

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, October 14, 2020 4:00pm-6:00pm

Princess Anne Library *Via Zoom Link

Present: Ann Smith (President), Marlena Turner (Vice President), Lois Outten (Treasurer), Marilyn Cottman, Beth Holmes-Mayson, Ed Goyda (Director), Jaime Bradshaw (Branch Manager), Kayla Leimbach (Branch Manager), Nora Hoffman (Administrative Assistant).

CALL MEETING TO ORDER

President Ann Smith called the meeting to order at 4:04 p.m.

AUDIT PRESENTATION

Herb Geary, TGM Group, LLC, presented the audit. The Library received the highest rating of “unmodified opinion,” with the typical note regarding insufficient separation of duties due to the size of the organization.

CONSENT AGENDA

Approve minutes from the regular meeting of August 12, 2020.

Approve financial reports for the period from July 1, 2020 – August 31, 2020.

Approve financial reports for the period from July 1, 2020 – September 30, 2020.

A motion to approve the consent agenda was made by Lois Outten, seconded by Marilyn Cottman, and unanimously approved.

BRANCH HIGHLIGHTS

Crisfield: Jaime Bradshaw spoke about the Crisfield Library staff’s work on both online programs and programs-to-go. In addition to craft tutorials, Ms Bradshaw spoke about how staff is also posting cooking, drawing, and origami tutorials on the library YouTube page. Crisfield staff continues to use the work from home hours to take many webinars and online trainings. Additionally, they are accepting submissions for the Fall Zine.

Princess Anne: Kayla Leimbach spoke about the Princess Anne Library’s popular programs-to-go and how the staff is increasing the number of kits available to meet demand. The library also

started a new Fall Reading Challenge to engage readers by logging minutes read for prizes. The Wellness Made Easy collection was officially launched on September 1. Children's Services Coordinator Karen Earp has made some adjustment to our children's virtual programming and we are seeing great responses to the new and re-vamped content.

LIBRARY DIRECTOR'S REPORT

Mr. Goyda presented his Director's Report for August – September 2020.

CORE SERVICES

Reopening Phase 3: Some small changes were made to marketing materials, most notably removing 'by appointment' because of a disparity in its interpretation, with some patrons making appointments at the door and others assuming that library usage was only available in an emergency. The hourly limit of patrons in the building was moved up to 15, while Princess Anne returned to the 6pm closing time Monday – Wednesday in October. Meeting rooms remain closed and manipulatives in the children's room are still unavailable.

Interlibrary Loan: Delivery resumed regionally September 8, and statewide delivery resumed September 14.

Summer Reading: Final participation in the virtual summer reading program on Beanstack was 43 adults, 77 children, and 27 teens.

COMMUNITY OUTREACH

Fall Zine: Submissions were still open, until November 15.

Living and Dying with COVID-19: The Maryland Stories: Global Z Recording Project had approached us to partner on a statewide collection of oral histories in Spring or Fall 2021, pending a Maryland Humanities grant.

COMMUNITY PARTNERSHIP

Charging Station: An electric vehicle charging station would be installed by Delmarva Power in the rear of the Crisfield parking lot in the fall.

ESRL: Regional directors continued to meet weekly, and the reopening task force was meeting biweekly.

Gold Star Marker: The marker for the Crisfield Library had arrived, but dedication in conjunction with the Garden Club and American Legion had been delayed to Spring 2021.

INTERNAL DEVELOPMENT

CARES Act: Administrative staff had received laptops to work from home.

Computer Updates: Routine updates resumed with visits on September 21 & 22.

MLA Conference: The virtual conference kicked off on October 6.

YOUTH SERVICES

Fall STEM & Storytime's: Karen had begun recording and publishing programs on our social media outlets.

Maryland STEM Festival: We were co-sponsoring two virtual events with NASA as part of STEM festival.

Student Cards: Parental opt-out forms were distributed by the school district, and we were anticipating updated data by the end of October.

A motion to accept the Director's Report was made by Marilyn Cottman, seconded by Beth Holmes-Mayson, and unanimously approved.

GOVERNANCE

Audit: A motion to approve the audited financial statements was made by Lois Outten, seconded by Beth Holmes-Mayson, and unanimously approved.

Modification of Bond Coverage: A proposal drafted by Nora Hoffman was presented that would increase coverage on all staff from \$500 to \$25,000, add coverage for the Board President, and strike the now-redundant \$25,000 bond on the Library Director was presented. This proposal ultimately would increase coverage while reducing costs.

A motion to approve the modifications was made by Lois Outten, seconded by Beth Holmes-Mayson, and unanimously approved.

Revised Credit Card Policy: Minor changes to the credit card policy to account for the separation of duties from "Youth Services Coordinator" to "Children's Services Coordinator" and "Teen Services Coordinator" and to accurately reflect the aggregate maximum on the cards was presented.

A motion to make these changes to the Credit Card Policy was made by Ann Smith, seconded by Marilyn Cottman, and unanimously approved.

Schedule, Election Day 2020: Mr. Goyda noted that Election Day of the years of Presidential Elections is included as a holiday in the Employee Handbook but was omitted from the holiday schedule submitted for 2020. A motion to add Election Day to the 2020 holiday schedule was made by Beth Holmes-Mayson, seconded by Lois Outten, and unanimously approved.

Schedule, Board Meetings 2021: A schedule was proposed, maintaining the rotating, bimonthly meetings, with the August meeting proposed for Ewell. A motion to approve the proposed Board Meeting Schedule was made by Ann Smith, seconded by Beth Holmes-Mayson, and unanimously approved.

Schedule, Holiday Schedule 2021: A holiday schedule was proposed. A motion to approve the proposed Holiday Schedule was made by Lois Outten, seconded by Beth Holmes-Mayson, and unanimously approved.

Vacation Accrual Changes: A proposal was made by Nora Hoffman to switch vacation accrual from an hourly basis to a pay-period basis. The proposal was made to avert continuing errors in ADP in properly accruing time for certain employees; this proposal would have minimal, if any, impact on the actual amount of leave time accrued.

A motion to approve the proposed accrual changes was made by Ann Smith, seconded by Marlena Turner, and unanimously approved.

Zoom Board Meetings: The Board discussed the potential resumption of in-person Board meetings. A motion to have December's board meeting via Zoom and then reassess the safety of in-person meetings for 2021 at a later date was made by Lois Outten, seconded by Marilyn Cottman, and unanimously approved.

EXECUTIVE SESSION

A motion to enter into executive session was made by Marlena Turner, seconded by Marilyn Cottman and was unanimously approved by roll call at 4:40 p.m.

A motion to exit into executive session was made by Ann Smith, seconded by Beth Holmes-Mayson, and unanimously approved by roll call at 4:43 p.m.

A motion was made by Lois Outten and seconded by Marilyn Cottman, approving the following changes to the composition of the Library Board and personnel:

- The resignation of Terron Corbin, Library Assistant;
- The appointment of Angela Schoendienst, Library Associate;
- The appointment of Oliver Okinyih, Library Assistant;
- The appointment of Rose Cottman, Library Assistant; and
- The resignation of Father Rob Laws, Library Trustee.

The motion was unanimously approved.

Adjourn

- A motion to adjourn was made at 4:46pm by Ann Smith, seconded by Beth Holmes-Mayson, and unanimously approved.

Respectfully submitted,
Kayla Leimbach
Princess Anne Branch Manager