

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

MEETING MINUTES

Wednesday, August 9, 2017 4:00 to 6:05 p.m.

Crisfield Library

Present: Tom Brice, Board President; Ann Smith, Board Vice President; Marilyn Cottman, Board Member; Lois Outten, Associate Board Member; Ed Goyda, Library Director; Marlina Turner, Board Member; Keisha Evans, Board Member; Rose Donoway, Princess Anne Branch Manager; Gabe Stuckey, Crisfield Branch Manager. Absent were George Milbert, Board Treasurer; Heather Hurst, Board Member; Jim Riley, Associate Board Member; Linda Riggan, President Somerset County Library Foundation; Jan Gorely, Administrative Assistant.

CALL MEETING TO ORDER

President Brice called the meeting to order at 4:05 p.m.

CONSENT AGENDA

Approve minutes from the regular meeting of June 14, 2017

Approve financial reports for the period from July 1, 2016 – June 30, 2017

Approve financial reports for the period from July 1, 2016 – July 31, 2017

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

LIBRARY ADMINISTRATOR'S REPORT – Ed Goyda

Mr. Goyda reviewed his report with the board. He clarified on the use of Amazon.

Mr. Goyda stated that the audit is ongoing with TGM.

Mr. Goyda clarified and explained Pay Pal.

Mr. Goyda stated that the collection weakness is being addressed, and new materials are being ordered.

Mr. Goyda mentioned that the Princess Anne Library will be closed on August 10 and the Crisfield Library on August 11 for Polaris training.

Mr. Goyda stated that a shed has been put in the back of the Princess Anne Library for storage.

Mr. Goyda stated that ESRL tote delivery will be suspended during the transition to Polaris.

Mr. Goyda mentioned that all of the new furniture in the Princess Anne Children's room.

President Brice asked for a motion to accept the June/July written report. Motion was made by Ms. Smith, seconded by Ms. Cottman, and the report was unanimously accepted.

Crisfield Update:

Mr. Goyda stated that the baffling was ordered on June 30.

Development Committee Report

It was reported that the foundation is working on the Friends initiative.

The foundation is looking for a new member.

Branch Highlights

Ms. Donoway reviewed the pictures of events that took place at the Princess Anne Library during June and July. The Senior Moments program is still very successful. Summer Reading programs and Summer S.T.E.M. have been successful with good attendance. There were two Kids Paint Parties in Princess Anne in July. There was also a senior paint party. The Princess Anne library participated in the free lunch program with the schools.

Mr. Stuckey reported that the number of visits and circulation at the Crisfield Branch continues to increase. The number of visits in June was 4,407. The number of visits in July was 4,345. The number of people using WiFi continues to be higher than the number of patrons using the computers. The Summer Reading Program and Summer S.T.E.M. have also been successful in Crisfield. Mr. Stuckey continues to go the Tawes Nursing Home once a month. The Crisfield Library also participated in the free lunch program following the Wednesday Story Times.

GOVERNANCE:

The Crisfield Heritage Foundation requested to serve wine at the Roads Scholar dinners at the Crisfield Library.

President Brice asked for a motion to approve the request. Ms. Smith motioned that the Crisfield Heritage Foundation be allowed to serve wine at the Roads Scholar dinners; Ms. Turner seconded, and the board approved the request.

Student Cards

Mr. Goyda stated that he and Mr. Gaddis have met to discuss this, and issuing student cards is still in process.

Accept the resignation of Jessica Pfirman, Library Assistant.

President Brice asked for a motion to accept the resignation. Motion made by Ms. Turner, seconded by Ms. Smith, and the resignation of Jessica Pfirman was accepted.

EXECUTIVE SESSION

President Brice made a motion to enter executive session. Motion was made by Ms. Evans, seconded by President Brice, and board unanimously agreed to enter executive session. Roll Call: Mr. Brice, yes; Ms. Cottman, yes; Ms. Evans, yes; Ms. Turner, yes; Ms. Smith yes. The board entered executive session at 5:45 p.m.

Ms. Donoway, Mr. Stuckey, and Ms. Outten left the meeting at 5:45 p.m.

President Brice asked for a motion to come out of executive session. Motion was made by Ms. Evans, seconded by President Brice, and the board unanimously agreed to come out of executive session. A roll call vote was taken to come out of executive session: Ms. Smith: yes; Mr. Brice, yes; Ms. Turner, yes; Ms. Cottman, yes; Ms. Evans: yes. The board came out of executive session at 6:00 p.m.

Ms. Smith motioned to approve the appointments of Kayla Hodgson as Princess Anne Branch Manager, Jaime Humphreys as Crisfield Branch Manager, Jennifer Lewis as Special Projects Coordinator, and Gabe Stuckey as Technical Services Librarian. The motion was seconded by President Brice, and the appointments were accepted.

A motion to adjourn the meeting was made by President Brice, seconded by Ms. Turner, and the meeting was adjourned at 6:05 p.m.

Respectfully submitted,
Gabriel J. Stuckey