR MEETING AGENDA

Wednesday, December 12, 2007 - 4:00 p.m.

Corbin Memorial Library -Crisfield, MD

Present: Board Members Kat Harting, President, Nancy Smoker, Treasurer, Sharon Stoltzfus, J.D. Samus, Geraldine Shelton, Library Director Renee Croft, Corbin Library Branch Manager Gabe Stuckey; Main Library Branch Manager Rose Donoway, Library Administrative Assistant Jan Gorely, and former Board Member Dr. Lloyd Stevens. Absent were Board Members Deb Parker and Jim Riley due to illnesses.

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

Public participation – Kristen Swift who had requested agenda time in October did not attend.

Ms. Croft introduced Rose Donoway, the new Main Library Branch Manager/Information Services Coordinator. Ms. Donoway comes to the Somerset County Library after having served as the Branch Manager of the Federalsburg Library for seven years and as the Youth Services Coordinator at the Worcester County Library for fifteen years.

Dr. Stevens asked for permission to address the Board. Ms. Harting granted him the floor. Dr. Stevens wanted to express his opinion (and those of others in Crisfield that he has spoken with) concerning the location of the new library. After he finished, he thanked the Board for the opportunity to address them and excused himself from the meeting.

LIBRARY GOVERNANCE

President Harting asked for comments, additions or corrections from the meeting of September 12, 2007. None were made. President Harting asked for a motion to approve the minutes from the regular meeting of September 12, 2007.

Motion made by Mr. Samus, seconded by Ms. Shelton. Motion passed unanimously.

Architect and Site Selection Committee Report (J.D. Samus, Member)

The Committee met after the last Board meeting and recommended that using Mr. Toppe for site selection would give us an objective evaluation, 30 years of library construction experience and an unbiased opinion.

President Harting asked for a motion to approve the proposal from John Toppe for architectural services related to site selection. Motion made by Ms. Shelton, seconded by Ms. Smoker. Motion passed unanimously.

Board Recruitment Committee Appointment (Kat Harting, President)

President Harting, Mr. Riley and Ms. Shelton will be interviewing the four candidates for the Board of Trustees vacancy created by Ms. Stoltzfus' resignation. The interviews will be conducted during the month of January. The Committee will present a recommendation to the full Board during the February 13, 2008 meeting.

Bylaws Committee Report (Kat Harting, Chair)

Ms. Harting as Chair of the Bylaws Committee went over all the changes to the bylaws that the Committee has recommended. The addition of the President of the Board of Trustees as a signatory on checks came about as a result of an illness where one of the signatories was not available to sign checks. It was decided that all checks must have two signatures. Bylaw #13 states: "...All checks will require 2 of the following 3 signatures: Treasurer, Director, President." There was further discussion concerning the "Meetings" section of the bylaws and concern regarding how often the Board will meet. It was recommended that all the changes to the bylaws be adopted except the section under Meetings—Items #4 and #5 and the section under "Officers", Item #9. These sections will be revisited at a later meeting. The next Board of Trustees Meeting will be on February 13, 2008 at 4:00 p.m. in the Princess Anne Library meeting room.

President Harting asked for a motion to approve the revisions to the Bylaws as presented September 12, 2007 and December 3, 2007 with the exceptions noted above. Motion made by Ms. Shelton, seconded by Ms. Stoltzfus. Motion passed unanimously.

SOMERSET COUNTY LIBRARY BOARD OF TRUSTEES
BYLAWS

PREFACE

A Trustee or Associate Trustee shall:

Act as a liaison between the public and the Board of Trustees.

Be knowledgeable regarding operations of the library.

Consider confidential all matters pertaining to personnel and other situations of discretionary nature.

Be involved in the continuing effort to improve library service.

Make all comments on library operations to the Director through Board channels.

Maintain an unbiased attitude and remain flexible when considering policy changes.

