

The Worcester County Library Board of Trustees met on Tuesday, June 11, 2019 at the Pocomoke Library. Members present were Leslie Mulligan, Vicki O'Mara, and Patricia Tomasovic. Ron Cascio, Nancy Howard, Jamie Bailey and Holly Anderson were absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager; Dawn Ingrassia, Pocomoke Branch Manager; and Nicole Punches, Pocomoke Assistant Branch Manager.

Regular meeting was called to order by Ms. Mulligan at 9:34 a.m. Recording device was acknowledged.

No motion to accept Minutes because there was no quorum.

Correspondence – *The Coastal Dispatch* featured an article on how the old Berlin library will serve as offices and a conference space. The building, located at 220 North Main Street, is administered by the Berlin Volunteer Fire Department. Ms. Ranck received a letter from the Worcester County Historical Society thanking the library for our support for the Judy Johnson memorial celebration which was held April 27 at the Snow Hill branch library.

Financial Report – Ms. Parker passed out a revised copy of the branch expenses for May 2019. Ms. Parker mentioned the fuel charges were not on the previous reports but the report has been revised to reflect those charges. Ms. Ranck said we are in the process of spending down grants for FY19. A question was asked who writes the grants. Ms. Ranck explained that it depends on the grant. Ms. Ranck also said the reason why periodicals are so high around April/May is because of the yearly renewal magazine subscriptions. Sometimes we can't anticipate expenses that are already approved such as the fire panels for Ocean City and Snow Hill. Ms. Ranck commented on the statistics; Berlin has seen an increase in people and the meeting rooms are steadily being used.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck said this is Ms. Neville's last board meeting. Ms. Neville is retiring effective September 1, 2019. Her last day working will be August 15, 2019. Ms. Ranck and Ms. Neville will meet over the summer to obtain as much information as possible for the smooth transaction with the next Assistant Director. Ocean City has been short staffed due to a staff promotion and a resignation. There are open part time positions in Ocean City, Ocean Pines, and one in Snow Hill. Interviews are scheduled for this Thursday and Friday. The butterfly garden has been installed in Berlin. We are still having a problem with locking the doors when there is an after hours program at the Berlin branch. A memo has been sent to Whiting Turner listing the outstanding issues at the Berlin library; the one year warranty is almost up. The new shades have been installed in Ocean Pines. Snow Hill was happy to receive help last month with shelf reading and straightening from Logan, a high school student completing his Service Learning hours. The staff is committed to offering Saturday programs at the branches. Elena Coelho, the library's new Adult Program and Public Relations manager is continuing to plan for the NEA Big Read grant and scheduling the Fall programs.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Elena Coelho is registered to attend **Everyone Leads** - a full-day workshop to be held at the Talbot County Free Library in Easton on June 10. She also plans to attend the second Everyone Leads workshop July 8. The workshops will focus on how to be a leader and influence organizational change from any position. The facilitator for the workshop is Maureen

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Sullivan, Past President of ALA. Maryland Library Association is coordinating the workshops. Rachel Jones is registered to attend the **Leadership and Influence: Getting to Yes in the Workplace** workshop June 5. Elizabeth Hall is registered to begin the LATI **Expanded Early Start Program** in July. EESP is the online component of the **Maryland Library Associate Training Institute**. Ms. Hall is also registered to attend the Fall 2019 LATI Cohort which will begin September 18. Harry Burkett will serve as a LATI mentor. Ms. Neville showed the board a list of MLA Conference professional development sessions which staff attended in early May. We are happy to report 44 employees have completed the **Practical Tips for Challenging Homeless Patrons** training online. On May 23, Karen Earp, Michelle Ernat, Marie Northam and Susan Todd attended the ALA eLearning webinar: **Making Your Library Work for Homeschoolers**. Ms. Neville will be finishing up the FY19 LSTA Staff Development Grant Final Report with the help of Ms. Ranck and Ms. Parker. On May 22, Alicia Blake completed **Copyright for Librarians: Copyright and Intellectual Property**, an archived web session produced by the State Library Resource Center. On April 23, Marie Northam completed an Infopeople live webinar: **New Books for Storytime**. On May 2, Ms. Northam completed a SLRC webinar: **Storytime Is For Everyone to Welcome Diversity**. During the summer, Ms. Paterra will expand her AskUsNow! role by serving as Worcester's project liaison. Wor-Wic Community College will be offering a free class on June 27 called "No Such Thing as a Bad Kid Persons interested in attending the June 27 class must pre-register.

Old Business – A copy was sent in each board member's pack to review before the meeting.
Ocean Pines Landscaping – Some progress has been made. The Master Gardeners have been there working. **Pocomoke Library Pre-Design** - Unfortunately, the initial price estimates were too high for the County Commissioners. The library will use current funding to discuss site selection work with architect Jeff Schoellkopf. There will be more time to think about and plan for the Pocomoke project. Ms. Ranck suggested for Mr. Cascio, Ms. Tomasovic, and Mr. Bailey to meet with County Commissioner Nordstrom to get his support since he is a native of Pocomoke. **FY 20 Budget** - A copy of the library's FY 20 budget is included in the packet for the board's approval. A letter will be sent to all employees because the County approved a COLA and step increase for eligible employees. Youth Services Specialist positions were approved for Pocomoke & Snow Hill. Other positions that were approved are a part time local History Librarian and a temporary part time graphic artist position. The three trustees present: Ms. Mulligan, Ms. Tomasovic and Ms. O'Mara indicated they approved the FY20 budget. The other 4 trustees will be contacted to approve the budget by email by Thursday, June 13.

New Business – Programming Policy Enclosed in the board packet is a draft Programming Policy. *This policy refers to programs sponsored by the Worcester County Library, not to programs held at the Library by community groups.* Since there was no quorum, the Programming Policy discussion will be tabled until the September 10 meeting. **Fine Free** - Several members of the Eastern Shore Library Consortium (Caroline, Queen Anne's, and Somerset) are planning to go fine free as of July 1, 2019. Worcester County Library has not charged fines for children's items for several years. Fine free does not mean that patrons will not be charged for damaged or lost items. Fine revenue has decreased since the library implemented automatic renewals (if a library item is not on hold for someone else, the system automatically renews the item up to three times). Several articles about other library systems

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eliminating fines are included in the packet. Ms. Ranck mentioned there has not been a fee increase per photocopy for at least 14 years. Thoughts are to raise the copy fee to .15 for black and white and .25 for color copies. Ms. Ranck will send out a survey over the summer to employees to get their feedback on raising copy fees. Ms. O'Mara suggested overdue fine amnesty. The idea of a trial period at the end of August was mentioned. **Berlin Branch Hours** - The branch would like to adjust their Friday hours from 10 am – 6 pm to 9 am – 5 pm beginning July 1. Since there was no quorum, a vote will be taken via email. Worcester County Library launched a new web site June 7 with the help of Worcester County IT. Ms. Ranck and Michael Carmean contributed design ideas and content updates for the new web site.

Ms. Dawn Ingrassia, Pocomoke Branch Manager, said meeting room usage has been busy. Programs have been well attended. The branch hosted a cookie monster program attended by 82 people on a Saturday. There have also been a lot of new card sign ups. Ms. Ingrassia noted an influx of people coming from Virginia to get new library cards as well. Non-residents can obtain a library card for an annual fee of \$10. Ms. Ranck said Congratulations to Pocomoke for winning the Beanstack contest. Lunch will be provided when they are ready.

The next board meeting will be Tuesday, September 10 at the Snow Hill Library meeting room at 9:30 a.m.

The meeting adjourned at 10:54 a.m.

Amy Parker