

The Worcester County Library Board of Trustees met on Tuesday, March 9, 2021 via Zoom Conference. Members present via Zoom Conference were Leslie Mulligan, Nancy Howard, Vicki O'Mara, Patricia Tomasovic, and Jeff Smith. Holly Anderson was absent.

Also present via Zoom Conference were Jennifer Ranck, Director; Rachael Stein, Assistant Director; Amy Parker, Business Manager; and Bethany Hooper, Reporter for the *Coastal Dispatch*.

Regular meeting was called to order at 9:32 a.m. by Ms. Mulligan. Recording device was acknowledged.

A motion to accept Minutes from the February 9, 2021 meeting was made by Ms. Howard; seconded by Ms. O'Mara. All present were in favor.

Correspondence – *Coastal Dispatch* reported on no state grant for Library project and further reopening plans. *Bayside Gazette* reported that laptops are now available to take home; an interview with Chad Steele featured during Black History Month; and a series about spoken word poetry. Photos from Snow Hill were included of their creative display case highlighting Women's History month.

Financial Report – Ms. Parker reviewed branch expenses for February 2021. Ms. Ranck said with the cost savings she hopes to upgrade the security cameras in Pocomoke and Ocean City this spring. Ms. Mulligan questioned the benefits & insurance property expenses. Ms. Ranck said she thinks there was an increase for vehicle insurance. Ms. Mulligan also asked about the Snow Hill water & sewer bill; expenses seem to be good now. Mr. Smith asked when the new fiscal year starts. Ms. Ranck said it begins July 1st. Mr. Smith noticed the door increase count from last month. Ms. Howard questioned how many staff have received the COVID-19 vaccine. Ms. Ranck reported she estimates about 30% of staff. Ms. Howard said the board would help/give more support to get the Library staff vaccinated if needed.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck said Elizabeth Hall, Assistant Manager Ocean Pines Branch has submitted her resignation; her last day will be March 19. Ms. Ranck will be posting the Youth Services Specialist and the Assistant Branch Manager positions both for internal & external candidates. Ocean City hotspots and laptops are popular items, and all of them are currently checked out. The documentary for February's Doc and Talk program was "John Lewis: Good Trouble." Participants are encouraged to watch the documentary beforehand so they can actively participate in the discussion. Branch manager, Tyvonnia, joined the Doc-n-Talk to facilitate this month. The next Doc-n-Talk will be on the movie: "She's Beautiful When She's Angry." Ocean Pines staff members continued taking calls for the Worcester County Health Department, helping callers get on the countywide COVID-19 vaccine waitlist. Last month Lisa Voss did a special program for Presidents Day; *An Interview with President Lincoln*. After it aired, a teacher from Berlin Intermediate School contacted Lisa to tell her the school decided to create a mini unit based around her interview. Three hundred twenty-seven sixth graders were shown the interview and the teachers said the program was a huge help to them! Snow Hill has seen an increase in patrons. Alec Staley composed a Facebook post on February 25 about Evelyn Allen and her restaurant formerly located on Green Street in Snow Hill. The post sparked a lot of nostalgia for Miss Evelyn and her cooking among those who remember her. Ms. Allen's grandson sent a note saying how nice it was to hear her voice again. We created 625 new Program to Go Kits and have passed 316 of them out to date. Summer Reading Program plans are in full swing. We will have a "Drive-thru Registration" at each branch the week of June 21-25. Registration packets, free books, and t-shirts and other swag will be passed out as we register patrons for the SR Program. The t-shirts were purchased by the WCL Foundation. Elena did an excellent job with the interview with Chad Steele, Senior Vice President of Communications for the Baltimore Ravens. The next Foundation quarterly meeting is next week. We are thinking of a possible fundraiser ideas such as history mugs/notecards.

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 reported Lisa Voss and Marie Northam will graduate next week from the Advanced Library Associate Training Institute. Frank DeLucco is going through the first phase of the LATI Program, and will graduate in June. Ms. Stein said Frank is doing a great job.

OLD BUSINESS:

EDI Grant / Committee The EDI consultant will be with us until August. Christina is a great resource. Ms. Howard said maybe we could use local newspapers to spread the word on diversity efforts at the library.

NEW BUSINESS:

Library Reopening All library staff are invited to a meeting on Slack to discuss further reopening plans. Ms. Ranck would like to hear from the staff first. Currently we are in good shape in Worcester County, case rates are trending down. The gardeners will be starting back April 1st. Volunteers would possibly start later this Spring. We also plan to continue Library to go/curbside service for patrons who are not ready to come back into the building just yet. We still plan to quarantine library materials for 48 hours and no meetings or in-person programs will be allowed at this time.

Ingram Rachael Stein and Nick Barnes have been working over the last several months to set up another vendor for materials ordering. Branch staff are learning how to submit orders.

Local History Outreach and Displays As mentioned during the February board meeting, Alec Staley has developed a website to share historic images, oral histories, and virtual displays. A tour of the website was conducted during the March meeting. Ms. Ranck said she is pleased to have a Local History librarian position for our organization.

Board Training Continuing with the "Short Takes for Trustees" United for Libraries training series, the library board will review a video on Board meetings. Discussion was held afterwards. The board agreed to discuss the strategic plan and annual plan monthly. Ms. Howard mentioned the training was educational.

Closed Session – Personnel / Library Director Evaluation

Mr. Smith made a motion to have a closed session in a breakout room via Zoom as noted on the meeting agenda at 10:34 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. O'Mara seconded. All were in favor. At 11:11 a.m. Mr. Smith made a motion to come out of closed session, Ms. O'Mara seconded. Ms. Mulligan noted the meeting reconvened in open session at 11:11 a.m., and stated the board discussed a Personnel/Library Director Evaluation matter during the closed session. No new policy was adopted. The board will meet on Sunday, March 14, 2021 at 4 p.m. via Zoom for another closed session. Ms. Ranck will post the meeting notice to our website.

The next board meeting will be Tuesday, April 13, 2021 via Zoom at 9:30 a.m. Mr. Smith motioned to adjourn the meeting, Ms. Tomasovic seconded. All present were in favor. The meeting adjourned at 11:16 a.m.

Amy Parker