Receive copies of:

1. Maryland Manual for Public Library Trustees
2. Laws of Maryland Relating to Public Libraries
3. Somerset County Library Board By-Laws

PROPOSED BY-LAWS

GENERAL

1. The Board of Trustees for Somerset County shall be composed of seven (7) members appointed by the County Commissioners of Somerset County from nominees submitted, after approval of vote, by the Board of Library Trustees, in accordance with the provisions of Section 23-403 of the Annotated Code of Public General Laws of the State of Maryland.
 - 1.a. Associate Trustees, not to exceed two (2), who are approved by the County Commissioners of Somerset County, will serve on the Board as non-voting members. These Associate Trustees will be chosen to establish representation in most areas of the County and to lend perpetuity to the Board. A trustee, whose term has expired, will be replaced by an Associate Trustee who has an acceptable attendance history. Associate Trustees will serve on committees as directed by the President. The terms for Associate Members will be 5 years with no limit on the number of terms. Attendance requirements will be the same as requirements for full trustees.
2. The Board of Library Trustees shall approve all appointments and dismissals of staff, budget and establish policies for the use of the library and its programs, all in accordance with the provisions of Section 23-406 of the Annotated Code of Public General Laws of Maryland.
3. [The Board of Library Trustees shall be responsible for approval of the budget, for all monies of the public library fund and any other monies under the control and supervision of the Board. The Board shall authorize an audit of the library accounts at the close of each fiscal year in accordance with the provisions of Section 23-405 of the Annotated Code of Public General Laws of Maryland.](#)

MEETINGS

4. The Board shall meet quarterly on the second Wednesday of the designated month. (March, June, September, December).
5. The annual meeting of the Board shall be held at the time and place of the regular meeting for the month of March of each year, at which time the newly elected officers will preside.
6. Special meetings may be called by the President. The purpose of the meeting shall be stated in the call. Except in emergencies, one day advance notice shall be given to all Trustees.

7. Notice of all regular meetings shall be mailed by the Secretary to all Board members at least seven (7) days prior to the meeting date. An agenda will be included.
8. All business meetings of this Board shall be conducted according to the latest revised edition of Robert's Rules of Order.

OFFICERS

9. The nominating committee shall be appointed by the President in September for the purpose of presenting a slate of officers to the Board of Trustees at the regular December meeting. Election of Officers for the coming year will take place at this time. The newly elected officers' terms will commence January 1.
10. The officers of the Board shall be as follows: President, Vice-President, and Treasurer. A term of office is for one year. Officers may be elected for more than one term but the President shall be limited to two terms.
11. The President shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform all the duties of a presiding officer.
12. The Vice-President shall be the presiding officer of the Board and shall perform all of the duties and functions of the President in the event of the absence of the President.
13. The Treasurer shall sign all checks, excluding payroll, on the accounts under the control and supervision of the Board and shall provide the Board with a financial report at each meeting. A staff member shall keep the accounts for the Treasurer, and the Treasurer shall report to the Board the status of the accounts. All checks will require 2 of the following 3 signatures; Treasurer, Director, President.
14. The Treasurer of the Board shall be adequately bonded as outlined in sub-section 7, 23-404 of the Annotated Code of the General Laws of the State of Maryland.
15. A quorum for the transaction of business shall consist of four (4) members of the Board.
 - 14.a. An Executive Committee, composed of the President, Vice-President and Treasurer, is empowered to meet as a body to plan agendas and make recommendations to the Board. The President will determine the necessity and time for such an Executive meeting. Minutes shall be kept.

LIBRARY DIRECTOR

16. The Library Director shall be appointed by the Board in accordance with the provisions of 23-406 of the Annotated Code of the Public General Laws of the State of Maryland. The Director shall perform such duties as said laws require, those outlined in these by-laws, and those outlined in any applicable employment agreement.
17. The Director of the library shall serve as the secretary to the Board at all regular and special meetings. The secretary shall keep a true and accurate account of all proceedings of the regular Board meetings, shall issue notices of all regular Board meetings and, on authorization from the President, of all special meetings, shall have custody of the minutes and other records of the Board which shall be kept in the Somerset County Library office; shall notify the appointing body of any vacancies on the Board, and shall perform such other duties as shall be required by the Board.

