

The Worcester County Library Board of Trustees met on Tuesday, March 8, 2016 at the Berlin Library. Members present were Richard Polhemus, Richard Davis, and Vivian Pruitt.

Absent members were Ron Cascio, Holly Anderson, Rosemary Keech, and Fred Grant.

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

Regular meeting was called to order by Mr. Polhemus at 9:40am. Recording device was acknowledged.

Since there was not a quorum at the March 8 meeting, an email will be sent to the board members to accept the Minutes from the February 9, 2016 meeting.

Financial Report – Ms. Parker reviewed expenses from February 2016. Ms. Ranck noted that the general maintenance budget is over in Ocean City, Ocean Pines and Pocomoke. Ocean City had the roof cap repair due to winter storm Jonas and an elevator repair. Ms. Ranck will draft a brief report to the County Budget Officer, Kathy Whited, to explain the overage. Ms. Ranck completed the statistics report since Ms. Staton was on vacation. Library attendance/door count is up at each branch. Digital usage, Facebook Likes, interlibrary loan, reference and number of programs show an increase.

Administrative Report – February was Dental Health Month and several of the branches delivered creative programming during story time. In March there will be Alice In Wonderland programs to help promote theatrical performances to be held May 7 at the Ocean City Performing Arts Center.

Ms. Neville reported that 31 staff members completed the Active Shooter training. Our goal is for all staff to have the training completed by April 15<sup>th</sup>. A press release was sent out to announce the closing of the libraries during the day on March 16 for the staff in-service workshop. The Berlin and Snow Hill libraries will be open from 4 to 7 pm on March 16. Ms. Neville and Ms. Ranck will meet with Sam Eddington, ESRL Training Coordinator on March 30<sup>th</sup> to discuss FY17 training needs. Fourteen staff members have signed up for the MLA conference in Ocean City May 4 - 6<sup>th</sup>. Nick Barnes has participated in several online trainings and has shared some wonderful summaries. The election office provided demonstrations of the new voting machines at the Snow Hill and Ocean Pines branches. Ms. Staton presented a basic training on how to place book orders via Baker & Taylor's new system. Kathy Breithut is attending the PLA Conference in Denver, Colorado in early April.

Old Business – The Berlin Branch Planning Team had a meeting on March 7 at the Waystead Inn in Berlin. Jeff Schoellkopf, Ron Casio, Bill Bradshaw, Ken Whited, Logan Street, Scott Saxman, Alice Paterra, Ms. Neville and Ms. Ranck were in attendance. The Civil and Structural Engineers presented design updates and Whiting Turner provided cost estimates. Ms. Ranck shared the latest drawings.

Ms. Ranck is scheduled to present the FY17 budget request to the County Commissioners Tuesday, April 12 at 11:30 a.m. in Snow Hill. The regularly scheduled Library Board meeting (9:30 a.m., April 12 in Ocean City) will need to be changed. Ms. Ranck proposed options to the board: meet April 12 later in the day in Ocean City, move the April 12 meeting to Snow Hill, or meet Tuesday, April 19 in Ocean City.

Ms. Ranck proposed to the board that we move the date, move the meeting later in the day, or move the meeting to Snow Hill since she has to present the FY 17 Budget request to the County Commissioners that same day. An email will be sent to the board to ask their thoughts. The website will be updated to reflect any change and a press release will be submitted so that the public is aware of the meeting change.

New Business – A “Safety Procedures” document has been sent to the branch managers for their review. A recent patron ban brought up several concerns on how to manage both minor and major offenses at the library and this document will offer suggestions on how to address different situations, as well as “best practices.” Ms. Ranck said if the offense was of a violent nature staff should not hesitate to call the police.

The Library Foundation meeting is next week. We are in need of a board member that can attend both meetings and serve as a liaison between the Foundation and the Library Board of Trustees.

Ms. Paterra reported that participation in the Berlin Branch’s passive programs have continued to increase. Passive programs promote the library and its materials and services without providing a formal program at a specific time or date. For example, if you learn the word of the week and the definition you will get a sticker. The branch is also incorporating a “March Madness” best seller book theme this month.

Mr. Polhemus, Ms. Pruitt and Mr. Davis agreed to adjourn. The meeting adjourned at 10:30 a.m. The next meeting is not decided yet.

  
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Amy Parker