

MISSION STATEMENT

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

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BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES REGULAR MEETING MINUTES

**Wednesday, April 9, 2014; 4:30 – 6:00 p.m.
Corbin Library**

Present: Board members Deborah Parker, President; Chris Boyer; George Milbert; John Samus; Tom Brice; Gail Sheldon, Library Director; Jan Gorely, Administrative Assistant; Gabe Stuckey, Corbin Branch Manager. Absent: Board members Peter Stanford, Vice President; Donnie Price, Treasurer; Board Advisors Linda Riggin; Kirkland Hall; and Rose Donoway, Princess Anne Branch Manager

CALL MEETING TO ORDER: President Parker

President Parker called the meeting to order at 4:35 p.m.

CONSENT AGENDA

Approve minutes from the regular meeting February 12, 2014

Approve financial reports for the period July 1, 2013 – February 28, 2014

Approve financial reports for the period July 1, 2013 – March 31, 2014

President Parker asked for a motion to approve the consent agenda. Motion was made by Mr. Samus, seconded by Ms. Boyer, and was approved.

LIBRARY ADMINISTRATOR'S REPORT: Gail Sheldon

Ms. Sheldon stated that the meeting room at the Princess Anne Library has been painted. She reported the resignations of Brittney Herz in Princess Anne and Christina Rentschler in Crisfield.

President Parker asked for a motion to accept the Director's February and March report. Motion was made by Ms. Boyer, seconded by Mr. Milbert, and was accepted.

Branch Highlights

Mr. Stuckey reported on the Tawes Nursing Home programs that the Corbin Library has been doing. He stated that visits and circulation were down slightly due to the snow closings, late openings, and early closings.

Ms. Sheldon reported that programs at the Princess Anne Library have been successful. The numbers are good in comparison to population. Ms. Sheldon stated that both Mr. Stuckey and Ms. Donoway are working on programs for the fall.

Graphic Arts Program

Mr. Milbert reported that all of the equipment for this program has been installed at the Corbin Library. He has received two names of high school students who are interested in the program. Mr. Milbert has spoken to Dr. Gaddis and received his support for the program. Textbooks have been ordered for the students to use. Mr. Milbert also proposed the idea of having a quarterly newsletter from the library. A discussion regarding these issues followed.

Crisfield Library Update

Ms. Boyer reported information from the meeting that the Development Committee had last week. Ms. Boyer is keeping a list of the donors. She stated that contributions are coming in for the new library. Ms. Boyer stated that there is a website in development (crisfieldlibrary.com) that will have information regarding the project and allow people to make contributions online. Ms. Boyer mentioned that Linda Riggan has been looking into the brick fundraiser and has found a company, Bricks R Us. This fundraiser will not begin until late May, June, or at the end of the summer. There was a discussion regarding the addition of names to the donor list. Ms. Boyer stated that the Development Committee meets every other week, and the next committee meeting is scheduled for April 16, 2014.

President Parker reported that the non-tidal wetlands permit has been received from MDE. President Parker, Ms. Sheldon, Charles Cavanaugh, and Kirk Simpkins met with Nason on April 9, 2014. There was a discussion regarding the Crisfield Library Project and the next steps to be taken which includes rescinding the stop work order. There will be another meeting with Nason on April 29, 2014. Mr. Samus motioned to go forward with developing blueprints based on the latest design by Nason in the next three weeks, to rescind the stop work order, and to have the Board review and make other decisions after the April 29 meeting. Mr. Milbert seconded the motion, and it was approved.

GOVERNANCE:

President Parker requested that the officer nominations for the Board be tabled until another meeting.

Library Policy Manual

Ms. Sheldon stated that she had revised and made additions to the Library Policy Manual. The manual has been reviewed by the branch managers and the Board.

President Parker asked for a motion to approve the updated and new policies in the Library Policy Manual. Motion was made by Mr. Samus, seconded by Ms. Boyer, and was approved.

Designate Board Member to serve on Safety and Disaster Response Team

Ms. Sheldon asked that a representative of the Board serve on this committee. She is currently developing an Emergency Plan/Policy. There was some discussion, and Mr. Brice said that he would serve on the team.

There will be a special Board meeting on Tuesday, May 6, 2014 at 4:30 p.m. at the Princess Anne Library.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,
Gabriel J. Stuckey
Corbin Branch Manager