

The Worcester County Library Board of Trustees met on Tuesday, June 14, 2022 at the Pocomoke Branch. Members present were Nancy Howard, Vicki O'Mara, Patricia Tomasovic, Sandra Buchanan, Jeff Smith, Kathryn Culbertson (via Zoom Conference), and Jocelyn Briddell (via Zoom Conference).

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

Regular meeting was called to order at 9:33 a.m. by Ms. Howard. Recording device was acknowledged.

Ms. Ingrassia reported they are weeding the non-fiction section, pulling a lot of materials to make way for new items. The New Americans Corner was moved closer to the workforce area. Holly Romano joined the Pocomoke staff a couple of months ago and has made scheduling easier.

A motion to accept Minutes from the May 10, 2022 meeting was made by Ms. Buchanan; seconded by Mr. Smith. All present were in favor.

Correspondence – No comments were made. A letter from a patron expressing appreciation for Mr. Burkett's and Mr. Nail's assistance was sent to Ms. Ranck. *Ocean City Today* featured two articles - Pine'eer Craft Club in May and Library presents authors panel. *Bayside Gazette* featured articles on the Foundation hosting paint night at the Berlin branch, Delmarva authors panel this Monday, and Worcester Library promoting Summer reading. *Coastal Dispatch* reported the Library will seek grant funding for a new Pocomoke branch. Finally, included was a copy of the summer reading program letter that went out to local childcare providers in May.

Financial Report – Ms. Parker reported on the branch expenses for May 2022 also noting the end of the fiscal year is almost here. No comments were made on the branch expenses or on the statistics.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck said Summer reading registration started yesterday; about 200 people have signed up so far. The first summer reading program is being presented by 4-H at each of the branches. The Foundation Board meeting is next Tuesday at the Snow Hill branch. Ms. Ranck said the Foundation Board meets quarterly. The Paint Night fundraiser was a success. Thanks to Amy Parker who planned this event; it raised \$800 for our scholarship fund. Ms. Ranck said adult program attendance was down from March, perhaps due to the COVID spike. Ms. Coelho continues to hold virtual programs as well. Ms. Ranck said we don't have a platform for showcasing our local history. Ms. Ranck and Nate Godfrey are checking out a digital archive platform called "TIND-DA." Ms. Ranck will get pricing for this to see if we will be able to purchase. Mr. Smith asked if we could possibly use local museums to help split/collaborate the costs. Mr. Smith said he was involved with at the Taylor House Museum and he will find out what company they are using. Ms. Howard suggested getting a grant for this. Ms. Howard then said she would draft a thank you letter to all staff for their hard work. The board liked the idea.

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 twelve people attended the MLA Conference. Over 50 sessions were attended. Ms. Gravenor-Stacey is still waiting for some of the learning reports to come in. The Maryland State Department of Education has discontinued their old certification portal, replacing it with a new system called The Educator Application and Certification Hub (TEACH). Ms. Gravenor-Stacey said she will be attending a training for this at the end of this month. Betsy Gravenor-Stacey joined Elena Coelho on June 2 for an outreach event at Go-Getters in Newark, MD during their Day Program and they will be going back on June 23. Ms. Gravenor-Stacey explained what Go-Getters is for the ones who are not familiar with them. The participants come to center during the day, breakfast and lunch are provided. It is a support program for people that may have mental illness or substance abuse issues. The new Storywalk® book is going up tomorrow. The name of the book is "Ada and the Galaxies" by Alan P. Lightman. This time we are going to try an audio option. A QR code on the Storywalk® will link to the library's website. Scanning the code with a smartphone will enable the reader to hear an audio recording of the story. Ms. Howard said she loves the Calendar of Events. Ms. Howard also noted she visited the new Berlin walking trail. Mr. Smith pointed out there are old electrical outlets along the line of the trees.

OLD BUSINESS:

Mobile Outreach Vehicle The chassis is complete and has been sent to the manufacturing plant to finish out the body - it is expected to be there for about 12 weeks. The next step is for TechOps Specialty to finish the accessories, systems, and graphics. It's possible that we will have the vehicle by the end of September, though the timeline is subject to change. The contract included wrapping the vehicle so changes to the logo need to be decided sooner than previously expected. Ms. Ranck and Ms. Gravenor-Stacey plan to post the job opening sometime in July. Ms. Ranck said we have one full-time position open but thinking we will only need someone on the mobile vehicle maybe 25 hours per week. Ms. Ranck shared pictures of vehicles that she found from other library systems. Ms. Ranck stated she is open to any ideas.

Logo Ms. Howard wants to table this since she has to leave the meeting at 11 a.m. Mr. Smith suggested contacting the company to see if they have a graphic person that can assist with the logo.

Pocomoke A capital grant was submitted to the Maryland State Library Agency for constructions funds in the amount of \$2.2 million. Ms. Ranck will submit a memo to the County Commissioners for their next meeting to hire Jeff Schoellkopf for the design using funds set aside for the Pocomoke project. Ms. Tomasovic asked about the demolition grant. Ms. Ranck said she has not received any updates but the deadline to reapply is sometime in June.

MSL Grant Opportunity Ms. Ranck and Ms. Gravenor-Stacey submitted two applications to the Maryland State Library Agency for the FY 2023 LSTA competitive grants cycle. One grant proposes to fund two prefabricated, ADA compliant study rooms. If awarded, we envision one being installed at the OC branch and the other at the Snow Hill branch. Information about the model is included in the board packet. The other grant application requests funding for what Ms. Gravenor-Stacey calls a Mobile Multisensory Storywalk®. Ms. Ranck said we will find out in July if the grants are awarded. The solar grant in Berlin is still pending.

NEW BUSINESS:

FY 23 Budget The County Commissioners voted to adopt the FY 23 Budget on June 6. Ms. Ranck commented that she added more to the general maintenance budget but it was not approved. The County advised Ms. Ranck to reach out if needs arise in this area. Ms. Ranck shared that a 4% cost of living adjustment (COLA) was approved for full-time, part time, and temporary County employees. There will also be a 2.5% step increase for employees hired before 1/1/22. Part time employees will be eligible for the step if they have worked at least 1,040 hours for 2 consecutive years. FY 23 health insurance rates will be flat - no changes to plans or level of benefits. The Library budget does require approval from the library board. Mr. Smith motioned to approve the FY 23 budget, Ms. O'Mara seconded. All present were in favor.

Ms. O'Mara asked about the petition policy. Mr. Robin Cockey submitted a letter and the policy committee needs to review. The board also agreed to send the Arts Council letter to the policy committee for review. Ms. Ranck put the Request for Reconsideration form on the policy page per Mr. Smith's request. It is also available on the Collection Development policy page, as it was previously.

Library Director Evaluation Director Evaluation will take place in closed session.

Closed Session – Personnel / Library Director Evaluation

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Mr. Smith made a motion to have a closed session and via Zoom as noted on the meeting agenda at 10:42 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. Buchanan seconded. All were in favor. Ms. Howard left the meeting at 11:03 am. At 11:20 a.m. Mr. Smith made a motion to come out of closed session, Ms. O'Mara seconded. Mr. Smith noted the meeting reconvened in open session at 11:20 a.m., and stated the board discussed a Personnel/Library Director Evaluation matter during the closed session.

The next board meeting will be Tuesday, September 13 at the Snow Hill branch at 9:30 a.m. Ms. Tomasovic motioned to adjourn the meeting; Ms. Buchanan seconded. All present were in favor. The meeting adjourned at 11:20 a.m.

Amy Parker