

The Worcester County Library Board of Trustees met on Tuesday, April 19, 2016 at the Ocean City Library. Members present were Richard Polhemus, Richard Davis, Vivian Pruitt, Holly Anderson, Rosemary Keech and Frederick Grant.

Absent member was Ron Cascio.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; and Amy Parker, Business Manager.

Regular meeting was called to order by Mr. Grant at 9:40 a. m. since Mr. Polhemus' voice was not clear. Recording device was acknowledged.

A motion to accept Minutes from the March 8, 2016 meeting was made by Ms. Keech and seconded by Mr. Polhemus. All present were in favor.

Financial Report – Ms. Parker reviewed expenses from March 2016. Ms. Ranck pointed out an error on Administrative expenses. The library received staff development funds and Ms. Ranck needs to notify the County of the grant. Ms. Keech had a question about the taxes listed on the Snow Hill budget sheet. Ms. Ranck will inquire about that account. Ms. Ranck explained the tipping fees are for the County to pick up larger bulky items. Monthly statistics were reviewed by Ms. Ranck.

Administrative Report – Ms. Ranck reported that Brittney Herz-Glenn, Ocean City Branch Manager, had her son on April 4. Samantha Bradford returned to work at the Snow Hill Branch on April 11. Lisa Harrison received an "Outstanding County Employee" award from the County Commissioners. The Foundation submitted another grant application to the Humphreys Foundation. The Foundation Board is looking for 2 board members. Ms. Ranck also mentioned that we need a Trustee to attend the Foundation meetings – the Foundation Board meets four times a year. Mr. Grant asked for the schedule to be sent to the Library Board via email and that Trustees take turns attending the meetings.

Ms. Neville reported that 47 staff members completed the Active Shooter training. Kathy Breithut attended the PLA Conference in Denver, CO April 5-8. Ms. Neville and Ms. Gravenor accessed the PLA 2016 Virtual Conference April 7 & 8. Library staff have access to the virtual sessions for one year. The March 16 Staff Day training was wonderful. Cheryl Gould, the trainer was excellent and the feedback received from staff was very positive. The money was well invested. The public coped with the closing and we had no complaints. Fourteen staff members will be attending the MLA Conference in Ocean City May 4-6. Sheila Featherstone from the Ocean Pines Branch Library attended the annual Worcester County Health Department Conference; topics included Zika virus and opioid drugs overdoses.

Old Business – The Library Planning team met on April 6, attendees included Mr. Cascio, Mr. Schoellkopf, Mr. Bradshaw, Mr. Whited, Ms. Ranck, Whiting Turner, and members of the civil, structural, and MEP team. The project is more than 1/3 through the design development phases. Whiting Turner distributed the latest cost estimates. Ms. Ranck reviewed the State Grant process; applications for FY 18 are due June 1. The budget presentation to the County Commissioners was held on April 12. A few questions were asked about Capital Projects and the reclassifications of two positions. The library also asked for the book budget to be restored. The County Hearing about the Budget will take place on May 3. Ms. Ranck acknowledged recent help from Stacey Norton for arranging a wellness program for library staff and for

attending the Staff Day back in March.

New Business – Primary voting will take place on Tuesday, April 26. Arrangements are being made to direct traffic flow at the Ocean Pines branch parking lot on April 26. A recent meeting room request by a political candidate has initiated a review of the meeting room policy. Suggested additions were displayed on the screen. Ms. Ranck will work with the library branch managers to develop a revised policy for the library board's review. \$1,000 scholarships will be awarded to three Worcester County high school seniors.

Mr. Nedrow, Assistant Branch Manager, was not able to attend the meeting due to staff coverage.

The meeting adjourned at 10:30am. Mr. Polhemus and Ms. Pruitt second the motion. The next meeting will be Tuesday, May 10, 2016 in Ocean Pines.



Amy Parker