

The Worcester County Library Board of Trustees met on Tuesday, December 10, 2019 at the Ocean Pines Library. Members present were Ron Cascio, Nancy Howard, Jaime Bailey, Leslie Mulligan, Vicki O'Mara, Patricia Tomasovic, and Holly Anderson.

Also present were Jennifer Ranck, Director; Rachael Stein, Assistant Director; Amy Parker, Business Manager; and Harry Burkett, Ocean Pines Branch Manager.

Regular meeting was called to order by Mr. Cascio at 9:30 a.m. Recording device was acknowledged.

A motion to accept Minutes from the November 12, 2019 meeting was made by Ms. Anderson and seconded by Ms. Mulligan. All present were in favor.

Correspondence – Ms. Ranck mentioned the Library Happenings that the County puts into the newsletter. Betsy Gravenor-Stacey, Snow Hill Branch Manager received a nice note from a student at Snow Hill Elementary School, this was included in the board packet. Ms. Ranck mentioned she will include any memos sent to the County in the board packet.

Financial Report – Ms. Parker passed out and reviewed branch expenses for November 2019. Ms. Ranck told the board we bought computers for all of the branches. A budget encumbrance to replace computers was approved by the County Commissioners back in September. Electricity costs for the Berlin branch are very good.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ray Jenkins was hired to fill the part-time library service assistant position at the Ocean Pines branch. Berlin had a tree fall on the fence along the south side of the property shortly after Asplundh finished clearing the brush and trees from the west property line. We are losing Sarah Knaggs at the end of December and hope to fill her position internally. The Pocomoke Branch collaborated with the Health Department, Diakonia and the Worcester County Sheriff's Department to work with their Homeless Outreach Team. They held their first clinic on November 15 and served seven people. In addition to the list of services they provide, they also brought with them a local doctor, who provided free health care to our patrons. The outreach team will also be providing the library with Care Kits, which will include hats, gloves, food and other necessities for us to give to patrons in need. Ms. Ranck said the Foundation held two recent fundraisers, Giving Tuesday and the "Raise a Glass" event at Sisters in Berlin. We are very grateful for the local support the library receives. The Foundation has approved a scholarship for staff. More details to come.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Stein said Lisa Voss brought back a wealth of information from the YALSA Young Adult Services Symposium, including ideas about serving teens with programs on cooking, health information, and welcoming teen spaces. Alec Staley, our Local History Librarian, attended the Mid-Atlantic Region Archives Conference. He attended an all day workshop on making local history collections more diverse, and came back with ideas about adding diversity to our oral history collection. Three staff members attended a training sponsored by Eastern Shore Regional Library, Law in Public Libraries. We have signed up four staff members from the Ocean City branch for the Maryland State Library series on Agile Management, which will take place from January through March, 2020. Ryan Dowd, an engaging presenter provides monthly follow-up webinars on topics such as body language and compassion fatigue, which staff continue to find useful. The training can be used

for all situations, not just homeless patrons. The board is interested in obtaining the link to Mr. Dowd's webinars.

Old Business – A copy was sent in each board member's pack to review before the meeting.

Pocomoke Library Design Grant Last week Ms. Ranck presented to the County Commissioners. The County Commissioners agreed to move forward with site evaluation study, including environmental study, of the property offered by the City of Pocomoke. This includes preliminary design concepts of a shared facility (library and senior center). It was requested that the library consider including Health Department space needs as well. Jeff Schoellkopf will be meeting with City Planner next week.

Petition Policy Ms. Ranck spoke with our attorney. Due to some concerns about the scope of the proposed policy, the board agreed to table the conversation for the time being and handle petitions on a case-by-case basis.

Job Center The Lower Shore Workforce Alliance funding has been placed on hold. If for some reason the grant does not move forward, we will strategize ways to build our workforce development assistance in-house.

Ocean Pines Carpet The County Commissioners approved Value Carpet One's bid at their meeting on December 3. The carpet has been ordered and the work is expected to take place from Dec. 26 – January 8. The main library will close for several days, but staff will use the large meeting room to offer computer access, access to daily newspapers, and the ability to pick up items on hold.

New Business –

Board Vacancy Mr. Cascio's term ends in December. The Board will need to find a new Berlin area representation and select a President. Ms. Ranck presented Mr. Cascio with an engraved bowl thanking him for his service. Mr. Cascio would still like to volunteer and give assistance to the Board. Mr. Jeff Smith is an interested candidate. A motion to accept Mr. Smith as the newest member on the board and to have Ms. Tomasovic continue on the board was made by Ms. Mulligan and seconded by Ms. Anderson. All present were in favor. Ms. Ranck will submit the memo to the County Commissioners. Ms. Howard made a motion to nominate Ms. Mulligan as the new Board President, seconded by Ms. Anderson. All present were in favor.

County Budget Department Heads will meet on December 12 to receive instructions for the preparation of budget requests for FY 21. Ms. Ranck said she would like to move the cost savings from Berlin's operating expenses over to the materials budget.

Trustee Manual An updated “Trustee Guide for Maryland Libraries” is now ready for distribution. An email link will be sent to all Trustees; please let Jennifer know if a print copy is preferred.

Sensory Resources Last year the Berlin Branch received a donation from the Autistic Children's Support Group of Worcester County, Inc. to purchase sensory resources. Rachael Stein selected and sent similar resources to the other four branches for use during programs or for families to try in the library. Items include weighted lap dogs, vinyl lap pad, and noise-reducing earmuffs. Ms. Howard mentioned we should have this published in the local newspapers.

Strategic Plan Next year, the library will begin developing a new strategic plan. The current plan is enclosed for your review. We will discuss strategies and ideas for moving forward at the meeting.

Mr. Harry Burkett, Ocean Pines Branch Manager, said Ocean Pines Friends is paying for a new sound system. We are having about 90 meetings a month. The new carpet will be installed beginning on December 26. Mr. Burkett said both Assistant Managers are doing well. Elizabeth Hall has completed her LATI certification.

The next board meeting will be Tuesday, January 14 at the Pocomoke Library meeting room at 9:30 a.m.

Mr. Cascio asked if those present had further comments or questions. Ms. Mulligan motioned to adjourn the meeting; Mr. Bailey seconded. All present in favor. The meeting adjourned at 10:37 a.m.

Amy Parker