

The Worcester County Library Board of Trustees met on Tuesday, September 14, 2021 at the Snow Hill branch. Members present were Vicki O'Mara, Patricia Tomasovic, new member Sandra Buchanan, and new member Jocelyn Briddell. Leslie Mulligan, Nancy Howard, and Jeff Smith were absent.

Also present were Jennifer Ranck, Director; Betsy Gravenor-Stacey, Assistant Director; Amy Parker, Business Manager; Jake Nail, Youth Services Specialist, Ocean Pines branch (via Zoom Conference); Bethany Hooper, Reporter for the *Coastal Dispatch* (via Zoom Conference).

Regular meeting was called to order at 9:30 a.m. by Ms. Ranck. Recording device was acknowledged.

The board decided to table the minutes until October since there were only two members present from the last meeting in June.

Correspondence – Over the summer there were several articles from the local newspapers. *Coastal Dispatch* reported on the Library Board supports current grant process, giving Ms. Ranck approval to apply for any grants she deems appropriate for the library; the new sidewalk project that is underway near Berlin library; and a library site eyed for Armory Building in Pocomoke. *Bayside Gazette* reported on the summer reading challenge kick off and the Friends of the Ocean Pines library annual book sale.

Financial Report – Ms. Ranck reported on the FY2021 final branch expenses and the new FY2022 branch expenses for June, July, and August 2021. Ms. Ranck explained to Ms. Buchanan and Ms. Briddell that the spreadsheet on page 16 tracks fees, book replacements, and grant monies that we send to the County. Every month we provide the branch expenses for the board to review and ask any questions. Ms. Ranck also said we used Cares Act grant money for items like gloves and hand sanitizer and to purchase wifi hot spots. Ms. Ranck reported on the statistics; we are busier than last summer. It is great to have people back in the branches and participating in programs. A vehicle replacement was requested for FY2022.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Betsy Gravenor-Stacey was appointed Assistant Director effective September 7. Cathy Moore joined the Ocean City branch filling a part-time Library Service Assistant position. The Friends of Ocean Pines had an all-time record book sale in July raising \$15,000. The Snow Hill branch was the site of the Worcester County NAACP ceremony in honor of former Negro League player and Baseball Hall of Famer Judy Johnson. The ceremony took place outside the branch at the memorial marker for Johnson, located on the Washington Street side. Many community members attended, including Commissioner Purnell. Ms. Ranck said it was a very special event. Adult Services offered more summer programs this year. We might have to cancel the Foundation Paint Night scheduled for September 17 due to the lack of participation (we think due to Covid). The Foundation is scheduled to meet next Tuesday. The Foundation requested we set up an Amazon Smile account. It is up and running making it easy for people to donate while shopping. Amazon donates .5% of customers' purchases to the charity of their choice, and Worcester County Library Foundation is now an option.

Staff Development Report – A copy of the Staff Development report was sent in each board member's packet to review before the meeting.

Ms. Ranck said several staff members are registered to begin LATI's Expanded Early Start Program. Mr. Jake Nail is joining us today via Zoom because attending a board meeting is required by the program. Traditionally, library staff use the Columbus Day holiday as a staff day. Ms. Gravenor-Stacey and Ms. Ranck are currently surveying the branch managers to see if we should cancel this year's staff day due to COVID, instead providing an asynchronous staff activity to help brainstorm some ideas for a marketing campaign.

OLD BUSINESS:

EDI Grant / Committee Ms. Ranck said we have completed our time with the EDI Consultant. Betsy Gravenor-Stacey and Alec Staley are serving as co-chairs of the Committee.

Pocomoke Project On Tuesday, September 7, The County Commissioners approved an agreement with the City of Pocomoke regarding the Armory. Ms. Ranck said the site is downtown and across from the Community Garden. If the City is awarded a grant to complete clean-up of the site, the City will give the site to the County for a new library building. The City will know if the grant was approved in November 2021. Ms. Buchanan asked if there is an architect. Ms. Ranck explained that Jeff Schoellkopf has worked on several preliminary sketches. Ms. Ranck said the Pocomoke branch is 51 years old and needs major replacements.

