

The Worcester County Library Board of Trustees met on Tuesday, October 10, 2017 at the Berlin Library. Members present were Nancy Howard, Vivian Pruitt, Rosemary Keech, Holly Anderson, and Jamie Bailey. Ron Cascio was absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Alice Pattera, Branch Manager – Berlin; Betsy Gravenor, Branch Manager – Snow Hill; and Amy Parker, Business Manager.

Regular meeting was called to order by Ms. Howard at 9:30 am. Recording device was acknowledged.

Ms. Pruitt made a motion to have a closed session as noted on the meeting agenda at 9:33 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. Keech seconded. All were in favor. At 10:04 a.m. Ms. Keech made a motion to come out of closed session; Ms. Anderson seconded. Ms. Howard noted the meeting reconvened in open session at 10:04 a.m., and stated the board discussed a matter during the closed session to protect the privacy of an individual with respect to a matter not related to public business.

A motion to accept Minutes from the September 12, 2017 meeting was made by Mr. Bailey Pruitt and seconded by Ms. Anderson. All present were in favor.

Correspondence – There were several library articles in the Coastal Dispatch. The Coastal Dispatch reported on the suicide of a man in the woods behind the Ocean Pines library and the new roof replacement for the Ocean Pines library.

Financial Report – Ms. Parker reviewed expenses from September 2017. Ms. Ranck reported on the statistics; circulation has increased we believe because of the Polaris system as patrons are able to obtain material from the eight shore counties. Facebook activity has also increased.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported Carolyn Finn (Snow Hill) and Kortney Kellogg (Ocean Pines) joined the library staff. Samantha Shockley welcomed her son Liam Benjamin on October 2. The Foundation applied for a Perdue Foundation grant to support the Berlin Library project. We had huge participation for the summer reading program. This past Saturday, October 7 all the branches except Berlin hosted an international card board challenge program. Snow Hill constructed a huge maze and Ocean Pines constructed a town all made out of cardboard boxes.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Neville reported that 34 of the expected 37 staff members attended Staff day training Monday, October 9 at the Ocean City Library. We had lively discussions throughout the day. Brittney Herz-Glenn shared a video and pictures from the New York Maker Faire she attended in September. The staff really enjoyed her presentation. At the next board meeting we will have an April date for the next year's staff day. The FY18 LSTA Staff Development Grant was approved for \$10,000.00. Harry Burkett (Ocean Pines) and Rachel Jones (Snow Hill) attended

Mental Health First Aid training September 29 at the Ocean Pines branch library. Karen Neville attended the Statewide Staff Development Coordinators meeting September 29 at Anne Arundel County Library in Odenton. Professional certification for librarians and Maryland State Library updates were the primary discussion topics. Ms. Neville plans to attend FEMA training in Wicomico County, October 23- 25. The training will be conducted by the Maryland Emergency Management Agency. On September 18, Karen Neville attended a webinar offered by the National Network of Libraries of Medicine. The webinar was entitled: I'm a Librarian, Not a Doctor: Providing Consumer Health Information to Public Library Customers. Patti Fentress and Amy Parker attended Until Help Arrives – an emergency preparedness training. The training was coordinated by Worcester County Department of Emergency Services, and Worcester County Volunteer Connection. The training was held at the Ocean Pines branch library.

Old Business – A copy was sent in each board member's pack to review before the meeting. Ms. Ranck reported that the new Berlin project is currently on schedule. Fiber can be installed at the library aerially thanks to help from the Town of Berlin. A proposal from Skyline Technology Solutions is forthcoming. Projected opening day is July 6, 2018. Ms. Ranck will be attending a furniture meeting October 19 and the monthly progress meeting November 2. The Youth Services vehicle has been registered and insured. It is in good shape and provides extra room for transporting program supplies to the five branch libraries.

New Business - The library's Collection Development Policy was last approved by the library board in 2008. A copy of the policy with several suggested additions have been included in the board packet, and reflect the library's revised vision statement and address the local history collection. The library is seeking board approval of the policy at the November meeting. Enclosed in the board packet is a copy of the draft annual plan for FY 2018. The activities set forth will help the library staff meet the goals outlined in the library's Strategic Plan approved at the June 2017 Library Board meeting. The library received a grant from the Maryland State Library in the amount of \$11,000 to implement a food literacy series for all ages. Topics will include nutrition, deciphering food labels, and finding local and seasonal foods. The grant will also enable the library to create programming kits to use at story times and family nights at the library. Many thanks to Brittney Herz Glenn for drafting the application and serving as the Project Director. Mr. Frederick Grant submitted his resignation to the library board on October 4. Mr. Grant was a great source of knowledge about community needs and we were very fortunate he served on the library board. Ms. Ranck will contact Mr. Austin who previously was interested in the position and let the board know.

Ms. Pattera said her staff gets along well and it is like family again. They are excited about moving over to the new branch next year. Ms. Pattera shared that Ashley Cuffee is starting a Girls Who Code program to help close the gender gap in technology. This program is for girls only and will help

them learn how to make codes for apps etc. The board was very pleased to hear Ashley's accomplishments. Kudos to Ashley!!

The next meeting will be Tuesday, November 14 at Ocean City branch library, 9:30 a.m.

Ms. Howard asked if those present had further comments or questions. Mr. Bailey motioned to adjourn the meeting; Ms. Anderson seconded. All present in favor. The meeting adjourned at 10:46 a.m.

Amy Parker