

The Worcester County Library Board of Trustees met on Tuesday, October 12, 2021 at the Berlin branch. Members present were Nancy Howard, Vicki O'Mara, Jeff Smith, Patricia Tomasovic, Sandra Buchanan, and Jocelyn Briddell. Leslie Mulligan submitted her resignation in September due to a work promotion.

Also present were Jennifer Ranck, Director; Betsy Gravenor-Stacey, Assistant Director; Amy Parker, Business Manager; Tyvonnia Braxton, Snow Hill Branch Manager; Harry Burkett, Ocean Pines Branch Manager; Alec Staley, Ocean City Branch Manager; and Alice Paterra, Berlin Branch Manager. Dawn Ingrassia, Pocomoke Branch Manager and Christine Walters, trainer from FiveL Company joined via Zoom Conference.

Regular meeting was called to order at 9:35 a.m. by Ms. Howard. Recording device was acknowledged.

Training session for the first hour with Christine Walters - Part IV: Your Duties & Responsibilities – Fair Employment Practices & Reasonable Accommodation.

A motion to accept Minutes from the June 8, 2021 and September 14, 2021 meetings was made by Ms. O'Mara; seconded by Mr. Smith. All present were in favor.

Correspondence – *Bayside Gazette* publicized the library's digital collections including the recent Ruth Dryden's research notes. *Coastal Dispatch* reported on the Strategic Demolition grant submitted by the City of Pocomoke and its consequences for a new library facility.

Financial Report – Ms. Parker reported on the branch expenses for September 2021. Ms. Ranck explained how E-rate works to the board. The monies sent to the County Commissioners spreadsheet which tracks grant and revenue funds was reviewed. Mr. Smith asked about the Snow Hill electricity. Ms. Parker said it looks like the July & August bills were combined. Ms. Ranck said the HVAC work in the Snow Hill Worcester Room was completed. Ms. Ranck reported on the usage statistics. Our numbers have dipped some in September, possibly due to the Delta variant. The branches have started some in-person programming and are offering outdoor storytimes whenever possible.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Alec Staley has been appointed Ocean City branch manager. Tyvonnia Braxton transferred to the Snow Hill branch as the branch manager. Interviews for the Local History Librarian position will begin next week. The Foundation has decided to put a major fundraising event on hold. Ms. Howard asked about the expungement program that took place at the Ocean City branch. The program was planned and executed by Ms. Coelho and Mr. Shord in partnership with the Maryland Volunteer Lawyer Service. Three people attended the event and were all very grateful for this service which will have a tremendous impact on their lives. A second program is scheduled for November. The Library Foundation purchased headphones for the program.

Staff Development Report – A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Gravenor-Stacey reported Ms. Braxton attended the virtual DEI Symposium, hosted by SLRC, on July 27-28. Ms. Gravenor-Stacey said she is enjoying reading the staff's learning reports. On September 22, Amy Parker and Betsy Gravenor-Stacey visited County departments in the Government Center in Snow Hill to share news about library events and celebrate Library Card Sign-up Month. Nineteen library cards were registered as a result. Ms. Howard suggested that the board encourage each of their County Commissioners to sign up for a library card as well. On September 28, Jennifer Ranck and Betsy attended the Judy Center Partner's Fair at Snow Hill Elementary School, handing out information about library events to about 40 families. Due to uncertainty surrounding COVID-19 numbers, the Library elected to forego the in-person Staff Day originally scheduled for October 11. In lieu of an in-person event, staff members will respond to a prompt to help generate ideas for marketing the library.

OLD BUSINESS:

Mobile Library Grant The County Commissioners approved the Library's request to use \$75,000 from unspent FY 21 funds for the mobile library unit. This is wonderful news; please thank the Commissioners for their support if and when you see them. Acquisition of the vehicle is expected to take one year. Ms. Ranck is getting mockups/quotes for the

vehicle.

2021 Annual Conference for Friends, Trustees and Library Supporters The annual conference is scheduled for Saturday, October 16, 10:00 AM – 12:30 PM and will now be held virtually. Mr. Staley will be awarded the Citizens for Maryland Libraries 2021 Outstanding Employee award for his efforts to expand digital outreach to the community.

Ms. Howard thanked Ms. Pattera and Mr. Smith for their assistance at the Arts Council Plein Air event.

NEW BUSINESS:

Appoint Officers Ms. Ranck shared that Ms. Mulligan had to resign as the board president due to a work promotion. Ms. Ranck will post the board vacancy. Per Library Board Bylaws, “The Officers of the Board shall be chosen by the Board at the first regular meeting of each fiscal year. Officers shall be a President and Vice President, but the board may elect Treasurer and Secretary, if appropriate.” The appointment of new officers was tabled at the September meeting. Mr. Smith nominated Ms. Howard for President and Ms. Howard nominated Mr. Smith for Vice-President. Mr. Smith made a motion to accept these officer nominations. Ms. Briddell seconded. All present were in favor.

ESRL Board Restructuring Board Member Vicki O’Mara has volunteered to serve on the Eastern Shore Regional Library Board. Ms. Howard suggested meeting the ESRL board and perhaps having an orientation to learn more about the organization. Ms. Ranck will contact ESRL’s Director John Venditta.

The Americans with Disabilities Act - Reasonable Accommodation Policy and Procedure Ms. Ranck passed out an updated draft and request form to the board for their evaluation. The Board requested that the library’s attorney review the draft and the matter be added to the agenda for the November meeting.

Ms. Pattera said the Plein Air Show was fantastic and the Worcester County Arts Council did a phenomenal job executing the event. Fourteen kick plates have been ordered for some of the doors. Absolute Security is working on upgrading the alarm system to allow after-hours access. Ms. Ranck contacted the Parks & Rec Department to see about a possible walking trail behind the branch. Signage has been ordered to deter the skateboarders. Mr. Nedrow will be having his “Dr. Maddocker’s Mad, Mad Libratory” October 28-30.

Ms. Briddell left the meeting at 11:24 a.m.

The next board meeting will be Tuesday, November 9 at the Ocean City branch with a Zoom option at 9:30 a.m. Mr. Smith motioned to adjourn the meeting; Ms. O’Mara seconded. All present were in favor. The meeting adjourned at 11:35 a.m.

Amy Parker