

The Worcester County Library Board of Trustees met on Tuesday, April 13, 2021 via Zoom Conference. Members present via Zoom Conference were Leslie Mulligan, Nancy Howard, Vicki O'Mara, Patricia Tomasovic, and Jeff Smith.

Also present via Zoom Conference were Jennifer Ranck, Director; Rachael Stein, Assistant Director; Amy Parker, Business Manager; Carol Rose, Worcester County Library Foundation President; Betsy Gravenor-Stacey; Snow Hill Branch Manager; Tyvonnia Braxton, Ocean City Branch Manager; and Bethany Hooper, Reporter for the *Coastal Dispatch*.

Regular meeting was called to order at 9:00 a.m. by Ms. Mulligan. Recording device was acknowledged.

A motion to accept Minutes from the March 9, 2021 meeting was made by Ms. Howard; seconded by Mr. Smith. All present were in favor.

Correspondence – *Coastal Dispatch* reported on the library's reopening plans. Worcester County Seat Newsletter featured the StoryWalk at the John Walter Smith Park. Ms. Mulligan mentioned the photos of recent Snow Hill displays are very creative.

Financial Report – Ms. Parker reviewed branch expenses for March 2021. Mr. Smith asked why the general maintenance budget in Berlin was over. Ms. Ranck said the reason was trees were removed at the Berlin branch. Ms. Howard asked about the leftover monies we have saved this year. Ms. Ranck said it goes back to the County general fund. In September, Ms. Ranck will include the budget transfer sheet. Ms. Mulligan mentioned the stat numbers will change since the County is open now. Ms. Ranck said we are now getting more people in the branches. We are going to try a couple meetings at 25% capacity in our meeting rooms. Last Tuesday, voting was held in the Pocumoke meeting room and it seemed to go smoothly.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Alicia Blake from the Ocean City Branch will begin a new role on April 19 at the Ocean Pines branch as Assistant Manager. This leaves a full-time vacancy in Ocean City which will be filled internally May 3, 2021. Jacob Nail has been selected as the Youth Services Specialist for the Ocean Pines branch and will also begin on April 19. The Ocean City branch has several part-time positions open. We hope to have those positions filled sometime in May. The Library branches opened March 15, 2021. Ms. Ranck would like to thank the staff for their continued dedication and professionalism now that the branches are open for walk-in use (appointments are no longer required). We are planning this year's Summer Reading programs outside, weather permitting. We will have a walk-up registration at each branch the week of June 21-25, instead of a drive-through. Ms. Ranck said we are fortunate to have outdoor space at our library branches. Adult programs are going well. The scholarship committee is done reviewing applications for the John Staley – Klein Leister annual scholarship. Ms. Howard asked about the additional laptops needed for the Ocean City branch. Ms. Braxton said with the increase, Ocean City could use one more laptop. Ms. Howard requested that Alec Staley add a section to the Board report to focus on local history.

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 Lisa Voss and Marie Northam graduated from the Advanced Library Associate Training Institute via Zoom. Frank DeLucco finished the LATI Expanded Early Start Program and will begin Advanced LATI in April. Four staff members attended a webinar on Service Animals: Your Obligations Under the ADA, which discussed the legal aspects of service animals in public spaces. Two staff members attended a webinar on Libraries and Workforce Development, which will help inform us as we expand our services to job seekers. Ms. Stein said April 30, 2021 is ½ day of Staff Day training via Zoom. Ms. Mulligan would like to join the Zoom meeting before we get started to thank all staff.

#### **OLD BUSINESS:**

**EDI Grant / Committee** The EDI committee is making great progress and has added a partnership inquiry form for our website. At the beginning of the pandemic, Ms. Stein set up a messaging platform called "Slack" where staff can have good conversations and ask questions. A draft EDI statement is ready and will be discussed at the May meeting.

**Ingram** Staff have begun placing orders with this new materials vendor and the process is going well – thank you to Ms. Stein and Mr. Barnes for setting this up.

Ms. Ranck added that two board members have resigned. A press release has gone out to recruit replacements; one from the Newark area and one from the Pocomoke area. Ms. Mulligan mentioned she might have two people interested. Once the board has selected the two candidates, nominations will go to the County Commissioners for their approval.

**NEW BUSINESS:**

**Library Reopening** Currently, the Maryland State Health Department is continuing to recommend a 48-hour quarantine for all returned material. We expect this recommendation will be reevaluated in June.

**Summer Reading** Kathy Breithut along with the Youth Service Specialists at each branch are planning Summer Reading events. We are hoping to hold them outdoors either on library property or at a nearby offsite location. All participants will need to pre-register. Planning for Ocean City is tough. The parking lot does not seem like a safe option and the porch is small and would greatly limit the number of attendees. For the three hired performers we are planning this summer, the branch would like to have those programs indoors on the main floor of the branch where there is more room to spread out. Programs would start at 10 am and the branch would delay opening to all other visitors until 12 noon. Dates for this request are Wednesday, June 30, July 14 and July 28. Ms. Howard made a motion to approve the request to delay opening to all other visitors until 12 noon; Mr. Smith seconded. All present were in favor. Ms. Ranck will share the contingency plans next month.

**Facility Updates** Due to a strong wind event last September, the Ocean City branch will need to have the shingle roof replaced. Work is expected to take about two weeks and the target date for completion is June 9. Security camera upgrades have been scheduled for the Ocean City and Pocomoke branches in April. County Maintenance has notified the library of HVAC repairs needed in Snow Hill (Worcester Room) and Pocomoke (unit/condenser replacement). County Maintenance will help with installation to help save money. The library appreciates the time and support we receive from the Maintenance Department. In addition to their regular responsibilities, they built protective barriers for all our service desks. Amy Parker has scheduled annual carpet cleanings for all locations in April and early May.

**Annual Plan** Annual Plan along with updates about various projects are included in the packet. A discussion about partnerships with local museums followed. The library has recently collaborated with the Taylor House Museum (Berlin), Discovery Center (Pocomoke City), Ocean City Life-Saving Station Museum.

**Bylaws** A copy of the Board of Trustee bylaws are also included in the packet. The bylaws are meant to be reviewed every two years and we are behind schedule. If the board would like they can accept the bylaws at the April meeting or make suggestions for approval in May.

**Note** – Ms. Rose and Ms. Ranck left the meeting at 9:44 a.m.

**Board Training** The library board watched a training video on Library Advocacy. Accompanying documentation for the video is included in the board packet. The Board discussed afterwards. Ms. Howard made a suggestion to go once a year to talk to the town councils, perhaps giving them a tour of the Library.

Ms. Gravenor-Stacey reported that Snow Hill the daily numbers are increasing. They are happy to see patrons. Genealogy requests are up. Alec Staley presented a "Historic Photographs" program in March, with 6 people in attendance. Ms. Jones is having a lap time for babies' program tomorrow and also in the process of creating a lanyard kit craft. Ms. Ranck spoke at the Snow Hill Rotary Club meeting promoting the newly added StoryWalk in Snow Hill. Ms. Braxton reported Ocean City has seen a slow but steady increase of visitors. The branch is looking forward to the new roof and security cameras. Ms. Northam has completed LATI program. We will be having an upcoming story time on the beach program. The board would like to meet again regarding the Director's evaluation. Ms. Ranck will be notified when and then the information will be put on the website.

The next board meeting will be Tuesday, May 11, 2021 via Zoom at 9:30 a.m. Ms. Tomasovic motioned to adjourn the meeting; Ms. Howard seconded. All present were in favor. The meeting adjourned at 10:13 a.m.

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Amy Parker