

The Worcester County Library Board of Trustees met on Tuesday, March 10, 2020 at the Ocean City Library. Members present were Nancy Howard, Vicki O'Mara, Patricia Tomasovic, Jamie Bailey, and Jeff Smith. Leslie Mulligan and Holly Anderson were absent.

Also present were Jennifer Ranck, Director; Rachael Stein, Assistant Director; Amy Parker, Business Manager; and Tyvonnia Braxton, Ocean City Branch Manager.

Regular meeting was called to order by Ms. Howard at 9:30 a.m. Recording device was acknowledged.

A motion to accept Minutes from the February 7, 2020 meeting was made by Ms. O'Mara; seconded by Mr. Bailey. All present were in favor.

Correspondence – Several local newspaper articles were included in the packet.

Financial Report – Ms. Parker reviewed branch expenses for February 2020. Ms. Parker said the fines column will be replaced with a meeting room column next month on the monies report that is given to the County Commissioners. Ms. Ranck said there were panel repairs done in Ocean City and Snow Hill branches and that is why the fire alarm testing expenses are up.

Administrative Report – Board members' received a copy of the Administrative report to review before the meeting. Patty Perison (Snow Hill branch) and Sean Murphy (Berlin branch) joined the Worcester County Library staff in February. There is one part time opening in Ocean City. Ms. Ranck said every branch is providing great programs. Lisa Voss from the Pocomoke branch and Marie Northam from the Ocean City branch were there observing the board meeting. Lisa Voss talked about her recent program called "*Life on the Eastern Shore 100 years ago*" where 35 people attended. Author Nathaniel Philbrick is scheduled to speak at Stephen Decatur April 2nd. Elena Coelho is spearheading the Big Read events. Ms. Ranck said we have added Coronavirus links to the library website. Staff are being asked to stay home if they are sick and extra cleaning supplies have been ordered.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Alicia Blake, Elena Coelho, and Nicole Panches attended a workshop on Workforce Development. Presented by the State Library Resource Center, the workshop explored ways to provide services and support for job seekers in the library, and hands-on practice with online tools. A number of staff members attended a timely workshop "Fake News – How to Spot It": Alicia Blake, Dawn Mackes, Marshall Shord, Kim Brown, Harry Burkett, and Frank Delucco. Rachael Stein, Kathy Breithut, Marshall Shord, Betsy Gravenor-Stacey, and Michelle Ernat attended the Public Library Association Conference in Nashville, Tennessee. Ms. Stein demonstrated the new staff tutorial she created.

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

Pocomoke Library Pre-Design Ms. Ranck said there have been several meetings to discuss facility needs of the senior center and health department. One meeting was held at the Ocean City Senior Center; it has a very nice layout. Ms. Ranck said she needs a letter of intent from the County Commissioners to move forward with a capital grant application for FY22. A phase one environmental study of the downtown site is underway.

Strategic Plan Ms. Ranck thanked the board for their feedback of the survey. Ms. Ranck & Ms. Stein met with the Ocean Pines Chamber to get their input and ideas. The plan is to run the online survey during the month of May, draft the plan over the summer, and approve strategic plan in the fall.

County Budget The Budget presentation to the County Commissioners will take place on April 14 at 1 p.m. This falls on the same day as the next library board meeting. The board has agreed on having the Snow Hill board meeting at 11:30am on April 14th before Ms. Ranck's budget presentation. Ms. Ranck will make the appropriate changes to announce the time change. Ms. Ranck has asked for more staff members and an outreach vehicle. Ms. Ranck also asked Ms. Mulligan to write a thank you note to the Ocean Pines Friends group for the purchase of the new sound equipment at the Ocean Pines branch.

New Business –

2020 Census The library is proud to be part of Worcester County's Complete Count committee. In 2010 only 59% of County residents completed the census survey - the lowest response in the state of Maryland. 2020 marks the first time people will be able to respond online. Library staff are preparing by watching training videos. Rachael Stein is creating information packets so staff members will have a sample copy of the survey as well as information about how to accurately fill out the form. Banners and tent cards will be displayed so patrons know they can use library computers to complete the census. We are committed to get the word out.

Patron Conduct Policy review The library would like to add the following to the under the section: ***"The following are prohibited in all branches of the Worcester County Library: Videotaping or taking photos without authorization from the Branch Manager or Library Director."*** Mr. Jeff Smith motioned to add the above phrase to the patron conduct policy; Mr. Bailey seconded. All present were in favor.

Meeting Room Policy review The Worcester County Extension Office has requested the use of library meeting rooms to hold workshops. They charge a small fee to cover the cost of supplies. We are not sure if this falls into the parameters of our current policy and need guidance. The current meeting room policy is enclosed. Since there was only a discussion about the meeting room policy today, the board will vote on the policy next month.

Ms. Braxton said that Ocean City branch is doing well. There will be lots of fun kids programs and 3D movies planned for the Spring. The branch held a Saturday program to celebrate National Pig Day and the children were able to build their own stuffed pigs. Marshall Shord was able to attend the PLA conference in February.

The next board meeting will be Tuesday, April 14 at the Snow Hill Library meeting room at 11:30 a.m. Mr. Smith motioned to adjourn the meeting, Mr. Bailey seconded. All present were in favor. The meeting adjourned at 10:49 a.m.

Amy Parker