

## **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.*

*Explore • Learn • Dream • Become*

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### **BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES REGULAR MEETING MINUTES**

**Wednesday, August 12, 2015; 4:30 – 6:00 p.m.  
Corbin Library**

Present: John Samus, President; Tom Brice, Vice President; George Milbert, Treasurer; Board Members: Ann Smith; Keisha Evans; Chris Boyer; Peter Stanford; Linda Riggin, President Somerset County Library Foundation; Gail Sheldon, Director, Gabe Stuckey, Crisfield Branch Manager; James List, Legal Counsel. Absent: Jan Gorely, Administrative Assistant (who was working with the auditor); Rose Donoway, Princess Anne Branch Manager; and Shauna Kiersley, Associate Trustee.

#### **CALL MEETING TO ORDER**

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

#### **EXECUTIVE SESSION: James List**

Authority of State Government Article of the Annotated Code of Maryland, Section 10-508(a)(7) to consult with counsel to obtain legal advice.

President Samus asked for a motion to go into executive session. Motion made by Mr. Milbert and seconded by Ms. Boyer. Roll call vote to go into executive session: Mr. Brice yes, Mr. Milbert yes, Ms. Boyer yes, Ms. Evans yes, Ms. Smith yes, Mr. Stanford yes, Mr. Samus yes.

The board went into executive session at 4:31 p.m.

President Samus asked for a motion to come out of executive session. Motion made by Ms. Boyer and seconded by Mr. Milbert. Roll call vote to come out of executive session: Mr. Brice yes, Mr. Milbert yes, Ms. Boyer yes, Ms. Evans yes, Ms. Smith yes, Mr. Stanford yes, Mr. Samus yes.

The board came out of executive session at 5:30 p.m.

#### **CONSENT AGENDA**

Approve minutes from regular meeting of June 10, 2015

Approve financial reports for the period July 1, 2014 – June 30, 2015

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

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

#### **LIBRARY ADMINISTRATOR'S REPORT**

Ms. Sheldon reviewed her written report and stated that most of her time has been dedicated to the new Crisfield Library.

## **Crisfield Update**

Ms. Sheldon reviewed some changes with the new library, and a discussion followed. The board agreed to go with the bided siding for the new library.

## **Development Committee Report**

Ms. Riggin asked for the board's advice concerning the fundraising aspect of the new Crisfield Library project. Discussion followed and ideas were shared.

Ms. Riggin reported that more bricks have been sold. She will be meeting with the Elks to ask for a donation. She reported that \$781 was raised during the casual day in the Somerset County Schools.

## **Grant Update**

Ms. Sheldon reported that she has filed the first report for one of the grants.

## **Branch Highlights**

Mr. Stuckey reported that the best Summer Reading adult program in Crisfield was Paint Night, and he is considering having it again in the future.

Ms. Sheldon reported that both branches had good Summer Reading programs this year.

## **Personnel**

President Samus asked for a motion to approve the hiring of Jahlise Francis at the Princess Anne Library. Motion was made by Ms. Smith, seconded by Mr. Milbert, and the board unanimously approved.

## **GOVERNANCE**

### **Read online votes into the minutes**

Ms. Sheldon read through the board votes that took place via e-mail. They are:

- Approve approaching the bond company: motion made by Mr. Brice, seconded by Ms. Evans, and was approved.
- Approve Alarm Engineering as the security system provider and Shore Home Solutions as the audio visual provider at the new Crisfield Library: motion made by Ms. Boyer, seconded by Mr. Stanford, and was approved.
- Change orders for new Crisfield Library:
  - CR 040 electrical requirements
  - CR 029 change in plumbing
  - CR 048 door hardware
  - CR 053 walk off mat
  - Motion made by Ms. Evans, seconded by Ms. Smith, and they were approved.
  - CR 034 wall at book drop and at vending machine
  - CR 041 carpet and change of flooring
  - CR 058 lights near periodicals
  - Motion made by Mr. Stanford, seconded by Mr. Milbert and they were approved.

President Samus asked for a motion to adjourn the meeting. Motion made by Ms. Boyer, seconded by Ms. Smith, and the meeting was adjourned at 6:30 p.m.

Respectfully submitted,  
Gabriel J. Stuckey  
Crisfield Branch Manager