

The Worcester County Library Board of Trustees met on Tuesday, September 11, 2018 at the Snow Hill Library. Members present were Ron Cascio, Nancy Howard, Jaime Bailey, Holly Anderson, and Leslie Mulligan.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager. Betsy Gravenor, Snow Hill Branch Manager arrived when the meeting was in progress.

Regular meeting was called to order by Mr. Cascio at 9:33 am. Recording device was acknowledged.

A motion to accept Minutes from the June 12, 2018 meeting as amended was made by Ms. Howard and seconded by Mr. Bailey. All present were in favor.

Correspondence – There were a lot of articles in all the local papers from June 2018 to August 2018 regarding the opening of the new Berlin Library and community support for the project.

Financial Report – Ms. Parker reviewed expenses from FY 18 and beginning FY19 July/August 2018. Internet access for the Ocean Pines branch is now provided by SAILOR network service. Ms. Parker mentioned there was a credit for Ocean Pines propane. No comment on the statistic report that was distributed at the beginning of the meeting.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Over the summer the library has welcomed several new part-time employees: Judy Cich (Ocean City), Ashley Cuffee (Ocean City), Katrina McDonald (Berlin), and Chelsea West (Ocean Pines). We welcomed Tyvonnia Braxton as the new manager at the Ocean City branch library. Her first day at the branch was June 26. Dave Nedrow, Assistant Manager from Ocean City was reassigned to the Berlin branch. The summer reading programs attracted over 7,000 attendees. The Ocean Pines book sale raised over \$11,000. The Fall calendar of events has been published. Letters to renew Worcester County Library Foundation annual membership were sent out in July. The Smith Island Trip on October 2 has already sold out and a waiting list was started. Brick sales for the new Berlin branch will be available until September 28. The next Library Foundation meeting will be September 18 at 3 pm at the Snow Hill branch.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Nicole PUNCHES attended **Everyone Leads** June 19 -20 at the Donaldson Brown Center in Cecil County. The library leadership session focused on influencing organizational change in your library organization. Ms. PUNCHES is registered to attend a follow-up session, September 25, at the Laurel Library in Prince George's County. The FY19 LSTA Staff Development Grant application was submitted July 27. In August, Maryland State Library notified Worcester County Library that the FY19 LSTA Staff Development Grant was approved for \$10,000.00. The FY19 grant period covers July 1, 2018 to June 30, 2019. Plans are being made for **Library Staff Day**. Scheduled staff from each Worcester location will attend the meeting at the Berlin branch on Monday, October 8. Worcester libraries will be closed to the public October 8 (Columbus Day holiday). Staff day is tentatively scheduled from 9am to 3:30pm. Staff development opportunities included: Legal Reference Training, Hoopla Basics, Creating and Expanding Innovative Spaces in Your Library, 36 Adult Program Ideas in 90 Minutes, New Media and Preschool Services, Extreme Customer Service Every

Time, FEMA: Active Shooter: What You Can Do, Computer Science Fundamentals Professional Development, AskUsNow! Tips and Tricks Working With Difficult Customers, Preventing Unlawful Harassment in the Workplace, Librarians' Insights on How to Integrate STEM and Coding into Makerspaces, What's in a Song, FEMA ICS 300 Intermediate and ICS 400 Advanced ICS.

Old Business – A copy was sent in each board member's pack to review before the meeting. The Berlin branch opened to the public on Tuesday, July 10. The official ribbon cutting was held on August 7. Several issues with the lighting, automatic doors, and cameras have been resolved – or are on the list to be adjusted. The punch list is getting smaller. The former branch will be turned over to the Berlin Fire Company in October. The County Maintenance department is clearing out the building. The Ocean Pines roof replacement kick off meeting is scheduled for September 18. Harry Burkett or Ms. Ranck will attend progress meetings. Library staff will keep the public informed of the project via flyers and through the library's website and Facebook pages.

New Business - **Maryland State Library Annual Conference and Citizens for Maryland Libraries Annual Meeting** is slated for Saturday, November 3, 2018; tentative location New Carrollton Branch of the Prince George's Memorial Library System. If anyone is interested in going Ms. Ranck will get the information for you. **LSTA Grant** - The library has been very fortunate to receive a grant to help cover the cost of library collection materials for FY 18 and part of FY 19. Jennifer Ranck will submit a memo to the County when the reimbursement arrives. **FY 2018 Budget Transfer and Encumbrance Request** - A copy of the library's transfer and encumbrance requests are included in the board packet. Funds from the Equipment Maintenance Library Shared Computer System were moved to cover overages in books, periodicals, and vehicle operating expenses. The encumbrance request includes \$10,000 to complete the phone system upgrade. The requests will be presented to the County Commissioners for their approval at their meeting on October 2, 2018. **Telephone System** - New phones have been installed in all five library branches. The Bank Street offices will require some new data cables, which we hope will happen in October. **Board Vacancy** - The library board currently has two vacancies; one to represent the Ocean Pines area and one to represent the southeastern area of the County; Girdletree and Stockton. Two applications have been received. Mr. Bailey suggested putting the vacancy info on the Pocomoke Chamber of Commerce website. We are looking to have diversity. Current term for Board Officer's is two years. The bylaws say the first meeting in September is where the board votes on the officers. The board would like to change these terms and agreed to delay this vote until the next meeting in October. Ms. Howard suggested that the board tour the library branch at the end of the meeting to become more familiar with the building where they meet. Ms. Gravenor said she would be pleased to take board members on a tour of the Snow Hill branch.

Ms. Gravenor, Snow Hill Branch Manager, said staff have planned adult programs for 5pm this fall. This way it will give the working person a chance to come and enjoy wonderful programs. The

Snow Hill branch library is having several children's programs as well this fall.

The next board meeting will be Tuesday, October 9 at the new Berlin Library meeting room at 9:30 a.m. A tour of the new Berlin branch library will be conducted at the end of the October meeting.

Mr. Cascio asked if those present had further comments or questions. Ms. Anderson motioned to adjourn the meeting; Ms. Howard seconded. All present in favor. The meeting adjourned at 10:28 a.m.

The board left the meeting room with Ms. Gravenor for the Snow Hill branch tour.

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Amy Parker