

The Worcester County Library Board of Trustees met on Tuesday, February 12, 2019 at the Pocomoke Library. Members present were Nancy Howard, Leslie Mulligan, and Jaime Bailey. Ron Cascio and Holly Anderson were absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager; Dawn Ingrassia, Pocomoke Branch Manager; and Nicole Punches, Pocomoke Assistant Branch Manager. Jeff Schoellkopf, Architect; Bethany Hooper, Coastal Dispatch and one member of the public were also present.

Regular meeting was called to order by Ms. Howard at 9:35 a.m. Recording device was acknowledged.

The board was unable to approve Minutes from the January 8, 2019 meeting because there was no quorum.

Correspondence – There was an article in *The Coastal Dispatch* regarding the Libraries receiving a grant to reallocate funds to several improvement projects and programs. There was also an article in *The Coastal Dispatch* featuring the Shared Visions exhibit and Ruth Alcorn, Ocean City employee, at the Ocean City Center for Arts.

Financial Report – Ms. Parker reviewed branch expenses for January 2019. Ms. Ranck said we are on track so far. No comments were made on the statistics.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported that the open part time position in Berlin has been filled. The branches continue with successful programming. Ms. Ranck talked about the Choose Civility initiative which includes Choose Civility passports for children and adults. With the Choose Civility grant, we will be having programs, story times and a Ben Franklin living history presentation. Kathy Breithut attended the Judy Center Steering Committee and the Early Childhood Advisory Council meetings. Teachers, Child Care providers, and other Children's Services workers in attendance were very excited to learn about our upcoming Choose Civility programs. Kathy also shared the library's Calendar of Events, Beanstack, and Homework Help Information with them. Over 1,300 people were in attendance for January programs. An open house has been scheduled for February 28, 4 to 6 pm, at the Berlin Branch to showcase the meeting room/performance space. The Foundation is looking for feedback on the space regarding the possible purchase of retractable seating. Invitations have gone out to performing arts groups and a few non-profits that may be interested in utilizing the space. The annual Klein Leister – John Staley Scholarship application has been distributed to high school guidance counselors. Applications are due March 21.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. The FY19 LSTA Staff Development Grant Interim Report was submitted to Maryland State Library January 31. Lisa Harrison and Dawn Mackes attended **Maryland Volunteer Lawyers Service Training** on February 5. Karen Neville completed an archived online webinar February 4. The one-hour webinar, **Information Literacy Among the Elderly: Where It Stands and How To Help**, was offered by the Texas State Library and Archives Commission. On January 17, Alice Paterra, Michelle Ernat, and Elizabeth Hall attended a three-hour workshop at Baltimore County Public Library – Arbutus branch. The workshop, **When Disaster Strikes**, provided tips regarding facility safety and emergency preparedness. Maryland Library Association sponsored the workshop. Katrina McDonald attended the January 10 workshop: **Introduction to Library Work 2019** at the Caroline County Library in Denton. Maryland State Library purchased a statewide license from Niche Academy to provide training to public library staff. The course: **Practical Tips for Challenging Homeless Patrons** follows Ryan Dowd's

holistic approach to better serve individuals who are experiencing homelessness. 6 employees have completed the training so far. Worcester library managers, youth services staff, and library administration will provide input regarding 2019 - 2020 training needs. The **Maryland Library Association and Delaware Library Association Conference** will be held at the Hyatt in Cambridge, Maryland, May 1 – 3. Several staff asked to attend professional development sessions.

Old Business – A copy was sent in each board member’s pack to review before the meeting. On February 15, Ms. Ranck attended the Legislative Day in Annapolis. Funding for the Pocomoke branch project is included in the Governor’s Capital budget proposal. If approved, the library would receive \$120,000 in matching funds toward the design phase in FY 20. Ms. Ranck met with a lawyer last week to discuss a patron issue. **Ocean Pines Roof Project** The project is almost complete. The meeting room renovations look very nice and the adult reading stacks appear much brighter with the interior wall repairs. Since the Ocean Pines branch meeting room was closed for several weeks, the Berlin branch provided meeting space during the renovations. Selection of carpet and window treatments continues; one possible solution may be tinting the windows but the library will look to County Maintenance for guidance. The west side of the building where the computers are gets very warm. **Board Vacancy** The library board currently has two vacancies one to represent the Ocean Pines area and one to represent the southeastern part of the County. **Pocomoke** Jeff Schoellkopf presented two different design options and layouts. Jeff talked about the Facility Study that was completed in FY 13 that recommended replacing lighting, windows, and HVAC system. The building foundation is in good shape. The roof will most likely need to be replaced within the next few years. He answered questions from the board. Ms. Ranck will share this information with the County Commissioners once the State Budget is approved.

New Business - Library Website Moonshell Productions notified the library that website design, development, and hosting services will terminate as of February 1. The library is able to make updates to the site and the hosting arrangement will remain in place through July 1, 2019. Ms. Ranck and Michael Carmean will meet with County IT to develop a fresher new site as soon as possible. **Pocomoke Fiber Connection** The Library received a proposal from Skyline to install new fiber in the building. This will allow the branch to connect with the County wide ring and no longer pay for internet services.

Ms. Ingrassia, Pocomoke Branch Manager, said that more families have been visiting the branch. She said people are also coming from Virginia. Ms. Ingrassia said the community will support us for the new renovations.

The next board meeting will be Tuesday, March 12 at the Ocean City Library meeting room at 9:30 a.m.

Ms. Howard closed the meeting at 10:50 a.m.

Amy Parker