

The Worcester County Library Board of Trustees met on Tuesday, April 12, 2022 at the Snow Hill branch. Members present were Nancy Howard, Jeff Smith, Vicki O'Mara, Patricia Tomasovic, Sandra Buchanan, Kathryn Culbertson, and Jocelyn Briddell.

Also present were Jennifer Ranck, Director; Betsy Gravenor-Stacey, Assistant Director; Amy Parker, Business Manager; Tyvonnia Braxton, Snow Hill Branch Manager; Michael Carmean, Marketing Assistant; Bethany Hooper, *Coastal Dispatch*, via Zoom Conference.

Regular meeting was called to order at 9:34 a.m. by Ms. Howard. Recording device was acknowledged.

Ms. Braxton reported the Snow Hill branch continues to see more people, including children and families, coming into the branch. Branch staff have been planning passive programs (activities that are available at any time) and creating some excellent displays to promote library materials. The Riley Committee met on March 28 via zoom to review the annual budget. Mr. Smith asked what is the Riley Committee. Ms. Ranck explained that a trust was established sometime in the 1950s by Snow Hill resident Beulah V. Riley, before there was a County wide library system, to benefit the Snow Hill Library. The Town of Snow Hill established the Riley committee to set the annual budget, as the funds can only be used to benefit the Snow Hill branch. Ms. Howard asked what the plans are for this year's disbursement. Ms. Braxton explained that the library is requesting funds for new, easier to clean furniture, a book scanner for the local history librarian, staff development, programming funds for both youth and adult, and funds to supplement the materials budget.

A motion to accept Minutes from the March 8, 2022 meeting was made by Mr. Smith; seconded by Ms. Buchanan. All present were in favor.

Correspondence – No comments were made. The *Worcester County Times* had an article on the Worcester County Library offers a job fair. *Coastal Dispatch* had articles on school library book under review and library seeks funds for solar panels. *Bayside Gazette* featured an article on the Foundation supports library week.

Financial Report – Ms. Parker reported on the branch expenses for March 2022. Ms. O'Mara asked about the Snow Hill tipping fees line item. Ms. Ranck said the County will journal entry certain invoices that library staff cannot access; Ms. Parker did not see a description on the report she pulled. The County has been working on the HVAC and they are removing materials and taking them to the dump, which could be causing the fees. Ms. Ranck mentioned that the Ocean Pines branch will be having some work done to the sprinkler system which may require the branch to be closed on a Saturday. We will wait to clean the carpets until that work is completed. Ms. Ranck will announce to the public once the date has been confirmed. No comments were made on the statistics.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck reported that Ms. Alcorn's last day with the Ocean City branch was March 25, 2022. We are waiting to post this position until the FY 23 budget is released. All branches are seeing attendance increase at children's programs. Snow Hill continues to offer a baby time program. Nate Godfrey, Local History Librarian, submitted a detailed report. He is putting materials together for a program marking the anniversary of the 1922 Pocomoke fire. The Foundation is having a Paint Night fundraiser on Thursday, May 19 at the Berlin branch from 6 – 8 pm. Ms. Howard and Michael Hayes helped out at the Ocean City job fair. Ms. Howard said the job fair numbers were lower this year. Ms. Ranck shared that Ms. Coelho and Mr. Shord hosted a job fair at the Berlin library as well.

Assistant Director's Report – A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Gravenor-Stacey reported that she, Elena Coelho, and Marshall Shord attended the PLA Conference in Portland, OR at the end of March. Ms. Coelho and Mr. Shord presented a short workshop on how to run an expungement clinic. Ms. Gravenor-Stacey said she was so impressed by their well organized, detailed presentation. Ms. Gravenor-Stacey attended a "Braille Enhanced StoryWalks®" workshop and would like to incorporate Braille into the StoryWalk® already at John Walter Smith Park or possibly at a new location in the future. The new story will hopefully be installed sometimes this week, weather depending. The book is called "Bloom Boom" and ties in with National Poetry month. The EDI Committee will meet in April to plan an activity to demonstrate the concept of equity for the first part

of the Staff In-service Day on April 29. The second part of the half-day in-service will include a training on conducting reference interviews, a skill critical for library workers serving the public. A quick tips sheet will be shared. Ms. Howard welcomed Michael Carmean, Marketing Assistant to the meeting.

**OLD BUSINESS:**

**FY 23 Budget** Ms. Ranck presented the library budget to the Commissioners on March 22. A Public Hearing for the County Budget is scheduled for May 3 at 7 p.m. The County will adopt the FY 23 budget in early June and Ms. Ranck will receive the library's budget packet a few days later.

**Tuition Reimbursement Policy** Included in your packet is a draft tuition reimbursement policy; updates reflecting discussion from the March board meeting are included in red. Ms. Buchanan motioned to approve the tuition reimbursement policy, Ms. O'Mara seconded. All present were in favor.

**Logo** Ms. Howard requested library board members review library logos to generate ideas. Some of the board members are more inclined to make changes at this time than others. Ms. Buchanan showed the board some drawings she created. Mr. Carmean passed around a few examples he has been working on with Ms. Ranck and Ms. Gravenor-Stacey. He discussed the lettering he used in the word "library" and suggested talking to staff at the upcoming staff day to get their thoughts. Ms. Ranck suggested unveiling any logo changes with the launch of the mobile library unit. A target date of September was set to give time to plan the wrapping of the vehicle. This topic will be kept on the agenda for the next couple of months.

Ms. Howard suggested having a meeting either in July or August. The board agreed to the second Tuesday of July unless the meeting is not needed.

**Berlin Library Walking Trail** Signage for the trail has been ordered from Plak That; a proof is included in the packet. Entrance to the trail is not clearly marked at present. The entire path won't be mulched to make things easier for the landscaping crew to maintain the grass. To access the trail, people will need to go to the end of the parking lot and turn right. The trail begins behind the shed and wraps around in the forested part of the property. Mr. Smith said this trail is a passive, and over time a natural path will develop.

**NEW BUSINESS:**

**Request for Reconsideration process** Included in the board packet is a copy of the library's request for reconsideration form. This is available for patrons to access at all five branches and on the library's website and is part of the library's Collection Development policy. Mr. Smith motioned to send this policy to the sub-committee for review; Ms. Tomasovic seconded. All present were in favor.

**Mobile Library Unit** Included in the board packet is a rough draft schedule for the mobile library unit. Ms. Ranck said she is open to suggestions and the schedule is intended to give the board a general idea of the places we would like to reach. A more detailed plan will be developed. Ms. O'Mara asked who will staff the mobile unit. Ms. Ranck said she is holding a position for it and the Youth Services Manager, along with other staff, will help with outreach as needed.

**Director Evaluation** The committee will consist of Ms. Buchanan, Ms. O'Mara, and Ms. Tomasovic. The board will go into closed session in May and June to discuss the Director's evaluation.

**Closed Session – Property Acquisition**

Mr. Smith made a motion to have a closed session as noted on the meeting agenda at 10:56 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. Tomasovic seconded. All were in favor. At 11:28 a.m. Mr. Smith made a motion to come out of closed session, Ms. O’Mara seconded. Ms. Howard noted the meeting reconvened in open session at 11:28 a.m., and stated the board discussed a potential real estate matter during the closed session.

The next board meeting will be Tuesday, May 10 at the Ocean Pines branch with a Zoom option at 9:30 a.m. Mr. Smith motioned to adjourn the meeting, Ms. Briddell seconded. All present were in favor. The meeting adjourned at 11:29 am.

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Amy Parker