

The Worcester County Library Board of Trustees met on Tuesday, March 14, 2017 at the Berlin Library. Members present were Ron Cascio, Nancy Howard, Vivian Pruitt, and Holly Anderson. Frederick Grant and Rosemary Keech were absent.

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

Regular meeting was called to order by Mr. Cascio at 9:50 am. Recording device was acknowledged.

A motion to accept Minutes from the December 13, 2016 and February 13, 2017 meeting was made by Ms. Pruitt and seconded by Ms. Anderson. All present were in favor.

Correspondence – The February issue of The County Seat newsletter featured employee of the month David Nedrow, Ocean City. Mr. Nedrow was nominated for his leadership excellence. The Dispatch ran an article regarding The County agreeing to set up a Berlin Library Escrow Account. An article regarding the transfer of one EDU for the new Berlin Branch was published the Bayside Gazette March 2, 2017.

Financial Report – Ms. Parker reviewed expenses from February 2017. Ms. Ranck reported on the statistics; no comments.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported that Emily McQuiggan is now reporting to the Ocean City Branch and Susan Todd is reporting to the Berlin Branch. The number of children's programs are increasing as the branches continue to supplement the events offered by the Youth Services Manager, Kathy Breithut. The Foundation has arranged for a jewelry sale on March 21 and 22 at the Ocean Pines branch; a portion of the proceeds will benefit the Foundation and helps to fund the annual scholarship. The next Foundation meeting is scheduled for Thursday, March 23 at the Snow Hill Branch. The Foundation recently sent a letter to the library board requesting two members to attend meetings to facilitate communication between the two organizations. The new Calendar of Events highlights library programs March – May. The booklet is available at the branches and online. Ms. Ranck noted savings of approximately \$1,500 a year because of the larger size of the booklets.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Neville attended a Maryland Association of Public Library Administrators meeting at the Howard County Library in Ellicott City February 17. Ms. Neville described an interesting Howard County Library program called The Human Library, and she complimented the variety of programs offered by Worcester County. Fourteen staff members will be attending the MLA Conference in May. April 21 staff will attend an in service training at the Delmarva Discovery Center in Pocomoke in the morning. Ms. Breithut will conduct a STEM training for branch youth liaisons during the afternoon at the Pocomoke branch library. Three staff members are interested in attending Diversity and Inclusion Training May 22 in Caroline County. Training for the new Polaris circulation system

will be offered this summer.

Old Business – A copy was sent in each board member’s packet to review before the meeting. Whiting Turner will present a final GMP (guaranteed maximum price) to the County Commissioners at their March 21 meeting. Ms. Ranck will send out the final proposal when the meeting packet is released. Ground breaking for the new Berlin library will be announced. Ms. Ranck attended the Town of Berlin meeting on March 13, 2017 to request a waiver for the building permit fees and assistance with utility connections. The Town Council approved the request to waive up to \$23,300 in permitting fees and \$3,427 in labor fees for electric installation. The Town has enthusiastically supported this project and was excited to see the renderings and interior views of the new building. Due to E-Rate reimbursement procedures, the library had to separately bid the data wiring for the new building. The bid was released on January 31 and due on March 3, 2017 by 3 pm. Two bids were received and reviewed by the Library Board March 14. A motion to accept Skyline’s bid for data wiring was made by Ms. Anderson. Ms. Howard seconded the motion. All present were in favor. The next board meeting is April 11 in Ocean City. Ms. Neville asked if the board wanted to consider changing the April meeting location to Snow Hill and the meeting time to the afternoon so the board can attend the budget presentation with Ms. Ranck. The board agreed to meet at the Snow Hill branch library April 11 at 2:15 p.m. following the budget presentation. Ms. Ranck will send a press release and update the meeting notice on the library website. Ms. Ranck received inquiries from three people who indicated interest in serving as the library board member for Pocomoke. A motion to recommend Mr. Donald Jaime Bailey, of Pocomoke, to the County Commissioner’s, was made by Ms. Howard. Ms. Anderson seconded the motion. All were in favor.

New Business – A copy was sent in each board member’s pack to review before the meeting. Ms. Ranck reported that several requests have been made for notary services at the branches. Ms. Ranck offered information regarding the matter. Ms. Ranck asked the board their opinion. Mr. Cascio stated the importance of limiting liability for the library and the library board. Ms. Anderson suggested a list of notaries public in the area be made available in the branches for information referral. The board agreed to have a list of notaries public available for information referral but not offer notary services at the library. Ms. Ranck said the new Polaris system is tentatively scheduled for installation during August 11-16. Ms. Ranck has requested all branch managers not to take leave during this week. The Polaris ILS will help libraries manage acquisitions, reduce transit time, and improve reporting features. Strategies will be implemented to manage materials (items to be checked in and shelved) during the transition to the new ILS. Ms. Ranck said library customers will be informed of the new changes through press releases, the library’s website and social media outlets.

Ms. Paterra reported that two new people have joined the Berlin Friends of the Library. The Berlin Friends will promote the Bricks-To-Books fundraising program in anticipation for the new Berlin library.

Ms. Ranck informed the library board of an access to information issue which the director of the Queen Anne's County Library recently shared with library colleagues.

Opioid abuse, a topic in the news, was mentioned. Ms. Howard asked if the library could offer an opioid awareness program sometime in the future. Ms. Parker attended *Maryland Overdose Response Program* training in February. The training was offered by Worcester County Health Department.

The next meeting will be Tuesday, April 11, at Snow Hill branch library, 2:15 pm so the library board can attend the director's budget presentation to the County Commissioners earlier that afternoon.

Mr. Cascio asked if those present had further comments or questions. Ms. Howard motioned to adjourn the meeting; Ms. Pruitt seconded. All present in favor. The meeting adjourned at 10:56 a.m.


Amy Parker