

The Worcester County Library Board of Trustees met on Tuesday, September 13, 2016 at the Snow Hill Library. Members present were Ron Cascio, Richard Polhemus, Vivian Pruitt, Holly Anderson, Rosemary Keech and Frederick Grant. Richard Davis was absent.

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

Regular meeting was called to order by Mr. Cascio at 9:30 am. Recording device was acknowledged.

A motion to accept Minutes from the June 14, 2016 meeting was made by Ms. Keech and seconded by Ms. Pruitt. All present were in favor.

Correspondence – Ms. Ranck said there were several articles about the library and recent retirees in the local papers. Also included was a tribute about Norma Lee Taylor who passed away June 25, 2016.

Financial Report – Ms. Parker reviewed expenses from July/August 2016. Ms. Ranck reported on the official FY16 report from the County. We will be giving this report yearly. Ms. Ranck reported on the statistics; it was slower in July and picked up in August.

Administrative Report – In August, Lisa Harrison's husband, Jim Stant, passed away suddenly. Ms. Ranck reported there have been personnel changes following the retirement of three full-time employees in June. Michelle Ernat was promoted to Snow Hill Assistant Branch Manager. Glenn Williams, formerly, Ocean Pines Assistant Branch Manager, has moved to a part time position. We welcomed Julie Messick and Harry Burkett, Ocean Pines Assistant Branch Managers; Elena Coelho and Ashley Cuffee are new part-time staff in Berlin; Ashley Lewis is the new Support Services Assistant Manager and Special Projects Liaison; Rachel Jones is the newest employee at the Snow Hill branch. Alison Martin transferred from the Berlin branch to Ocean Pines. Ms. Gravenor reported that the microfilm in Snow Hill has been sent to Advantage Digital Preservation to be scanned and digitized. The microfilm consists of old newspapers, wills, and census information. Patrons will be able to access this information online at home through the library's website. Funds from the Riley bequest were used to pay for the digitization.

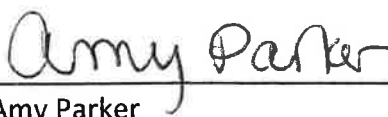
Ms. Neville reported that the library will be receiving a FY17 staff development grant of \$10,000.00 from DLDS. On September 16, Ms. Neville will be attending an online webinar regarding new LSTA grant procedures. Staff Day will be held October 10, 2016 at the Ocean Pines branch. The library is closed to the public that day for the Columbus Day holiday. Twenty-two people are signed up for the basic fire training on September 30, 2016 in Ocean Pines. Lori Staton is an excellent in-house trainer. Ms. Staton conducted Baker & Taylor acquisitions training for five staff on August 23, 2016. Ms. Neville proposed a staff in-service event to tour the Delmarva Discovery Center and STEM Lab in Pocomoke on April 21, 2017 from 9:30 to 11:30 a.m. Mr. Cascio called for a motion. Ms. Keech made the motion to approve the April 21, 2017 staff in-service opportunity to be held at the Delmarva Discovery Center in Pocomoke, and for all Worcester library branches to be closed that morning and until 1:00 p.m., and for all Worcester library branches to be open from 1:00 to 5:00 p.m. on that date. Mr. Polhemus seconded the motion. All present were in favor.

Old Business – Ms. Ranck said there were several productive planning meetings throughout the summer about the new Berlin library. Cost estimates continue to be refined. Construction documents are approximately 75% complete. The permitting process is expected to begin in October and final plans and cost estimates will be presented to the County Commissioners in December. Ms. Ranck stated the Board received proposed updates to the meeting room policy. The policy was sent to the Board via email August 27, 2016. Mr. Cascio called for a motion. Ms. Pruitt made a motion to approve updates to the meeting room policy, and Mr. Polhemus seconded the motion. All present were in favor.

New Business – The 3D Printer Policy was included in the board packet. Ms. Ranck gave credit to the Somerset County Library for sharing their well-researched 3D Printer Policy with Worcester. Mr. Cascio called for a motion. A motion to accept the 3D Printer Policy was made by Ms. Keech and Mr. Polhemus seconded the motion. All present were in favor. The 3D printers will be installed at all the branches except Berlin due to space restraints. There will be a charge to the patrons for the use of the 3D printers. A demonstration will be available for the board members when the meeting is held at the Ocean City branch on November 15; the third Tuesday in November. The Trustees/Citizens for Maryland Libraries Annual Meeting is October 22, 2016 at Montgomery County Library – Gaithersburg Branch. Ms. Keech said she would be interested in attending. The Budget Transfer request was included in the board packet and will be sent to the County Commissioners for approval on September 20, 2016. The Worcester County Library Foundation Board meeting will be September 20, 2016 in Snow Hill.

Ms. Gravenor said that Snow Hill is happy to welcome Rachel Jones, a new employee, and Annette, a new volunteer. Volunteer Jim will be returning now that he is settled in his new home. On June 13, one week after the carpets were professionally cleaned at the Snow Hill branch, an unfortunate accident happened. The situation required immediate attention by library staff, as well as, the return of the serviceman to deep clean and professionally sanitize carpeting in multiple areas of the Snow Hill branch.

Mr. Cascio asked if those present had further comments or questions. Mr. Polhemus made a motion to adjourn, and Ms. Keech seconded. All present in favor. The meeting adjourned at 10:30 a.m. The next meeting will be Tuesday, October 11, 2016 in Berlin.



Amy Parker