

MISSION STATEMENT

The Somerset County Library System promotes learning by providing materials, services, and access to the information that enrich our community and excite the imagination.

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BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES REGULAR MEETING MINUTES

**Wednesday, October 9, 2013; 4:00 – 5:30 p.m.
Princess Anne Library**

Present: Board Members Deborah Parker, President; George Milbert; Chris Boyer; Donnie Price, Treasurer; John Samus; Tom Brice; Leslie Rock, Board Advisor; Tom Hehman, Interim Director; Jan Gorely, Administrative Assistant; Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Crisfield Library Branch Manager; Rusty Tressler, TGM Group; Ruth O'Donnell, Library Consultant; Spicer Bell, Fundraising Consultant; Sharon Wilkinson, Nason Construction; Steve Green, Nason Construction; Liz Holland, *Somerset Herald*; Richard Crumbacker, *County Times*; Linda Riffin, Steering Committee. Board Member Peter Sandford, Vice President, arrived at 4:25 p.m. Absent was Kirkland Hall, Board Advisor.

President Parker called the meeting to order at 3:58 p.m. and requested that everyone introduce themselves.

Financial Report

Rusty Tressler from TGM Group, LLC presented and reviewed the audit report for the year ending June 30, 2013. Mr. Tressler mentioned that the Foundation was included in the audit this year. He stated that there were some changes in the wording of the audit report this year. Mr. Tressler stated that he had not received the Actuary Report from the county yet which may change some of the figures in the report. There was discussion regarding how to go about approving the audit report without having the Actuary Report. It was decided to approve the audit report pending receiving the Actuary Report from the county and that after it is received there will be an e-mail vote among board members to approve the final audit report. Mr. Price motioned that the audit report be approved pending the Actuary Report, Mr. Milbert seconded, and the board approved the audit report pending the Actuary Report from the county. Mr. Tressler left the meeting.

CRISFIELD BRANCH LIBRARY INTERIOR AND BUILDING PROGRAM

Mr. Hehman reviewed the options for how to proceed with the new Crisfield Library as discussed at the special board meeting on September 18, 2013. He stated that there is not yet enough funding to make the library functional after construction. Mr. Hehman mentioned that he and Library Consultant Ruth O'Donnell had a discussion with Nason Construction regarding the review of options with construction and size of the building. A conversation has also been held with the County Commissions with regard the Crisfield Library project. Mr. Hehman stated that he had a contract from Nason Construction for a phase 1a which would allow groundbreaking to occur later this fall and perform the necessary site preparation work (utilities, geothermal, etc.). There was a discussion regarding this contract and proposal. Mr. Hehman also stated that PNC has awarded a \$10,000 early literacy program grant for the new Crisfield Library. President Parker asked each board member if they were in favor of the phase 1a idea: Mr. Price: yes; Mr. Brice: yes; Mr. Sandford: yes; Ms. Boyer: yes; Mr. Milbert: yes. Mr. Milbert motioned that the board accept the contract for phase 1a and a fall 2013 groundbreaking, Ms. Boyer seconded, and the board accepted the contract for phase 1a from Nason Construction.

Mr. Hehman introduced Ruth O'Donnell who is the library consultant for the interior design of the new Crisfield Library. Ms. O'Donnell discussed how library service has changed since the initial building program of 2008. She stated that, due to the availability of information on the

Internet, the need for a lot of shelving has decreased. Ms. O'Donnell stated that flexibility is crucial in designing the interior of a new library. She asked for thoughts from the people present at the meeting and a discussion regarding the interior of the new Crisfield Library. There was also discussion on names of people who should be asked to serve on and assist the fundraising and steering committee. There was discussion regarding the groundbreaking date, and it was suggested that perhaps it be done in conjunction with the commemoration of the one year anniversary of Hurricane Sandy.

Reappointment of Peter Sanford to the Library Board

President Parker asked for a motion to reappoint Mr. Sanford to the library board for another term. Mr. Price made the motion, Ms. Boyer seconded, and Mr. Sanford will serve a second five year term.

President Parker asked for a motion to appoint Linda Riggin a board advisor. Mr. Milbert made the motion, Ms. Boyer seconded, and Ms. Riggin will serve as board advisor.

President Parker stated that there will be a special board meeting on Wednesday, November 6, 2013 at 4:00 p.m. at the Princess Anne Library.

CONSENT AGENDA

Approved the minutes from the board meeting on August 21, 2013

Approved the minutes from the special board meeting on September 18, 2013

Approved the financial reports for the period from July 1, 2013 through August 2013

Approved the financial reports for the period from July 1, 2013 through September 2013

President Parke asked for a motion to approve the consent agenda. Ms. Boyer made the motion, Mr. Price seconded, and the consent agenda was approved.

President Parker asked for a roll call vote to enter executive session to update the status of the Library Director search. Mr. Price: yes; Mr. Brice: yes; Mr. Sanford: yes; Ms. Boyer: yes; Mr. Milbert: yes. A motion to enter into executive session was made by Mr. Price, seconded by Ms. Boyer, and the board entered into executive session at 5:50 p.m.

President Parker asked for a roll call vote to come out of executive session. Mr. Price: yes; Mr. Brice: yes; Mr. Sanford: yes; Ms. Boyer: yes; Mr. Milbert: yes. Ms. Boyer made the motion to come out of executive session, Mr. Milbert seconded, and the board came out of executive session at 6:05 p.m.

The meeting was adjourned at 6:05 p.m.

Respectfully submitted,
Gabriel J. Stuckey
Corbin Memorial Library Branch Manager