

The Worcester County Library Board of Trustees met on Tuesday, January 14, 2020 at the Pocomoke Library. Members present were Leslie Mulligan, Nancy Howard, Vicki O'Mara, Patricia Tomasovic, and Holly Anderson. Jaime Bailey was absent.

Also present were Jennifer Ranck, Director; Amy Parker, Business Manager; Dawn Ingrassia, Pocomoke Branch Manager; Nicole PUNCHES, Pocomoke Assistant Branch Manager; and Bethany Hooper from *The Coastal Dispatch*.

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

A motion to accept Minutes from the December 10, 2019 meeting was made by Ms. Howard and seconded by Ms. Anderson. All present were in favor.

Correspondence – Ms. Mulligan mentioned the article in the *Bayside Gazette* regarding the Lego build in Ocean Pines. Ms. Ingrassia said Pocomoke also has an awesome Lego wall. The *Coastal Dispatch* had pictures of his train at the Ocean City branch. Ms. Ranck said that Rachael Stein put out a press release regarding the new sensory resources that are now available at each of our branches. Ms. Ranck mentioned in April for National Library Week, the library will issue a press release detailing some of the library's "hidden gems" we have to share in our collection, such as braille books, foreign language books, and even fishing rods.

Financial Report – Ms. Parker reviewed branch expenses for December 2019. Ms. Ranck told the board we bought computers for all of the branches. Approximately 100 public computers were upgraded or replaced at a cost of \$70,000. The County Commissioners approved the budget encumbrance back in September. A request from Ms. Howard to break down the meeting room by each branch will happen next month.

Administrative Report – Kelly Emory accepted a position as Lead Cataloguer with the Caroline County Library. Cassandra Dasher transferred from the Snow Hill branch to Tech Services to take Kelly's position. Phyllis Yarbrow is now full-time in Berlin and Jocelyn Colbert is full-time in Snow Hill. Ms. Ranck said all is going well in the branches. AskUsNow! reference services -an online, chat-based service available to our patrons 24/7 is ending. The service was grant-funded and reached thousands of patrons each year. We also have participated in a "Global" chat reference service as part of AskUsNow!, providing reference service in partnership with libraries across the United States and around the world. Unfortunately, due to declining demand, the project will no longer be funded. We will continue to provide service until the end of May 2020. Ms. Ranck monitors the library's general email account. Over 1,000 people came to see the train at the Ocean City branch. The carpet replacement project in Ocean Pines is complete. Snow Hill branch had two "3D Thursdays" and a new program Teen Silent Book Club. With funding provided by the Library Foundation, the youth services manager, Kathy Briethut, purchased 25 STEM kits that will be used for children and family programming. The branches have also established regular Saturday programs, including passive programs to reach those who might not be able to visit the library during the week.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Stein was absent to attend a training in Easton, so Ms. Ranck reviewed the report. She said the board members are welcome to attend the upcoming MLA conference in May. We typically send 12 - 15 employees. Marie Northam, Alicia Blake, and

Shirley Martelo attended a training on serving patrons with Alzheimer's, Dementia, and Cognitive Impairment. Ms. Ranck is taking a six week ALA eCourse "Library & Building Management" thanks to funding provided by the Maryland State Library. Rachael Stein sent a five or six question survey to all staff asking for their input on our new employee process.

Old Business – A copy was sent in each board member's pack to review before the meeting.

Board Vacancy Unfortunately, the County Commissioners missed the library's memo concerning nominations for the board, this will be addressed at their January 21 meeting.

Pocomoke Library Pre-Design Jeff Schoellkopf and Ms. Ranck will attend a meeting on Friday, January 24, 1 pm at the Snow Hill Senior Center to learn about the space needs for the Pocomoke Senior Center and the Health Department. Mr. Schoellkopf met with the Pocomoke City Planner in December to walk the site.

Treasurer's Office The County has requested a letter approving the Treasurer's Office move into the Ocean Pines branch. A draft letter is included in your packet for consideration.

New Business –

County Budget The FY 2021 budget is currently being drafted. The budget request will propose personnel changes, furniture requests, and security camera upgrades in Pocomoke and Ocean City.

Maryland Library Legislative Day February 5, 2020 is Maryland Library Day in Annapolis. Libraries will meet with their local delegation and host an evening reception for the elected officials and their staff members. Board members are welcome to attend.

2020 Holiday and Closings Schedule The Election Day holiday was left off the list, included in your packet is a revised schedule. A motion to accept the revised holiday and closings schedule was made by Ms. Howard and seconded by Ms. Anderson.

Ms. Ranck requested permission from the board to amend the meeting room policy for the University of Baltimore. The change enabled the University to adhere to their procurement policy and procedures. The clause "to the extent permissible by Maryland State Law" was added to the following section:

The individual and/or organization shall indemnify, defend and hold harmless Worcester County, Worcester County Library and its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the individual and/or organization resulting in or relating to personal injuries or property damage arising from the use of the

library's meeting room to the extent permissible by Maryland State Law.

Ms. O'Mara motioned for the change, Ms. Howard seconded.

Ms. Dawn Ingrassia, Pocomoke Branch Manager, said they have received some questions about the possibility of a new branch. If possible, the library would like to maintain some of the community garden space to further the partnership between the garden and the library. Lisa Voss, Youth Service Specialist is doing an excellent job and planning a variety of programs for youth of all ages. The Pocomoke branch collaborated with the Pocomoke Recreation Center and had 36 people show up for a family program.

Ms. O'Mara made a motion to have a closed session as noted on the meeting agenda at 10:27 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. Tomasovic seconded. All were in favor. At 10:55 Ms. Anderson made a motion to come out of closed session; Ms. O'Mara seconded. The board discussed a safety matter during the closed session.

The next board meeting will be Tuesday, February 11 at the Berlin Library meeting room at 9:30 a.m. The meeting adjourned at 10:56 a.m.

Amy Parker