

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

BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES

REGULAR MEETING MINUTES

Wednesday, December 14, 2016 4:00 – 5:26 p.m.

Crisfield Library

Present: Tom Brice Board President; Ann Smith, Vice President; George Milbert, Treasurer; Marlena Turner, Board Member; Keisha Evans, Board Member; Marilyn Cottman, Board Member; Linda Riggin, President Somerset County Library Foundation; Director Ed Goyda; Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Crisfield Branch Manager; Jan Gorely, Administrative Assistant; Lois Outten, Associate Board Member;. Lilly Welch, Supervisor of ELA, EL and World Languages, Board of Education. Absent: Heather Hurst, Board Member; Jim Riley, Associate Board Member.

CALL MEETING TO ORDER

President Brice called the meeting to order at 4:02 p.m.

Mr. Brice introduced Marilyn Cottman, new Board member, Lois Outten, Associate Board Member and Lilly Welch, Board of Education.

CONSENT AGENDA

Approved minutes from the regular board meeting of October 12, 2016.

Approved financial reports for the period from July 1, 2016 through October 31, 2016.

Approved financial reports for the period from July 1, 2016 through November 30, 2016.

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

PRESENTATION

Ms. Welch introduced herself to Board members and library staff. She shared her desire to strengthen the relationship between the library and the public schools, emphasizing the fact that both institutions have common goals and visions for the youth and community of Somerset County. Ms. Welch left the meeting at 4:40 pm.

LIBRARY ADMINISTRATOR'S REPORT

Mr. Goyda welcomed the new Board representatives to the Somerset County Library. He reported that new ADA compliant computer stations have been installed in both the Princess Anne and Crisfield branches. These computers are equipped with JAWS software, (Job Access with Speech). An Optelelex magnifier is also available. This new equipment has been made possible by the State of Maryland. President Brice asked for a motion to approve the Director's October/November written report. Motion was made by Ms. Evans, seconded by Ms. Smith, and was unanimously approved.

Crisfield Update

Mr. Goyda reported that all warranty work on the building has been completed. He also reported that the elevator concerns are being resolved. The rock and fencing projects are still underway.

Development Committee Report

Linda Riggin reported that three donor plaques have been received. The Foundation has raised over \$510,000. There are only 23 bricks left to sell in the Brick Campaign. She reported that the Foundation Board membership is still in need of two members to complete its full membership of seven members. Meetings are quarterly. The primary goal is fund raising.

Grant Update

Mr. Goyda reported the receipt of eRate funding. The LSTA, Library Services & Technology Act, grant continues to support staff development.

Branch Highlights

Mr. Stuckey reported that both visits and circulation have significantly increased since moving into the new facility. WiFi usage has also dramatically increased. The branch has experienced an influx of new patrons. Mr. Stuckey continues to visit the Tawes Nursing Home. Santa Claus will be the special guest during this month's visit.

Ms. Donoway highlighted the great success of the Halloween Party, with 825 in attendance under JoAnn Price's leadership. The Princess Anne community including the PA Police, the PA Fire Department, library patrons, and UMES students volunteered their time and talents. Ms. Donoway also reported the success of a recently developed program Senior Moments. Attendance has grown from 2 to 15 participants thanks to the efforts of staff members Rose Cottman and Anna Fontaine.

GOVERNANCE

Mr. Goyda presented the proposed 2017 Board meeting schedule. President Brice asked for a motion to approve the meeting schedule. Motion was made by Ms. Smith, seconded by Ms. Turner, and was unanimously approved.

**SOMERSET COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES**

MEETING SCHEDULE 2017

<u>Date</u>	<u>Time</u>	<u>Location</u>
February 8, 2017	4:00 PM	Princess Anne
April 12, 2017	4:00 PM	Crisfield
June 14, 2017	4:00 PM	Princess Anne
August 9, 2017	4:00 PM	Crisfield
October 11, 2017	4:00 PM	Princess Anne
December 13, 2017	4:00 PM	Crisfield

Mr. Goyda presented the proposed 2017 Holiday schedule. President Brice asked for a motion to approve the holiday schedule. Motion was made by Ms. Evans, seconded by Ms. Turner, and was unanimously approved.

HOLIDAY SCHEDULE 2017

<u>Date</u>	<u>Holiday</u>
January 2, 2017	New Year's Day (Observed)
January 16, 2017	Martin Luther King, Jr. Day
February 20, 2017	Presidents' Day
April 14, 2017	Good Friday
May 29, 2017	Memorial Day
July 4, 2017	Independence Day
September 4, 2017	Labor Day
October 9, 2017	Columbus Day (Staff Day)
November 11, 2017	Veterans Day
November 23 & 24, 2017	Thanksgiving Days
December 23, 2017	Christmas Eve (Observed)
December 25, 2017	Christmas Day
December 30, 2017	New Year's Eve (Observed)
January 1, 2018	New Year's Day

EXECUTIVE SESSION

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

Mr. Stuckey, Ms. Outten and Ms. Riggin left the meeting at 5:15 pm.

President Brice asked for a motion to come out of Executive Session. Time: 5:25 pm. Motion was made by Mr. Brice, seconded by Ms. Turner. Roll Call: Ms. Evans, yes; Ms. Smith, yes; Mr. Brice, yes; Mr. Milbert, yes; Ms. Turner, yes; Ms. Cottman, yes.

As a result of the Executive Session, JoAnn Price is promoted to Youth Services Manager, effective December 26, 2016.

Adjourn

A motion to adjourn the meeting was made by Mr. Turner, seconded by Ms. Cottman, and the meeting was adjourned at 5:26 p.m.

Respectfully submitted,
Rose Donoway
Princess Anne Branch Manager