

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
DRAFT REGULAR MEETING MINUTES
Wednesday, December 13, 2017 5:15-6:30 p.m.
Home of Keisha Evans, 5135 Thomas Long Rd. Crisfield**

Present: Ann Smith (President), Marlena Turner (Vice President), Lois Outten (Treasurer), Keisha Evans, Heather Hurst, Father Robert Laws, Beth Holmes-Mayson, Ed Goyda (Director), Jaime Bradshaw (Branch Manager), Kayla Hodgson (Branch Manager), Jan Gorely (Administrative Assistant).
Absent: Marilyn Cottman

CALL MEETING TO ORDER

President Ann Smith called the meeting to order at 5:42 p.m.

CONSENT AGENDA

Approved minutes from the regular board meeting on October 11, 2017.

Approved financial reports for the period from July 1- October 31, 2017.

Approved financial reports for the period from July 1 – November 30, 2017.

President Smith asked for a motion to approve the consent agenda. Motion was made by Keisha Evans, seconded by Lois Outten, and was unanimously approved.

LIBRARY ADMINISTRATOR’S REPORT

Mr. Goyda presented his Director’s Report for October/November 2017.

Mr. Goyda mentioned that the content carousels are now functioning and up on the website and catalog home pages. Next, Mr. Goyda stated that Dr. Jana Rehak has completed collecting photographs and oral histories for the Smith Island Family Frames project. The exhibit will be prepared over University of Maryland’s winter break and production will begin in the spring.

Mr. Goyda is currently working on compiling a staff directory of biographies to provide context in Board-level conversations. Firewalls in Crisfield and Princess Anne have been replaced ahead of schedule due to a known bug. Google Business accounts have all been set up for both branches and we are in the process of transitioning data to the cloud. The library website was hacked again on November 14, and the prototype site was immediately launched to permanently end the problem. The site is complete except for a dedicated teen area and detail pages on specific program categories. An Xbox One has been added at the Princess Anne branch where a gaming series is planned for March.

Mr. Goyda reported that the library is now in possession of the deed to the Crisfield library and it can now be transferred over to the county. Linda Riggan is stepping down from the Presidency of the Foundation Board. Due to a lack of interest from other Board members, we will need to advertise specifically for a new member willing to take that role. The Crisfield American Legion has approved the flagpole request and it will go before the general membership on December 6.

Next, Mr. Goyda spoke about the community outreach the library has been doing recently. Ashley Gilson has established a Homework Help program with Crisfield High School that will debut in January. We will join Crisfield High School's Student Government Association to dedicate Andrea's bench on December 11 at 5:00pm.

President Smith asked for a motion to approve the Director's written report. Motion was made by Marlena Turner, seconded by Heather Hurst, and was unanimously approved.

Branch Highlights

Crisfield: Jaime Bradshaw reported that there were 287 attendees at the October Harvest Party. Pumpkin Painting at Family Night was well attended with 48 patrons. Their new volunteer Ms. Campbell did 60 hours in November.

Princess Anne: Kayla Hodgson reported that we had over 900 attendees at the Halloween Block Party. International Games week was well attended with 41 patrons.

Ewell: Mr. Goyda reported that Ewell's statistics.

President Smith feels that Ewell should submit a branch report as the other two branches do, Mr. Goyda agreed.

GOVERNANCE

President Smith – 2018 Trustees meeting schedule was included in the packet; see below.

<u>Date</u>	<u>Time</u>	<u>Location</u>
February 14, 2018	4:00 PM	Princess Anne
April 11, 2018	4:00 PM	Crisfield
June 13, 2018	4:00 PM	Princess Anne
August 8, 2018	4:00 PM	Crisfield
October 10, 2018	4:00 PM	Princess Anne
December 12, 2018	4:00 PM	Crisfield

President Smith asked for a motion to accept the meeting schedule; motion was made by Heather Hurst, seconded by Marlena Turner and was unanimously approved.

President Smith asked for a motion to accept the 2018 Somerset County Library Holiday Schedule; see below.

