

The Worcester County Library Board of Trustees met on Tuesday, January 8, 2019 at the Berlin Library. Members present were Ron Cascio, Nancy Howard, Leslie Mulligan, Holly Anderson, and Jaime Bailey.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager, and Alice Paterra, Berlin Branch Manager. Library advocates Betsy Williams and Howard Sribnick, President of the Worcester County Library Foundation, attended the meeting. Bethany Hooper, Coastal Dispatch was also present.

Regular meeting was called to order by Mr. Cascio at 3:00 p.m. Recording device was acknowledged.

A motion to accept Minutes from the December 11, 2018 meeting was made by Ms. Howard and seconded by Ms. Mulligan. All present were in favor.

Correspondence – There was one article in The Coastal Dispatch regarding the tiered seating proposal at the new Berlin branch. The other article was in the Bayside Gazette regarding comments from the County Commissioners Year in Review 2018 on the new Berlin branch.

Financial Report – Ms. Parker reviewed branch expenses for December 2018. Ms. Parker reported on the tipping fees expenses assigned to the Berlin Branch in November. The charges were for the removal of the old metal shelving and yard waste from the old Berlin branch. A draft of the branch electricity comparison spreadsheet was passed around for the board to review. Propane expenses for Ocean Pines and Snow Hill will be added. Ms. Cascio suggested presenting the data to the County Commissioners after one year.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported that December was a busy month. Ocean City had 45 children attend the Noon Eve party December 31<sup>st</sup>. Pocomoke had a Charlie Brown themed holiday party. Ms. Ranck said the Foundation's annual John Staley – Klein Leister Scholarship application will be distributed to high school guidance counselors later in January. Lisa Harrison has scheduled several sustainable living programs as well. There is currently one part time position open in Berlin.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. A branch manager and two assistant managers are registered to attend a three-hour workshop at Baltimore County Public Library – Arbutus branch. The January 17 workshop, **When Disaster Strikes**, will offer library staff tips regarding facility safety and emergency preparedness. The Maryland Library Association is sponsoring the workshop. A new employee at the Berlin branch is enrolled to attend the January 10 workshop: **Introduction to Library Work 2019**. The workshop will be held at the Caroline County Library in Denton. Eastern Shore Regional Library is coordinating the workshop featuring Maryland State Library Resource Center staff presenters. Michelle Ernat completed a four-hour online course December 18 entitled: **Practical Tips for Difficult Homeless Patrons**. Assistant Branch Manager, Elizabeth Hall, Ocean Pines has also completed the online course. Ms. Neville has started the course as well. The online course will benefit all Library employees. From October 8 through November 4, Karen Earp completed assignments associated with the ALA online course entitled: **Planning Programs and Services for Toddlers and Preschoolers**. The **Maryland Library Association and Delaware Library Association Conference** will be held at the Hyatt in Cambridge, Maryland, May 1 – 3.

**Old Business** – A copy was sent in each board member’s pack to review before the meeting. **Ocean Pines Roof Project** The interior work in the adult stack area is finishing up and new drywall has been hung in the large meeting room. The project should be completed in February. The County Commissioners approved the library’s request for a budget adjustment to pay for new carpeting in the meeting rooms. **Board Vacancy** Ms. Ranck really needs the boards help in filling two vacancies one to represent the Ocean Pines area and one to represent the southeastern part of the County. Ms. Ranck received a memo from the County Commissioners to appoint Leslie Mulligan to the Library Board for a full term. Ms. Mulligan has been serving out a partial term since January 2018. Mr. Bailey motioned for the board to elect Leslie Mulligan for a full term. Ms. Howard seconded. All present were in favor. **Pocomoke Library Pre-Design** Ms. Ranck passed around two preliminary design concepts at the meeting. Jeff Schoellkopf will attend the February board meeting to present the plans in more detail. The Governor’s proposed budget will be released on January 18 and the library will know if the grant request for design funds is included under capital projects. The County Commissioners also approved the library’s request for a budget adjustment to conduct an engineering study for the branch.

**New Business - County Budget** The FY 20 budget is currently being drafted. The budget request will propose several personnel changes and new carpeting for Ocean Pines Library. **Maryland Library Legislative Day** February 5, 2019 is Maryland Library Day in Annapolis. Library staff members and supporters will meet with their local delegation and host an evening reception for the elected officials and their staff members. Board members are welcome to attend.

Ms. Pattera, Berlin Branch Manager, said the Autistic Children’s Support Group of Worcester County donated \$1,300 to purchase sensory materials for children and caregivers to use at the library. Sarah Knaggs has done a great job building this collection. Ms. Pattera passed around items for the board to see firsthand. The board is very grateful for the support of the Autistic Children’s Support Group of Worcester County.

Mr. Sribnick, President of the Worcester County Library Foundation Board, highlighted and addressed questions that the board has regarding the retractable seating for the community meeting space at the Berlin branch. Plans to obtain community feedback were discussed. The board thanked Ms. Williams and Mr. Sribnick for attending the meeting and for sharing ideas regarding retractable seating.

The next board meeting will be Tuesday, February 12 at the Pocomoke Library meeting room at 9:30 a.m.

Mr. Cascio asked if those present had further comments or questions. Ms. Howard motioned to adjourn the meeting; Mr. Bailey seconded. All present in favor. The meeting adjourned at 4:19 p.m.

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Amy Parker