ATTENDANCE

18. Attendance at Board meetings is in accordance with the Annotated Code of Maryland, Education article 23-404, section D.
 - (1) Any member of a Board of Library Trustees who fails to attend at least half of the scheduled meetings of the Board during any calendar year shall be considered to have resigned from the Board.
 - (2) The chairman of the Board of Library Trustees shall report the member's name and nonattendance to the county governing body by January 15 of the following year.
 - (3) The county governing body may reject the resignation if the member explains his nonattendance satisfactorily.
 - (4) The resignation is effective from the date of the final review by the county governing body, which shall be within 10 days after it receives the report from the chairman of the Board of Library Trustees. The county governing body shall fill any resulting vacancy as provided in 23-403 of this subtitle. (Annotated Code 1957, art. 77, 172, 173; 1978, ch. 22 2; 1996, ch. 10, 16.)
 - (5) The **President** shall remind trustees, by letter, of the law if they miss a meeting.

MINUTES

19. A copy of all regular meeting minutes shall be sent to the Commissioners of Somerset County following approval by the Board.

AMENDMENTS

20. These By-Laws and any additions, thereto, may be amended at any regular meeting of the Board with at least a quorum present, by a vote of a quorum of the Board members, provided, however, that such amendment shall be stated in the call for such a meeting.

19a. By-Laws should be revised every two years.

Revised 7/1/92

Revised 5/14/97

Revised 7/9/97

Revised 11/7/97

Revised 12/9/97

Revised 12/12/07

Capital Campaign Committee Report (Deb Parker, Chair)

Due to the absence of Ms. Parker because of illness, this committee report was tabled to the next meeting.

Nominating Committee Report (Geraldine Shelton, Chair)

The Nominating Committee recommended that because there are so many new members to the Board of Trustees that the present officers remain in office for another year to help with the transition of the new members. The slate of officers is as follows:

President	Kat Harding
Vice President	Jim Riley
Treasurer	Nancy Smoker
ESRL Liaison	J.D. Samus

President Harting asked for a motion to approve the election of officers and appointment of an ESRL liaison. Motion made by Mr. Samus, seconded by Ms. Shelton. Motion passed unanimously.

Services Planning Committee Report (Nancy Smoker, Chair)

Ms. Smoker discussed the public meeting held in Crisfield on Nov. 5, 2007 where the public was asked to make recommendations for services that they would like to see in the library. The staff then met on Nov. 6, 2007 to review the community “wish list” and narrowed the list down to what they felt was doable. Four recommendations were made as service priorities by the staff.: Connect to the Online World, Stimulate Imagination, Understand how to find, Evaluate, and Use Information, and Visit a Comfortable Place.

President Harting asked for a motion to approve the staff recommendation for library system service priorities, mission statement, goals and objectives with a more detailed report to come in January. Motion made by Mr. Samus, seconded by Ms. Stoltzfus. Motion passed unanimously.

FISCAL REPORTS

Review of financial reports (Nancy Smoker, Treasurer)

President Harting asked for a motion to approve the financial reports for the period ending September 30, October 31 and November 30, 2007. Motion made by Ms. Stoltzfus, seconded by Ms. Shelton. Motion passed unanimously.

Gifts

President Harting asked for a motion to accept \$30.00 in memory of Jean M. Barnes for materials from Marguerite P. Luce. Motion made by Mr. Samus, seconded by Ms. Stoltzfus. Motion passed unanimously.

Settlement of Maryland lawsuit in the CD case

Ms. Croft explained that funds were received from a lawsuit which was filed in 2000, alleging that the defendant distributors and retailers conspired with each other to fix prices at which music CDs would be sold to consumers. This is our distribution of the settlement of the case.

President Harting asked for a motion to increase music CD budget by \$686.51. Motion made by Ms. Smoker, seconded by Ms. Shelton. Motion passed unanimously.