<u>Date</u>	<u>Holiday</u>
January 1, 2018	New Year's Day
January 15, 2018	Martin Luther King, Jr. Day
February 19, 2018	Presidents' Day
March 30, 2018	Good Friday
May 28, 2018	Memorial Day
July 4, 2018	Independence Day
September 3, 2018	Labor Day
October 8, 2018	Columbus Day (Staff Day)
November 12, 2018	Veterans Day (Observed)
November 22 & 23, 2018	Thanksgiving Days
December 24, 2018	Christmas Eve
December 25, 2018	Christmas Day
December 31, 2018	New Year's Eve
January 1, 2019	New Year's Day

Motion to approve the Somerset County Library Holiday Schedule was made by Keisha Evans, seconded by Lois Outten and was unanimously approved.

Mr. Goyda reported that the Crisfield library deed was received by the library, and President Smith can now sign the building over to the county.

President Smith asked for a motion to transfer the library deed to the county; motion was made by Keisha Evans, seconded by Heather Hurst and was unanimously approved.

Strategic Plans & Committees. Mr. Goyda reported that the strategic plan survey is in the packet, and is now able to be distributed. He is interested in collecting data to find out the patron needs and is curious why Ewell is open until 9pm. Survey will go out in December, board members please start thinking about good candidates that we can put together for any given subjects on committees. Judy Center may be able to help us reach families, Keisha Evans is willing to hand out during high school English classes, Heather Hurst is also willing hand out surveys at the Print & Ship. Heather Hurst also suggests an online survey.

President Smith asked for a motion to accept the beginning of the strategic plan and to start thinking of members (inside/outside) for committees. Motion to accept was made by Marlena Turner, seconded by Lois Outten and was unanimously approved.

Jan Gorely mentioned that the design firm of Becker Morgan of the Crisfield Library was awarded the Maryland Architecture Excellence in Design Award for 2017; we won the people's choice award.

EXECUTIVE SESSION

Ms. Evans motioned to enter executive session. The motion was seconded by Ms. Hurst. The board unanimously agreed to enter executive session. Roll call: Ms. Turner, yes; Ms. Smith, yes; Fr. Lawes, yes; Ms. Outten, yes; Ms. Hurst, yes; Ms. Evans, yes. The board entered executive session at 6:00 p.m.

Ms. Bradshaw, Ms. Gorely, Ms. Hodgson, and Ms. Holmes-Mayson left the meeting at 6:00 p.m.

Ms. Smith made a motion to accept the retirement of Rosie Donoway. Ms. Evans seconded the motion, and the motion carried.

Ms. Hurst made a motion to accept the retirement of Rose Cottman. Ms. Evans seconded the motion, and the motion carried.

Ms. Smith motioned to accept the resignation of JoAnn Price. Ms. Turner seconded the motion, and the motion carried.

Ms. Smith motioned to accept the resignation of Sheila Brown. Ms. Hurst seconded the motion, and the motion carried.

Mr. Goyda detailed the selection process to fill the Youth Services Coordinator vacancy. Ms. Turner motioned to appoint Rebecca Pratte to the position. Ms. Outten seconded the motion, and the motion carried.

The Board discussed existing vacancies for 16-hour-per-week Library Assistant positions in both Crisfield and Princess Anne.

The Board discussed Mr. Goyda's annual performance evaluation.

Ms. Hurst made a motion to come out of executive session. Ms. Evans seconded the motion, and the Board unanimously agreed to exit executive session. Roll call: Ms. Turner, yes; Ms. Smith, yes; Fr. Lawes, yes; Ms. Outten, yes; Ms. Hurst, yes; Ms. Evans, yes. The board exited executive session at 6:30 p.m.

Adjourn

Ms. Hurst motioned to adjourn the meeting. Ms. Outten seconded the motion, and the motion carried. The meeting adjourned at 6:35 p.m.

Respectfully submitted,
Kayla Hodgson
Princess Anne Branch Manager