

MISSION STATEMENT:

The Somerset County Public 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, June 11, 2014. 4:30 – 5:32 p.m.

Princess Anne Library

Present: Board Members Deborah Parker, President; George Milbert; Chris Boyer; Tom Brice; Director Gail Sheldon; Rose Donoway, Princess Anne Branch Manager. John Samus arrived at 4:38 pm. Absent was Jan Gorely, Administrative Assistant; Kirkland Hall, Board Advisor; Gabe Stuckey, Corbin Branch Manager; Peter Stanford, Vice President.

CALL MEETING TO ORDER

President Parker called the meeting to order at 4:32 p.m.

CONSENT AGENDA

Approve minutes from the regular board meeting of April 9, 2014.

Approve minutes from special board meeting of May 6, 2014.

Approve financial reports for the period from July 1, 2013 through April 30, 2014.

Approve financial reports for the period from July 1, 2013 through May 31, 2014.

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

LIBRARY ADMINISTRATOR'S REPORT

President Parker asked for a motion to approve the Director's April/May written report. Motion was made by Mr. Samus, seconded by Mr. Milbert, and was unanimously approved, after discussion.

Crisfield Update

Ms. Sheldon reported that case statements from Ms. Mann are almost complete. Progress is being made on the Community Investment Tax Credit (CTIC) grant.

Ms. Sheldon reported that Nason agreed to the amended contract as reviewed by Kirk Simpkins, attorney for Somerset County. A fully executed contract should be in hand by the end of the week. Nason will provide a Payment and Performance Bond by the end of June. The Phase I

drawings are waiting for MDE and State Highway permits, according to a submitted report from Charles Cavanaugh, Director of County Maintenance. The Somerset County Commissioners did agree to match funds from the Maryland Capital Grants for Libraries.

County Budget Update

The Library's operating budget for the FY15 was approved by the County Commissioners. A COLA of 2.5% was approved for library employees.

Capital Grant Update

The Somerset County Commissioners did agree to match funds, at 90/10 rate, from the Maryland Capital Grants for Libraries. The request for state monies from DLDS must go through the Department of Public Works before allocation. Irene Padilla, the state librarian, has authorized additional monies from the Statewide Contingency Fund for the Crisfield Library. Renee Croft, of DLDS, will affirm the exact amount of the state's commitment.

A challenge match grant from the Community Foundation is available.

Summer Reading Updates

Ms. Sheldon reported that the library is ready for a busy summer programming season. A highlight of the summer will be a Family Event, "Look Up to the Stars," on Friday, August 8th in Princess Anne at 7 pm.

Branch Updates

Ms. Sheldon reported that Corbin Branch Manager, Gabe Stuckey, continues to go to the Tawes Nursing Home to visit with residents. Our nursing home outreach program has been well received. Ms. Sheldon asked Princess Anne Branch Manager, Rose Donoway, about PA activities. Ms. Donoway reported on the April visit from Newbery Award winner, Rita Williams-Garcia.

Ms. Parker asked if Mr. Stuckey might record any anecdotal comments concerning the new Crisfield Library.

Graphic Arts Program

Mr. Milbert has visited the Crisfield High School and shared with administration his desire to have graphic arts students assist him library publicity. He believes his best point of contact may be the students who visit the Corbin Library. He is considering posting an ad for assistance in the library.

Development Committee Report

Ms. Sheldon reported in the absence of Ms. Riggin, Steering Committee. The next meeting will be June 18th at 6 pm at the American Legion in Crisfield. All Board members were invited to attend. In Ms. Riggin's report, she asked that all Board members submit a list of potential donors. Many grants require full Board participation as a requirement for funding. Once groundbreaking occurs, there will be more frequent updates on fundraising efforts.

Ms. Parker did ask why there was no sign on the site. Ms. Sheldon said she would investigate.

Personnel

Ms. Sheldon presented the resignations and appointments. She highlighted the potential and gifts of each of the new hires.

President Parker asked for a motion to approve the Director's appointments. Motion was made by Mr. Milbert, seconded by Ms. Boyer and was unanimously approved.

GOVERNANCE

Ms. Parker appointed Mr. Brice and Mr. Samus as the Nomination Committee. There is a need to fill the recently vacant Board position created by the untimely death of Treasurer Donnie Price. She also asked the committee members to recommend people for the Advisory positions. She would like a reassigned for the Vice President office as well. She asked Mr. Brice and Mr. Samus to have recommendations ready for the August 13th Board meeting. She also asked Ms. Sheldon to publicize the vacancy and to make available applications for interested residents.

President Parker asked Mr. Milbert if he would be willing to serve a second term on the Board, as his first term expires 6/23/2014. Mr. Milbert agreed to serve. Ms. Sheldon will submit Mr. Milbert's name to the County Commissioners, for his reappointment.

OTHER BUSINESS

Ms. Sheldon submitted a Loitering policy, stating there has been a recent issue with acute loitering on the Princess Anne Library property. She reported that she had County Attorney Kirk Simpkins review the policy, which he approved.

President Parker asked for a motion to approve the Loitering policy as presented. Motion was made by Mr. Samus, seconded by Ms. Boyer, and was unanimously approved.

EXECUTIVE SESSION

President Parker asked for a motion to go into executive session. Motion was made by Ms. Boyer, seconded by Mr. Brice, and was unanimously passed. Roll Call: Ms. Parker, yes; Mr. Samus, yes; Mr. Brice, yes; Ms. Boyer, yes; Mr. Milbert, yes.

Ms. Sheldon and Ms. Donoway and left the meeting at 5:25 pm.

President Parker asked for a motion to come out of Executive Session. Time: 5:30 pm. Motion was made by Mr. Milbert, seconded by Ms. Boyer. Roll Call: Ms. Parker, yes; Mr. Samus, yes; Mr. Brice, yes; Ms. Boyer, yes; Mr. Milbert, yes.

Ms. Sheldon will receive a 2.5% COLA increase beginning July 1, 2014 or in the first pay period of FY 15.

Adjourn

A motion to adjourn the meeting was made by Mr. Brice, seconded by Mr. Milbert, and the meeting was adjourned at 5:32 p.m.

Respectfully submitted,
Rose Donoway
Princess Anne Branch Manager