

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 8, 2015 4:30 – 6:00 p.m.
Corbin Library**

Present: Board Members Deborah Parker, President; Tom Brice, Vice President; George Milbert, Treasurer; John Samus; Chris Boyer; Keisha Evans; Linda Riggan, Board Advisor; Gail Sheldon, Director; Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Corbin Library Branch Manager, Jan Gorely, Administrative Assistant; John Wiegand, Project Director, Nason Construction. Board Member Peter Stanford arrived at 5:08. Absent: Board Advisor Shawna Kearsley; Board Advisor Kirkland Hall.

CALL MEETING TO ORDER

President Parker called the meeting to order at 4:27 p.m.

Ms. Sheldon introduced John Wiegand, the new Project Director from Nason Construction for the Crisfield Library Building Project.

Mr. Wiegand began his presentation by reviewing the building project to date. He stated that the project has had some delays because there have been 45 days of weather that they have had to contend with. The concrete is about 85% completed and 90% of the project has been bid out. Steel should be installed in the next 2 ½ weeks. The underground plumbing and utility work is completed, the utility pole relocation is going well except they are waiting for Verizon to get their wires off the pole; the site has been leveled.

He gave a brief description of his credentials. He has been in the industry for 33 years. Has worked for Whiting Turner, DPR Construction where he managed 155 people as an operations leader, now with Nason Construction where he took over the project in mid-November.

He stated that he felt that this was a great facility, an exciting project. He felt that the design is dynamic and it's a good looking building. He stated that there have been some budget challenges. He stated that the concrete contractor, Cornish, is local from the Salisbury area and that they are using Crystal Steel from Delmar.

He asked if anyone had any questions, there were no questions. President Parker thanked him for coming. She also thanked him for the "tone" that he was bringing to the project.

Mr. Brice stated that this was not the first time there have been budgetary problems with the project. (The normal rate of increase is 3% cost of living for construction on a project, and 6% for materials per year.)

Mr. Weigand stated that Steve Green is leaving Nason Construction this week and the new superintendent on the site has 30+ years of experience. Mr. Wiegand left the meeting at 4:40 PM.

There was a question about what happened to the plan to hire a Project Manager for the project. It was stated that the County was looking into the cost of it.

Discussion as to who some of the contractors that Nason was using took place. T.E. Smith from Crisfield is one of the contractors being used and they have worked for the County before.

CONSENT AGENDA

Approve minutes from the regular meeting of February 11, 2015

Approve financial reports for the period from July 1, 2014 – February 28, 2015

Approve financial reports for the period from July 1, 2014 – March 31, 2015

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

LIBRARYADMINISTRATOR'S REPORT

Ms. Sheldon gave a report of what she has found out concerning the possibility of using a collection agency to try to recoup overdue fines. She reported that the agency that she used in her previous library is not the typical collection agency. They use a very “soft” approach in trying to collect fines. No name is turned over to them until a fine is at least 90 days old. After that they use very “gentle” reminders and phone calls to try to collect overdue fines.

She also spoke to the subject of the possibility of issuing library cards to children through the welcoming packets distributed by the school system. The parents would have to give their permission for the card to be issued. In Wicomico County Library, if the parents have outstanding fines, the cards could only be used for computer access, not to check out items.

Ms. Sheldon then brought the Board’s attention to list of over 300 courses provided by Gale that are now available for free to any library card holder. These courses are a new addition to the library’s computer on-line training courses and are being paid for by ESRL. Many of these courses come with certificates of completion and some come with certifications. The courses range from Microsoft courses in Word, Excel, Power Point, to Quickbooks, to How to Start a business, to Twelve Steps to a Successful Job Search, etc.. They are constantly adding new courses. Ms. Sheldon explained the availability of these courses will be promoted on social media, our website, Pinterest, Instagram, Facebook, etc. and each month a course will be highlighted at each library. She also stressed that “word of mouth” is the best advertising. All present were very impressed and can’t wait to let people know about the availability of these courses.

Ms. Sheldon reported to the board that a change will need to be made in the minutes of the December board meeting. A private foundation has informed Ms. Sheldon that they do not want

to be named for any donation that they make. Ms. Parker asked for a motion “that appropriate changes will be made in the minutes to reflect ‘a private foundation’”. Motion was made by Mr. Brice, seconded by Mr. Stanford, and was unanimously approved.

The “private foundation” has made a one time donation in the amount of \$26,225 to be disbursed as follows: \$7,275 for children’s area items, ipads, teaching computers, etc.; \$18,950 for the adult technology center. Their name will not be on the donor list.

We have received \$10,000 in funds from the Perdue Foundation for children’s area furnishings.

President Parker asked for a motion to accept the February/March written report. Motion was made by Mr. Brice, seconded by Ms. Boyer, and was unanimously approved.

Development Committee Report

Ms. Riggan reported that the brick color has been changed to match the building. The American Legion will be making a contribution \$12,500. She stated that she would like to have a big event over the next few months. Could possibly have something at the hospital but she would need the help of the board members--wine, cheese, appetizers and hot hors d’oeuvres. Shawna Kearsley is working on the website. It was suggested that we need a banner at the construction site with our website address on it. Ms. Evans reported that the schools had been collecting donations for the Todd family this past month and that the cans for the new library donations will go out next week until June 1st. Ms. Riggan stated that the committee will meet by the end of the month. She also thought that the “big” donations will start coming in when they see progress on the building.

Branch Highlights

Ms. Donoway reported the library programming is going well. We have had good participation in the gourd birdhouses, simple pillowcase and paper piecing classes, and book club discussions. She stated that a patron has asked that a class in the proper use of generators be held in light of the recent tragedy in Princess Anne. We’ve a lot of good work being done by our interns: a UMES student, Jaime Humphreys, and Terron Corbin.

Mr. Stuckey reported that there had to be a lot of rescheduling done because of the bad weather. Programs at the nursing home were down a bit, volunteer hours are going up, State system amounts are increasing. Ashley Gilson is going into the schools and there was excitement about the fire juggling program. He reported that we did not get the Story Corp grant. Ms. Sheldon stated that we will still do the program in the future but with other funds. Mr. Milbert asked where the LSTA funds were being spent and Ms. Sheldon explained that they were for training and supplies of all Library employees in First Aid and CPR and for two people to go to the ARSL conference in October, for several staff members to attend the MLA conference, and a combined staff day with Wicomico County Library.

GOVERNANCE

President Parker announced that she will be resigning from the Board in June. She and her husband will be moving to Colorado to be closer to two of their daughters and their families. She stated that there will now be a need for a new board member as well as someone to take on the responsibility of being President of the Board. She gave all present an index card and asked them what qualities they would like to see in a new board member, to name three people who they thought might be a good board member, and asked each to write down what they would be willing to do for the library. The search for a new board member will begin immediately.

President Parker asked for a motion to adjourn the meeting. Motion made by Mr. Samus, seconded by Mr. Brice, and the meeting was adjourned at 6:15 p.m.

Respectfully submitted,
Jan Gorely
Administrative Assistant/Bookkeeper