

**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.*

**Explore • Learn • Dream • Become**

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**BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES**

**REGULAR MEETING MINUTES**

**Wednesday, June 10, 2015 4:30 – 6:20p.m.**

**Princess Anne Library**

Present: Board Members Deborah Parker, President; Tom Brice, Vice President; George Milbert, Treasurer; John Samus, Board Member; Chris Boyer, Board Member; Keisha Evans, Board Member; Kirk Simpkins, Somerset County Attorney; Linda Riggin, President Somerset County Library Foundation; Director Gail Sheldon; Rose Donoway, Princess Anne Branch Manager Gabe Stuckey, Corbin Branch Manager; Jan Gorely, Administrative Assistant. Peter Stanford, Board Member arrived at 4:59. Absent: Kirkland Hall, Associate Trustee; Shauna Kiersley, Associate Trustee.

**CALL MEETING TO ORDER**

President Parker called the meeting to order at 4:30 p.m.

**EXECUTIVE SESSION**

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

Ms. Gorely, Mr. Stuckey and Ms. Donoway left the meeting at 4:32 pm.

Attorney Kirk Simpkins left at 5:00 pm.

President Parker asked for a motion to come out of Executive Session. Time: 5:15 pm. Motion was made by Mr. Samus, seconded by Mr. Brice. Roll Call: Ms. Parker, yes; Ms. Evans, yes; Mr. Samus, yes; Mr. Brice, yes; Mr. Stanford, yes; Mr. Milbert, yes; Chris Boyer, yes.

Ms. Boyer made a motion to request the County Commissioners retain an attorney to assist the library. Motion was seconded by Mr. Milbert, and was unanimously passed.

## **CONSENT AGENDA**

Approved minutes from the regular board meeting of April 8, 2015.

Approved financial reports for the period from July 1, 2014 through April 30, 2015.

Approved financial reports for the period from July 1, 2014 through May 31, 2015.

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

## **LIBRARY ADMINISTRATOR'S REPORT**

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

### **Crisfield Update**

Ms. Sheldon offered a site report. She presented a change order request for additional floor outlets and data outlets (CO 037). Ms. Boyer made a motion to accept the request, seconded by Mr. Samus and was unanimously approved, after discussion.

Ms. Sheldon reported there were design items that were outside the scope of the original quote. These items were millwork (built-in shelving in various areas of the library). These were to be contracted by the Library, not through Nason Construction. A motion was made to approve the purchase these items by Ms. Evans, seconded by Mr. Stanford, and was unanimously approved, after discussion.

### **Development Committee Report**

Linda Riggan reported donations are forthcoming. Ms. Evans reported that Friday, June 12 has been designated as Casual Friday. All Somerset County Public Schools are participating. Students/staff will pay \$1.00 to dress casually. Funds raised go to the new Crisfield Library.

### **Grant Update**

Ms. Sheldon reported there are outstanding grant applications. She will continue to seek other resources.

### **Branch Highlights**

Mr. Stuckey reported the Fire Juggling program was a huge success. The upcoming Paint Night program has reached maximum capacity. He complimented his staff for the hard work in the recent weeding project and the publication of the Summer Reading Brochure.

Ms. Donoway reported a current Princess Anne Library Assistant position vacancy. She also reported the branch continues to receive new patrons.

## **GOVERNANCE**

### **Member Resignation**

President Parker asked for a motion to accept her resignation, effective July 7, 2015. Motion was made by Ms. Boyer, seconded by Mr. Stanford, and was unanimously approved.

### **Recommendations for Board Membership**

President Parker asked for a motion to approve the recommendation of Princess Anne resident Anne Smith as a Board Member. Motion was made by Mr. Brice, seconded by Mr. Milbert, and was unanimously approved, after discussion.

President Parker reviewed the responsibilities of Board members.

### **Nominations**

President Parker has for nominations to fill the position of President of the Somerset County Library trustees. Ms. Boyer made a motion that John D. Samus be elected president to serve the remainder of Deborah Parker's term beginning at her effective date of resignation (July 7, 2015) and in this capacity be granted check signing privileges. Mr. Stanford seconded the motion, and the motion was unanimously approved.

### **Adjourn**

A motion to adjourn the meeting was made by Ms. Boyer, seconded by Mr. Milbert, and the meeting was adjourned at 6:20 p.m.

Respectfully submitted,  
Rose Donoway  
Princess Anne Branch Manager