

The Worcester County Library Board of Trustees met on Tuesday, June 13, 2023 at the Pocomoke Branch. Members present were Jeff Smith, Sandra Buchanan, Nancy Howard, Patricia Tomasovic, Kathryn Culbertson, and Jocelyn Briddell. Vicki O'Mara was absent.

Also present were Jennifer Ranck, Director; Betsy Gravenor-Stacey, Assistant Director; Dawn Ingrassia, Pocomoke Branch Manager; Nicole PUNCHES, Pocomoke Assistant Branch Manager; and Amy Parker, Business Manager.

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

Ms. Ingrassia said May is her favorite month. The branch held a Star Wars day program May 4th. Ms. Ingrassia showed pool noodle lightsabers and crafts they made for the program. The monthly book club even got to celebrate with special Star Wars related treats. The book club participants were so delighted, they sent the branch a beautiful flower arrangement in thanks. The branch participated in a wonderful collaboration with the Homeless Outreach Team and 15 other agencies to hold a resource fair for the community. Another resource fair is tentatively being planned for this coming August with longer/later hours since people found out about it too late. The branch is also prepping for summer reading. Lisa Voss is spreading the word. Over 100 people visited the Library table during 4<sup>th</sup> Friday.

A motion to accept the Minutes from the May 9, 2023 meeting was made by Ms. Buchanan; seconded by Ms. Tomasovic. All present were in favor.

Correspondence – No comments were made. The *County Seat (May Edition)*, *Bayside Gazette*, *Ocean City Today*, and *Coastal Dispatch* all mentioned the library unveiling the new book mobile. *The Coastal Dispatch* had an article on the Pocomoke library project.

Financial Report – Ms. Parker reported on the branch expenses for May 2023. Ms. Ranck mentioned the budget is looking good. We anticipate periodical costs continuing to increase. The tank outside of the Pocomoke branch was removed. Ms. Ranck mentioned the air conditioning units in the Ocean City and Ocean Pines meeting rooms are not working; county maintenance has ordered parts to get them back up and running as soon as possible. Ms. Ranck said the Pop Up is attracting a lot of people and we need to include those figures in our monthly statistical report. In September, the board will receive a final report with FY 23 statistics.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck said that Tyvonna Braxton resigned yesterday, effective June 24. Chelsea West from the Berlin branch also resigned. Alice Paterra has been doing a lot of programming in Berlin. Ocean City is providing a program to go kit every day throughout the summer for children. Ocean City also expanded their summer hours and the extra hour on Saturdays has been very busy so far. Jake Nail from the Ocean Pines branch had a “Moms, Muffins, & Scrapbooks” program on May 13 with 83 children and adults in attendance. The Snow Hill branch has partnered with Tides & Vine for a monthly book club. Erin Scott began looking at collection management software to use to help with the organization, searching, and sharing of our archival collections. She also started a free trial version of the program Catalogit. The Pop-Up Library has twenty-five scheduled stops each month. Additional stops in parks around the County will be expanded for the summer. Summer reading has begun and the library will be providing free and engaging programs throughout the summer, as well as prizes, to keep children and families motivated. STEM activity kits are rotating throughout the branches to provide drop-in activities for children and families to use.

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 said the MLA Conference was great. The bookmobile was there. Ms. Gravenor-Stacey is still receiving learning reports. “The Watermelon Seed” by Greg Pizzoli will be the new Mobile Multisensory Storywalk® book in the Pocomoke Community garden. “Uncle John's City Garden” by Bernette Ford will be the new book at John Walter Smith Park in Snow Hill. The EDI meeting did not happen yesterday since Ms. Gravenor-Stacey was not feeling well. Ms. Gravenor-Stacey shared that the library applied for two LSTA grants through the state library. One grant would help fund a marketing campaign and the other grant is for doing a series of programs for aging people and caregivers. Ms. Ranck said the Pop-Up Library will be at the Maryland Association of Counties conference this August in Ocean City. This year's theme is “Where the Rubber Meets the Road” and we look forward to sharing

information about mobile library services across the state. ESRL is sponsoring our booth. Ms. Howard asked if we could attend the Maryland Municipal League to get exposure. Ms. Ranck stated this is not in our budget.

**OLD BUSINESS:**

**Pocomoke** Maryland State Library Agency is not recommending the project for FY 24 funding. As a result, the project schedule will have to be adjusted. Ms. Ranck met with several Commissioners and County Admin on Friday, June 9 to provide an update; Mr. Smith and Ms. Buchanan were also in attendance. Environmental survey of the current facility and survey work are in process. Ms. Ranck showed images of the layout on the current site. Ms. Briddell suggested sharing renderings in the Pocomoke branch to keep people informed. The library received several heartwarming support letters from the community to submit with the FY 25 state capital grant application.

**NEW BUSINESS:**

**FY 24 Budget** A copy of the library's budget for FY 24 was included in the board packet. The Library budget does require approval from the library board. Transfer and Encumbrance requests are typically due to the County in September to close out the FY 23 budget. A motion to give Ms. Ranck permission to close out the FY 23 budget and request necessary transfers and to approve the FY 24 as presented was made by Ms. Howard; seconded by Ms. Briddell. All present were in favor. Final FY 23 financial and statistical reports will be shared with Library Board at the September 2023 meeting.

**Lockdown Procedures** Included in the board packet are procedures for locking down the branch in case of an emergency or nearby police action situation. Ms. Briddell mentioned the need for staff to understand their role in an emergency. Ms. Culbertson mentioned practice drills.

**Telework Policy** Included in your packet is a draft telework policy for review. This policy would only be needed for certain positions. Discussion followed. Ms. Culbertson agrees with the liability issue. Ms. Ranck will consult with HR and let the board know.

The next board meeting will be Tuesday, September 12 at the Snow Hill branch at 9:30 a.m. Ms. Howard motioned to adjourn the meeting; Ms. Tomasovic seconded. All present were in favor. The meeting adjourned at 10:56 a.m.

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Amy Parker