

The Worcester County Library Board of Trustees met on Tuesday, November 10, 2020 via Zoom Conference. Members present via Zoom Conference were Leslie Mulligan, Nancy Howard, Vicki O'Mara, Patricia Tomasovic, and Jeff Smith. Holly Anderson and Jaime Bailey were absent.

Also present via Zoom Conference were Jennifer Ranck, Director; Rachael Stein, Assistant Director; Amy Parker, Business Manager; Tyvonna Braxton, Ocean City Branch Manager; and Bethany Hooper, Reporter for the *Coastal Dispatch*.

Regular meeting was called to order at 9:33 a.m. by Ms. Mulligan. Recording device was acknowledged.

A motion to accept Minutes from the October 13, 2020 meeting was made by Mr. Smith; seconded by Ms. Tomasovic. All present were in favor.

Correspondence – We have received several thank you notes and cards from patrons. *Coastal Dispatch* reported that the Library will not pursue plans for a new branch on a lot in downtown Pocumoke after learning the results of an environmental study. *Coastal Dispatch* also reported on the Library Board's deliberation about when to allow patrons back in to browse the collection.

Financial Report – Ms. Parker reviewed branch expenses for October 2020. Ms. Ranck said Snow Hill's general maintenance budget is up because of repairs & additions due to the fire alarm system. Fire alarms sensors have been updated at the Ocean Pines branch as well. Ms. Ranck reported on the statistics: digital usage increased, adult programs are down only by about 15-20%, and wireless users are down a third. Open access WIFI is available outside the library buildings.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck reported Ocean Pines is collaborating with Showell Elementary School. Students can now pickup SES library materials from a curbside table at our branch. We were sorry that we couldn't present Dave Nedrow's "Maddocktor's Libratory" in Berlin again this year. A virtual version of the Libratory tour was featured on the library's Facebook page. The Youth Services team provided seven interactive programs on Zoom and five recorded programs on Facebook in October. Staff also created and passed out 248 Program to Go Kits. We collaborated with the Worcester County Judy Center for a Zoom Story time again this month. The Library participated in the Rec and Park Department's Track or Treat event on October 30, five hundred people attended. Nathaniel Philbrick: In Conversation with Kelly Rouse, "In the Heart of the Sea" book talk is tonight at 7:00 pm. Brain Health kits have been distributed to Harrison House, Meals on Wheels, and Peak Healthcare at Hartley. Grant money was used to purchase materials for the kits. Mr. Smith asked about library cards for Buckingham Elementary School. Ms. Ranck said she has been in contact with the Media Specialist. We have library cards ready to go. Mr. Smith said he will follow up with Buckingham.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Stein reported that The 2020 Maryland Library Association conference kicked off this month, with virtual sessions on Tuesdays and Thursdays October through December. Sixteen staff members are attending online. The State Library Resource Center also held its virtual conference this month, and two staff members attended. Ms. Stein said staff has been busy with trainings.

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

Strategic Plan Ms. Howard suggested moving arts from the "outreach" part and moving it to "collection" and maybe using some of Dr. Kendi's suggestions he shared during his presentation.

EDI Grant / Committee – The EDI Committee is meeting monthly. They worked on understanding terminology to build the framework for equity, diversity, and inclusion. More concrete projects will be explored in December.

New Business –

2021 Meeting dates & Holiday Closings A draft schedule has been included in the board packet. Ms. Ranck will add a phrase to the meeting dates that we would be using Zoom until further notice. This is also noted on the monthly agenda. The board agreed using Zoom for snow days. A motion to accept the 2021 Meeting dates & Holiday Closings was made by Ms. Howard; seconded by Ms. Tomasovic. All present were in favor.

Reopening Ms. Ranck said the County Commissioners voted to reopen the library. Ms. Ranck clarified that the library has been open since July by appointment and curbside pick-up service for materials and print requests continues. Ms. Ranck said browsing the stacks could begin starting November 16, 2020 and will be available by appointment. Afternoon appointments from 1 – 4 pm will be available Monday – Friday and on Saturdays from 10 am – 12 pm. Governor Hogan is speaking today at 5 pm and the situation could possibly change depending on any announcements. The positivity rate is currently over 5% for Worcester County and Ms. Ranck will continue to monitor positivity rates and case rates. The Maryland State Department has weighed in on the quarantine times for materials and recommended a 48 hours quarantine period. The library will transition to the 48-hour period beginning Monday, November 16. Materials will move faster and we will communicate this change to our patrons. Ms. Howard suggested a trial period for browsing by appointment as “everything is subject to change.”

Mobile Hot Spots The library purchased 25 mobile hot spots for patron’s to check out. We are working on modifying user agreement forms but we hope to have these ready for circulation in the next few weeks. Ms. Ranck said we are excited to offer this option, especially to our patrons who live in areas without internet connection.

Ms. Braxton reported the branch is doing good, patrons are happy. Staff has been helping patrons by phone and email.

Ms. Howard said the museum would like to thank Ms. Coelho for helping with programs as she did a great job.

The next board meeting will be Tuesday, December 8 at via Zoom at 9:30 a.m. Mr. Smith motioned to adjourn the meeting, Ms. Howard seconded. All present were in favor. The meeting adjourned at 10:46 a.m.

Amy Parker