NEW BUSINESS:

Appoint Officers We will table this until the next meeting in October.

Facility Plan Eastern Shore Regional Library (ESRL) was awarded a grant to help the eight member libraries update their facility plans. The last plan was finalized in January 2013. A current plan is required for the State Library Capital grant application.

ESRL Board Restructuring Ms. Ranck said the Eastern Shore Regional Library (ESRL) is located in Salisbury and is mandated by state law to serve the eight county library systems on the shore. The organization handles our daily deliveries, IT support, and training for library staff. ESRL will be voting to make changes to the organization's board structure to comply with existing State Code. This requires that the Board consist of "two individuals selected by the board of trustees of each participating library system." One solution would be to include the library director and one trustee of each member library to join the board. ESRL meets quarterly and can set up to meet virtually.

Training - Fair Employment Practices & Reasonable Accommodation: A Primer for Managers & Supervisors Ms. Ranck is requesting all board members and library supervisors participate in this training. It is a four-hour course; three hours are available online through a webinar and the trainer Christine Walters will attend the October board meeting virtually to wrap up the training and answer questions. Ms. Ranck will send out the link to the board members via email and requested the training to be completed by the October meeting.

Mobile Library Grant Ms. Ranck mentioned we had a bookmobile some years ago and service stopped sometime in the 1980s. Worcester Library was awarded a grant to purchase a mobile library unit. Ms. Ranck requested \$175,000 but only received \$100,000. Ms. Ranck showed a photo of the model she is considering with the board. Ms. Ranck visited Centerville several months ago to get an idea of what kinds of vehicles are available. Since the grant will not cover the total cost of the vehicle, but Ms. Ranck has requested a budget encumbrance to cover the difference. Ms. Ranck will hopefully find out in the October County Commissioner's meeting if the encumbrance is approved.

Budget Transfer Request Ms. Ranck submitted a budget encumbrance request asking for funds to complete Ocean Pines power-washing, HVAC Repair in the Worcester Room at the Snow Hill branch, and for the library outreach vehicle.

MOU with Schools Student cards should be in place sometime in October. A signed MOU was completed on August 31. Students with cards will have access to online resources and be able to use their number to check out three books at one time. The library is very grateful to Jennifer Sills, Worcester County Public School's Coordinator of Library Media Services, for championing this service.

Capital Improvement Plan Project requests are due to the County on September 24. The Library will request Pocomoke library funding and new HVAC for the Snow Hill branch to keep both of those projects in the queue.

Staff Reorganization Due to the appointment of Ms. Gravenor-Stacey's as Assistant Director, Tyvonnia Braxton will move from the Ocean City branch to the Snow Hill branch to serve as manager. The Ocean City manager position was posted internally.

Ocean City Request The branch has requested to close on September 25 in anticipation of the H2Oi car rally. Ms. Ranck noted that Fish Tales restaurant plans to close for the safety of their employees. Ms. Tomasovic made a motion to approve the branch closure for September 25; Ms. O'Mara seconded. All present were in favor. Ms. Briddell suggested this might need to be an annual closure.

2021 Annual Conference for Friends, Trustees and Library Supporters The annual conference is scheduled for Saturday, October 16, 10:00 AM – 3:00 PM at the Michael E. Busch branch of the Anne Arundel County Library. Details were emailed to the board.

Ms. Ranck showed 2021 summer photos of the volunteers after the Friends of the Ocean Pines book sale, a picture of Reptile World, and the donation of bound newspaper records from Ocean City Today. Ms. O'Mara asked a question about the MOU with Worcester County Public Schools. Ms. Ranck replied we are working with the school librarians to send out overdue notices.

The next board meeting will be Tuesday, October 12 at the Berlin branch with a Zoom option at 9:30 a.m. Ms. O'Mara motioned to adjourn the meeting; Ms. Tomasovic seconded. All present were in favor. The meeting adjourned at 10:25 a.m.

Amy Parker