

The Worcester County Library Board of Trustees met on Tuesday, November 13, 2018 at the Ocean City Library. Members present were Ron Cascio, Nancy Howard, Leslie Mulligan, and Holly Anderson. Jaime Bailey was absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager, and Tyvonnia Braxton, Ocean City Branch Manager. Mr. Jim Meckley, Ocean Pines volunteer was also present.

Regular meeting was called to order by Mr. Cascio at 9:36 am. Recording device was acknowledged.

A motion to accept Minutes from the October 9, 2018 meeting was made by Ms. Howard and seconded by Ms. Mulligan. All present were in favor.

Correspondence – The Coastal Dispatch reported that the Ocean Pines roof work is underway.

Financial Report – Ms. Parker reviewed branch expenses for October 2018. Ms. Parker reviewed the grant funds received to date. Ms. Ranck reported that office supply expenses were up due to the purchase of unexpected materials. Ms. Ranck also mentioned the Berlin phones were costing more than originally budgeted.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. The Winter Calendar of Events is expected to arrive this week. Eighty-five Youth and Family programs were held during October 2018. Seventeen of the programs were held in schools, child care centers, Head Start centers and other "outreach " locations to provide library services to children and families that can't always come to us. Lisa Harrison has planned a Library Foundation day trip to the Smithsonian to attend the 50th Anniversary First Moon Landing Celebration on July 17, 2019. Betsy Gravenor, Snow Hill branch manager was married October 20, 2018. Eddie Carman, Risk Manager from HR, presented Ms. Ranck with the "Risk Management Services" award from the Local Government Insurance Trust. Ms. Ranck credits receiving this award due to the careful efforts of Ms. Neville and Patti Fentress.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Several staff have registered to attend a new workshop entitled: **Keeping You and the Library Safe: How to Handle Contaminated Materials**. The workshop will be presented by SLRC / State Library Resource Center staff, and will be held at the Wicomico Library, in downtown Salisbury, on November 13. Emily McQuiggan attended early literacy training, **ECRR2 / Every Child Ready to Read 2**, on November 5, 2018. On October 30, Jennifer Ranck attended **Media Training for Library Administration** at the Caroline County Library in Denton. On October 18, Tyvonnia Braxton and Judy Cich completed the 1-hour FEMA online course: **Active Shooter: What You Can Do**. A couple of other new staff has attended as well. Sarah Knaggs attended **make-IT Place University STEM Training** October 10. Forty-one employees attended **Library Staff Day** at the Berlin branch on Monday, October 8. The next in-service training day for library staff will be Friday, April 26, 2019. Worcester library branches will be closed during the morning. All branches will open from 1 to 5pm on April 26. Jennifer Ranck is participating in an ALA eCourse: **Creating and Expanding Innovative Spaces in Your Library**. The course began September 10. The completion date is December 2, 2018. Estimated contact hours: 72. Karen Neville attended the Statewide Staff

Development Coordinators meeting in Odenton on September 28. Training needs, workshop opportunities, online learning, and presentation platforms were discussed.

Old Business – A copy was sent in each board member’s pack to review before the meeting.

**Ocean Pines Roof Project** The project schedule has been delayed due to product delivery. A revised look-ahead schedule will be distributed soon. Interior work in the adult stack area is expected to begin the week after Thanksgiving. Branch staff is looking at ways to temporarily move the collection.

Interior work in the meeting room is expected to start the week of December 10. **Board Vacancy** The library board currently has two vacancies; one to represent the Ocean Pines area and one to represent the southeastern portion of the County. Notices have been sent to the Chambers of Commerce.

**Emergency Planning** A proposed policy relating to the library’s emergency plan is included in your packet. Ms. Ranck will make the change to say “access to online resources will not be affected.” Ms. Mulligan motioned to accept Ms. Ranck making changes to the policy and Ms. Anderson seconded. All present were in favor. Ms. Ranck described how another library system had nearly 600 of their computers exposed to a malware virus due to an email scam. The Eastern Shore Regional Library has taken precautions to help avoid a similar situation, including firewalls and DeepFreeze, a product that restores public computers each time a user reboots the machine.

**New Business - 2019 Library Closing and Board Meeting Dates** Included in the board packet is the proposed list of holiday closings and board meeting dates for 2019. Ms. Howard motioned for approval of 2019 Library closing and board meeting dates; Ms. Anderson seconded. All present were in favor. Ms. Ranck said the board took a tour of the new Berlin library last month. The Foundation board would like to put tiered seating in the meeting room. The Library board recommends the Foundation wait to see if there is a need for the additional seating.

Ms. Braxton, Ocean City Branch Manager, said Ocean City staff is great. They have had a lot of programs. Elena’s Ted talk programs are well attended. The Friends group is hosting a puppet show December 15. Talks of having some kind of special event/program for National Pig Day in February will be handled by the Friends group.

The next board meeting will be Tuesday, December 11 at the Ocean Pines Library meeting room at 9:30 a.m. A tour of the Ocean Pines branch library will be conducted at the end of the meeting.

Mr. Cascio asked if those present had further comments or questions. Ms. Mulligan motioned to adjourn the meeting; Ms. Anderson seconded. All present in favor. The meeting adjourned at 10:51a.m.

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Amy Parker