Credit card policy

At the request of the Board, a policy concerning the use of credit cards that have been issued to the Director, Main Library Branch Manager, Corbin Library Manager, Children’s Librarian and Administrative Assistant has been implemented.

President Harting asked for a motion to adopt new the new Somerset County Library Credit Card Policy. Motion made by Ms. Shelton, seconded by Ms. Stoltzfus. Motion passed unanimously.

SOMERSET COUNTY LIBRARY CREDIT CARD POLICY

Somerset County Library Credit Card Policy Approved December 12, 2007

1. Bank credit cards will be established in the name of the Somerset County Library and the specific name of an individual with a combined maximum credit limit of \$1,500. All monthly bank statements and correspondence will be sent to the Somerset County Library.
2. Cards will be issued to:
 - a. Director
 - b. Administrative Assistant
 - c. Head of Youth Services
 - d. Crisfield Branch Manager
 - e. Princess Anne Branch Manager
3. Prior to receipt of the credit card each individual must agree to and sign Credit Card Responsibility and Use Procedures.
4. All monthly statements, both individual itemized statements and combined Library statement, will be mailed to the Somerset County Library for verification and payment process.
5. All bank credit cards will be held by the specified staff members in a secure place. Hardcopy documentation for each purchase and/or charge must be provided to the fiscal office when the credit card is used.
6. Bank credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.
 - a. The bank credit card may not be used for personal expenses.
 - b. The bank credit card does not replace requisitions and purchase orders.

Credit Card Procedures

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of original itemized documentation, credit card expenditures will be paid by check through the fiscal office.

*****This Card does not replace requisitions and purchase orders.**

Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of your department and budget. The expenditure may only be made after the approval of the required requisition and purchase orders. This card is not to be used for any personal expenses.
2. Expenditures to be paid shall be less than \$500.00. There are no exceptions.
3. Proper documentation to support the expenditure must be sent to the fiscal office as soon as the expenditure is made and prior to the receipt of the monthly statement.
 - a. Proper documentation is to include:
 - (1) Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
 - (2) In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached when requesting payment.
 - (3) A hardcopy print-out of the items ordered on-line.
 - b. Examples of documentation not allowed:
 - (1) Non-itemized cash register receipts.
 - (2) Handwritten requests for reimbursement without receipts or other verification.
4. Tax Exemption

Amounts paid for sales tax will not be reimbursed; be aware that a tax exemption certificate is available in the fiscal office; if, in some cases, you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. This exemption is based upon the fact that the Library is a non-profit county library.

Review of state budget reductions – impact on county library funding

Ms. Croft reviewed some of the outcome from the Special Legislative Session with regard to County library funding. State operating and capital grant program is still intact. There will be \$1 million in cuts in the county education budget and the county may cut operating funds in future years. There may be additional cuts coming when the legislature resumes.

Review of the final audit report by MSDE for FY 2007

MSDE has requested an amendment be made to our final audit concerning post-employment benefits. They want that to be a separate line item. Trice Geary will be addressing this and make any necessary changes. Ms. Croft distributed a preliminary actuarial study outlining liability costs of providing post employment benefits.

5:20 PM RECESS

5:35 PM Library Administrator Report

LIBRARY ADMINISTRATOR'S REPORT: Renee Croft

President Harting asked for a motion to accept written reports of November 2 and December 3, 2007. Motion made by Ms. Shelton, seconded by Ms. Stoltzfus. Motion passed unanimously.

Ms. Croft asked for permission to submit a grant proposal to redesign and revamp the Library web site. It will require no matching funds. President Harting asked for a motion to allow Ms. Croft to submit to LSTA/MSDE a grant proposal for the opening of a new virtual branch library. It will cost in the neighborhood of \$10,000-\$15,000. Motion made by Mr. Samus, seconded by Ms. Stoltzfus. Motion passed unanimously.

