

The Worcester County Library Board of Trustees met on Tuesday, November 14, 2017 at the Ocean City Library. Members present were Ron Cascio, Nancy Howard, Vivian Pruitt, Rosemary Keech, and Jamie Bailey. Holly Anderson was absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Brittney Herz Glenn, Branch Manager; and Amy Parker, Business Manager; and Bethany Hooper, Coastal Dispatch.

Regular meeting was called to order by Mr. Cascio at 9:32 am. Recording device was acknowledged.

A motion to accept Minutes from the October 10, 2017 meeting was made by Mr. Bailey and seconded by Ms. Howard. All present were in favor.

Correspondence – Two letters from the community were sent to Ms. Ranck. One letter commended Lisa Harrison on her great programs, and the second letter commended the Ocean Pines branch library staff. There were several library articles in the Coastal Dispatch and one in the Bayside Gazette. The Coastal Dispatch reported on an IMLS LSTA Food Literacy Grant awarded to the library, an article seeking a new board member, and STEM programs. The Bayside Gazette reported on the role of the Friends of the Berlin Library.

Financial Report – Ms. Parker reviewed expenses from October 2017.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported Berlin staff is enjoying watching the new building grow, and the Friends of the Berlin Library are taking a more prominent role in fundraising and promoting the library. In October, news regarding the Friends of the Berlin Library appeared in the Bayside Gazette, in an article by Josh Davis, which discussed not only the new building, but the role of the Friends and fundraising efforts. Additionally, members of the Friends of the Berlin Library appeared on WMDT-TV and WBOC to talk about fundraising and growing the Friends group in general. The Berlin branch stayed open late to pass out candy on Halloween. Saturday programs are well attended in Ocean Pines. The first Annual Ghost Hunt at the Pocomoke Library went really well. Snow Hill conducted a successful Cardboard Challenge, at which children (and their caregivers) helped create a cardboard maze around the library's meeting room. Special programs were held recently to celebrate the founding of Worcester County, Maryland (275 years ago on December 10, 1742) including a bus trip to the Decatur House in Washington, D.C. and Mount Vernon. The Youth Services van has come in very handy for delivering supplies and Unit Boxes to the branches for their Youth Programs. It has also made it possible to transport the Wind Tunnel and the huge Google Expeditions Virtual Reality Kit to the branches. A Tech Services section has been included in the Administration report Kelly Emory has single handedly cataloged 1,484 items since acquisitions/cataloging went fully operational in Polaris. The September meeting of the Worcester County Library Foundation was cancelled. The next meeting of the Library Foundation is the 3<sup>rd</sup> Tuesday in December in Snow Hill at 3pm. Ms. Ranck invited the board to attend.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. The report listed which staff completed in-person and online trainings in October and early November. Ms. Neville requested to modify library hours on April 27, 2018. The request will be to close all branch libraries from 9:00 a.m. to 1:00 p.m., Friday, April 27 to offer a morning in-service training at the Snow Hill branch library for staff from each branch. The proposal includes a request for all branch libraries to be open to the public 1:00 – 5:00 p.m., April 27, 2018. Beginning January 2018, Harry Burkett and Michelle Ernat will be participating in Maryland Library Associate Training Institute. The 90-hour curriculum combines online and in-person training opportunities.

Old Business – A copy was sent in each board member's pack to review before the meeting. Ms. Ranck reported that wood framing is 95% complete on the first floor of the new Berlin Library. Roof trusses are one site and the installation start date is November 16. Exterior windows are scheduled for delivery in early November. The library received a quote from SkyLine Technology Solutions to bring fiber into the building for \$10,917.72. Ms. Ranck will present this proposal, along with the furniture package, to the County Commissioners as part of the FF&E budget. Ms. Ranck showed carpet samples and the furnishings proposal developed by Douron for the new Berlin Library. We would like to make a decision before the end of the calendar year to lock in prices. The library's Collection Development Policy was last approved by the library board in 2008. A copy of the policy with several suggested additions was included in the October 2017 board packet. Ms. Ranck indicated the Collection Development Policy document provided in the November packet did not include all of the proposed revisions. Ms. Ranck showed the current Collection Development Policy along with proposed policy revisions on the screen. A motion to accept revisions to the Collection Development Policy was made by Ms. Howard and seconded by Mr. Bailey. All present were in favor.

New Business - Included in the board packet is the proposed list of holiday closings and Library Board meeting dates for 2018. The County will be closed on Tuesday, November 6, 2018 for General Election Day but the Library branches will be open. Full time staff will earn alternate holiday leave for Columbus Day, Election Day and Veterans Day. Holiday closings are posted in advance on the library website. Social media posts authorized by the library include holiday closing information. Press releases are submitted to the media, and information regarding holiday closings and Library Board Meeting dates are posted at the branches. A motion to accept the holiday closings and board meeting dates for 2018 was made by Ms. Howard and seconded by Mr. Bailey. All present were in favor. The CIP (County Improvement Plan) was submitted to the County on November 13 by Ms. Ranck. Ms. Ranck requested projects for the Pocomoke and Snow Hill branches. In 2013, the library completed a Facilities Study. Berlin was identified as the first priority, Pocomoke second, and Snow Hill third. Two Snow Hill area residents have asked to be considered to fill the current board vacancy. The Board has agreed to ask each candidate a few questions before making a selection. The Board asked Ms. Ranck to

communicate with the two residents, and to provide the resident's responses to the Board. Once the Board agrees on a candidate, the nominations will need to be submitted to the County Commissioners for approval. Ms. Keech's first term is up in December. Ms. Keech would like to serve a second term. A board member can only serve 2 terms for a total of 10 years.

Ms. Herz Glenn commented on Ocean City branch programs. She said the Teddy Roosevelt program was great. The theme this year for the Halloween maze was "urban legend". Over 200 people came for the maze and 105 people for the Halloween party. It was great! Ms. Herz Glenn also talked about the Food Literacy Grant. Three to five speakers will offer programs starting in March 2018. Ms. Herz Glenn showed examples of food literacy reading and activity kits to the Board. Job well done!

The next meeting will be Tuesday, December 12 at Ocean Pines branch library, 9:30 a.m.

Mr. Cascio asked if those present had further comments or questions. Ms. Pruitt motioned to adjourn the meeting; Ms. Howard seconded. All present in favor. The meeting adjourned at 10:35 a.m.

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Amy Parker