

The Worcester County Library Board of Trustees met on Tuesday, June 12, 2018 at the Pocomoke Library. Members present were Ron Cascio, Nancy Howard, Rosemary Keech, and Jaime Bailey. Holly Anderson, Leslie Mulligan, and Vivian Pruitt were absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager; Nicole Punches, Pocomoke Assistant Branch Manager; and Bethany Hooper, Coastal Dispatch.

Regular meeting was called to order by Mr. Cascio at 9:34 am. Recording device was acknowledged.

A motion to accept Minutes from the May 8, 2018 meeting as amended was made by Ms. Howard and seconded by Mr. Bailey. All present were in favor.

Correspondence – There was an article in the Coastal Dispatch regarding Worcester County’s annual public budget hearing. Ms. Ranck said her presentation was fast and the County Commissioners did not have any questions. Ms. Ranck said the article on the WWIIunes was worth mentioning since they got their start in Worcester County from a Big Read program.

Financial Report – Ms. Parker reviewed expenses from May 2018. Ms. Parker mentioned the fiscal year is almost over. The propane and general maintenance expenses for the Ocean Pines library are over budget. No comment on the statistic report that was in each board member’s packet.

Administrative Report – A copy of the report was sent in each board member’s packet to review before the meeting. Ms. Ranck mentioned the Ocean Pines roof. The bids came in. It will be presented to the County Commissioner’s next week. Due to significant rainfall May 18, there were ceiling leaks at the Ocean Pines branch. Rain pooled in the garden near the conference room and library lobby. Ocean Pines staff created a temporary barrier to divert water away from the front doors. Ms. Ranck said Tyvonnia Braxton, the new Ocean City branch manager, is about to start. A retirement reception is being planned for Patti Fentress July 12, 2018. More details to follow. Ms. Ranck reported we have filled the part time positions in Berlin, Snow Hill, and Ocean Pines. There is still one full time opening in Berlin. Dave Nedrow will be transferring from Ocean City to Berlin as the Assistant Branch Manager soon. Pocomoke has good things to report. Nicole Punches, Pocomoke branch assistant manager, will tell us more at the end of the meeting. The Foundation board meeting is Tuesday, June 19 in Snow Hill.

Staff Development Report - A copy of the Staff Development report was sent in each board member’s packet to review before the meeting. Michelle Ernat and Harry Burkett are Worcester’s newest **Library Associate Training Institute** graduates. Each completed 90 hours of required training within five months. LATI graduation was held May 17, 2018 at the Howard County - Miller Library in Ellicott City. Ms. Paterra was an online feedback provider for the LATI history assignment. Nicole Punches is registered to attend **Everyone Leads** June 19 -20. The session will focus on influencing organizational change from any position you hold in your library organization. Kathy Breithut, Karen Earp, and Nicole Punches attended **Make IT Place Training** at the Denton Library May 21. Contact hours will be confirmed. Karen Earp attended an inspiring workshop at the Easton Library May 18 -- **Writing Radar with Jack Gantos**. On June 1, Jennifer Ranck submitted reimbursement requests to the Maryland State Library for FY18 LSTA staff development grant expenses. Karen Neville plans to attend

the Statewide Staff Development Coordinators meeting June 7 at the Laurel Library in Prince George's County. Several changes regarding LATI, and news about a statewide learning management system will be discussed. Alicia Eddy attended **Introduction to Library Work** May 15 at the Easton Library. Worcester County Department of Human Resources is coordinating sexual harassment prevention training for employees. One employee will be attending the training June 19<sup>th</sup>.

Old Business – A copy was sent in each board member's pack to review before the meeting. **Planning for the new Berlin branch** - Flooring installation is in. Douron is scheduled to deliver shelving June 25<sup>th</sup>. Partial occupancy is scheduled for June 18<sup>th</sup>. There was an issue with the meeting room flooring and it has been resolved. We felt having carpet in the meeting room is better for sound since we have a lot of presentations/lectures. A tentative schedule is as follows: moving books July 6 & 7; soft opening July 10; and invite the County Commissioners for the ribbon cutting July 17 or August 7. Note – The County Commissioners prefer to have ribbon cutting and dedication ceremonies in the afternoon when they are all together. The next progress meeting is scheduled for June 14 at 2 pm. Ms. Ranck will receive the FY19 budget on June 14. Ms. Ranck reported we did not get the approval for the local history position or new carpet for Ocean Pines. After the roof has been replaced in Ocean Pines, Ms. Ranck will resubmit a request for new carpet. Ocean City has a new AV system in the meeting room. Ms. Ranck submitted the FY20 Capital grant for pre-design for an addition & improvements needed for the Pocomoke branch.

New Business - **Overdue Fines** - Information regarding overdue fines and patron privacy were included in the board packet. Enoch Pratt Free Library is eliminating overdue fines for their customers. **Privacy Policy** - A copy of the library's current privacy policy was enclosed in the board packet. One of our Maryland Eastern Shore library systems asked how libraries handle "Facebook Live Events." Worcester does not specifically address streaming video. Sign-in forms requesting consent for Facebook photos are made available at youth programs. We will revisit the Privacy Policy in the fall. Ms. Ranck said the Worcester County Historical Society has approached the library about putting a memorial plaque for William Julius "Judy" Johnson outside the Snow Hill Library. Ms. Ranck will get more information and check with the County. The board has no objections for the plaque. A motion was made by Ms. Howard and seconded by Mr. Bailey to approve the FY19 budget and to allow Ms. Ranck to transfer funds in the FY18 budget.

Ms. Panches said over 80 people attended the Pocomoke branch library 4<sup>th</sup> Friday event in May. Pocomoke is assembling after school packets. This year the Pocomoke branch library is trying 3 adult summer reading programs. Several programs will begin at 6:30/7pm to reach out to people that work during the day.

The next board meeting will be Tuesday, September 11 at the Snow Hill Library meeting room

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at 9:30 a.m.

Mr. Cascio asked if those present had further comments or questions. Mr. Cascio thanked Ms. Keech for serving on the board. Ms. Keech will be missed!! Ms. Keech motioned to adjourn the meeting; Mr. Bailey seconded. All present in favor. The meeting adjourned at 10:40 a.m.

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Amy Parker