Services and Facilities

Better World Books

Ms. Croft asked to be allowed to enter into an agreement with Better World Books to generate revenue by agreeing to send our weeded and donated materials to them. This program is currently being utilized by a number of Maryland libraries.

President Harting asked for a motion to enter into a contractual agreement for the sale of surplus print materials in partnership with ESRL, Caroline and Wicomico county libraries. Motion made by Ms. Smoker, seconded by Ms. Stoltzfus. Motion passed unanimously.

Review of computer filtering profile

This is our yearly review of our policy on this subject.

President Harting asked for a motion to maintain the current profile and procedure to lift blocks for staff and adults in compliance with CIPA (Children's Internet Protection Act). Motion made by Ms. Shelton, seconded by Ms. Stoltzfus. Motion passed unanimously.

Recommendation to increase availability of public workstations

President Harting asked for a motion to reduce time limit from 2 hours to 1 hour, with the option to renew time on a first come first served basis. Motion made by Ms. Shelton, seconded by Ms. Stoltzfus. Motion passed unanimously.

Ewell Library service hours:

President Harting asked for a motion to increase Ewell Library service hours by 30 minutes per week effective immediately. Motion made by Ms. Stoltzfus, seconded by Ms. Shelton. Motion passed unanimously.

Current hours

Tuesday: 1 – 3:45 and 6-9 p.m.

Wednesday: 6-9 p.m.

Thursday: 1 – 3:45 p.m.

Friday: 6-7 p.m.

Proposed hours

Tuesday: 1 – 4 and 6-9 p.m.

Wednesday: 6-9 p.m.

Thursday: 1 – 4 p.m.

Friday: 6-7 p.m.

County Library capital grant update for FY 2008 and 2009

We have been notified that both grants were approved: the \$200,000 for the purchase of a site for the new Crisfield library and the \$24,000 requested for hiring an engineering firm to do tests on the Princess Anne building and do a reallocation of space study. We will need a local match of funds from the County.

Personnel

State Teacher’s Retirement System

Ms. Croft has requested that the Board approve the Employer Pick-Up Program Resolution. This program allows our employees who are participants of the State Teacher’s Retirement System to make their contributions exempt from federal taxation under Section 414(h) (2) of the Internal Revenue Code.

**PICK-UP RESOLUTION
FOR THE MARYLAND EMPLOYEES’ RETIREMENT AND PENSION
SYSTEM**

RESOLUTION OF THE SOMERSET COUNTY LIBRARY (SCLS) BOARD OF TRUSTEES.

The **Board** of the **SCLS** met at a duly called and authorized meeting of the **Board** on the date set forth below, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all **Board** members, and the following resolutions were made, seconded and adopted by those present at the meeting.

WHEREAS, the eligible employees of the **SCLS** participate in the Maryland Teacher Retirement System (TRS);

WHEREAS, the **SCLS Board** has the authority to adopt this resolution on behalf of the **SCLS**;

WHEREAS, The State Retirement Agency has adopted procedures for reporting picked-up contributions in order to provide consistency in the administration of state law; and

WHEREAS, employers pick-up all of the mandatory employee contributions for employees participating in the TRS;

NOW, THEREFORE, BE IT RESOLVED, that effective March 15, 2008, the **SCLS** has determined to pick up all of the mandatory contributions by the employees who are members of the TPS through a payroll reduction. No contributions prior to the **Board's** action and prior to approval of the Board of Trustees of the State Retirement System of Maryland shall be picked up.

BE IT FURTHER RESOLVED, that said picked-up contributions paid by payroll reduction, even though designated as employee contributions for state law purposes, are being paid by the **SCLS** in lieu of said contributions by the employee;

BE IT FURTHER RESOLVED, that the pick-up treatment does not apply to contributions earned prior to the later of the date the resolution is signed or effective; the Board of Trustees must approve the implementation of the pick-up before it becomes effective; and

BE IT FURTHER RESOLVED, that said employee shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the **SCLS** to the TRS. This pick-up applies to mandatory contributions that the employee is required to make to TRS.

Dated this 12th day of December, 2007 and effective March 15, 2008.

(Secretary or Authorized Signature[s])

Katherine Harting
Name[s]

President
Title[s]

Notes:

1. Picked-up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal income tax withholding taxes, until distributed from the TRS.

2. Picked-up contributions will be included in the gross income of the employees, for employment tax purposes, if required, as the contributions are made to the TRS.
3. This resolution is designed to comply with the formal action requirement set forth in Revenue Ruling 2006-43, issued by the Internal Revenue Service. The resolution should only be used where the contributions to be picked up are mandatory employee contributions. This resolution does not apply if a participating employee from and after the date of the “pick-up” has a cash or deferred election right (within the meaning of Section 1.401(k)-1(a)(3) with respect to designated employee contributions. Thus, for example, participating employees must not be permitted to opt out of the “pick-up”, or to receive the contributed amounts directly instead of having them paid by the employing unit to the System.

President Harting asked for a motion to adopt the pickup resolution. Motion made by Ms. Shelton, seconded by Ms. Stoltzfus. Motion passed unanimously.

Ms. Croft requested authorization to negotiate a contract with the Singer Group to:

1. Update personnel job descriptions.
2. Look at the Library’s organization as a whole.
3. Review the compensation study to be sure we have positions classified correctly.

This may cost between \$2,000-\$4,000. We presently have money available in the Staff Development and Training Grant as well as the ESRL Development Grant.

President Harting asked for a motion to approve Ms. Croft’s request to negotiate a contract with the Singer Group to look at job descriptions and salary structures not to exceed \$4,000. Motion made by Ms. Stoltzfus, seconded by Ms. Shelton. Motion passed unanimously.

Review of staff resignations and appointments

President Harting asked for a motion to approve resignations and Director’s appointments retroactively. Motion made by Mr. Samus, seconded by Ms. Shelton. Motion passed unanimously.

RESIGNATIONS

DATE	NAME	POSITION
10/02/07	Dinah Abbott	Library Assistant – 20+ hpw

APPOINTMENTS

DATE	NAME	POSITION
10/09/07	Anna Fontaine	Library Assistant – 20+ hpw (to replace Dinah Abbott)
11/13/07	Christina Rentschler	Library Assistant - 24 hpw (to replace Lorraine Kressin)
11/20/07	Rose Donoway	Main Library Manager – FT (new position)
11/26/07	Lorraine Kressin	Acquisitions Assistant II – FT (to replace Lynn Windsor)

Staff meeting attendance requirement

Motion to revise section 4.3 of the staff handbook:

This motion was tabled until next meeting pending a decision regarding Board meeting frequency.

President Harting asked for a motion to enter executive session to discuss personnel. Motion made by Mr. Samus, seconded by Ms. Shelton.

ROLL CALL:

Samus – yes
Smoker - yes
Stoltzfus – yes
Shelton – yes
Harting - yes

At 6:45 PM Ms. Stoltzfus made a motion to resume regular session, seconded by Mr. Samus.

ROLL CALL:

Samus – yes
Smoker - yes
Stoltzfus – yes
Shelton – yes
Harting - yes

President Harting circulated a holiday card to the Library Board from the Crisfield Library Staff. She encouraged Trustees to consider participating in a state-wide staff training initiative, 23 Things.

Former Board President, Sharon Stoltzfus, was recognized for her leadership and service to the library at the conclusion of her last regular meeting.

Adjourn

The meeting adjourned by common consent at 6:55 p.m.

UPCOMING MEETING DATES

January 15, 2008 – welcome reception for Rose Donoway from 3 – 7 p.m. in Princess Anne
January 22 and 23, 2008 – Building Committee meeting with Ruth O'Donnell to develop a new Crisfield Library Building Program
February 13, 2008 – regular meeting at 4:00 p.m. in Princess Anne

**Respectfully submitted,
Jan Gorely
Administrative Assistant**