

The Worcester County Library Board of Trustees met on Tuesday, March 14, 2023 at the Ocean City Branch. Members present were Jeff Smith, Sandra Buchanan, Nancy Howard, Vicki O'Mara, Patricia Tomasovic, Kathryn Culbertson, and Jocelyn Briddell (via phone).

Also present were Jennifer Ranck, Director; Betsy Gravenor-Stacey, Assistant Director; Alec Staley, Ocean City Branch Manager; and Amy Parker, Business Manager.

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

Mr. Staley said the new study pod was installed and the sprinkler head is being added today. The branch had fire alarm testing last week. The collection has been genre-fied in both the fiction section and the non-fiction areas, non-fiction is organized by topic, then Dewey Decimal within topic. There has been an increase in non-fiction circulation and patrons seem to like the set-up. Historic Ocean City prints have been added to the non-fiction area as well. The study carrels on the second floor have extension cords making it easier to plug in a laptop and there are plans to add a table or two downstairs. A bookshelf has been moved to enclose the teen area, separating it from the public computers. The new kid's activity table arrived and parents are giving compliments. Ms. Varner continues to bring in lots of people for story time, yesterday she had 35 people attend. Branch staff are preparing for summer reading, this summer we are going to be doing storytimes at the Northside Park. This is a new collaboration. Last week we had twelve people attend the knitting group. A water bottle station will replace the current water fountain. Ms. Howard thanked Mr. Staley for his enthusiasm and efforts. The branch is very vibrant.

A motion to accept the amended Minutes from the February 14, 2023 meeting was made by Ms. Howard; seconded by Ms. Tomasovic. All present were in favor.

Correspondence – *The Coastal Dispatch* mentioned the officials share plans for the Pocomoke Library. *The Bayside Gazette* had an article regarding the progress of the Pocomoke Library and an article about the new Library hours.

Financial Report – Ms. Parker reported on the branch expenses for February 2023. Ms. O'Mara asked about the ESRL funds. The report included in the ESRL board packet did not include the last reimbursement request, figures included in the financial report are accurate. Ms. Ranck explained that carpet cleaning is scheduled each spring and that is why that line item remains untouched. Ms. Ranck also said that after looking at five year trend, utility costs for Ocean City have been reduced for the new fiscal year. Ms. Ranck commented on the statistics; most branches are seeing an uptick, with more program attendance and the meeting room usage.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck said we are hiring for a part time person (15-25 hours a week) to assist Ms. Laick on the mobile vehicle. Two people are better than one for safety reasons and the board agreed. Ocean Pines hosted a Doo Wop Ice Cream Social. Thanks to Library Assistant Chelsea West and Administrative Services Coordinator Amy Parker for their help. In Snow Hill, Angela Schilb hosted our first event at the Snow Hill 50Plus Center, making Kumihimo keychains out of string. Ms. Pogue is taking an online course, "Digital Collections Stewardship" which explains the process of creating, maintaining, and sharing a digital collection. Another Paint Night fundraiser has been planned for March 30 at Mother's Cantina on 28th Street to benefit the Library Foundation's scholarship fund. Twenty-six people are registered so far.

Assistant Director's Report – A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Gravenor-Stacey said Ms. Laick has been doing a lot of introduction trainings. We are sending sixteen staff members to the MLA conference in May. (Last year we sent twelve staff members.) The EDI Committee met on February 27 and is gathering information to proceed with the creation of memory/reminiscence kits for the branches to circulate. We have been doing Northstar Digital Literacy trainings for public use. The Committee will next meet on Monday, April 3 at 3 pm. Rachel Jones from the Snow Hill branch has planned an Earth Hour program that will occur at the Storywalk® on March 23 at 4 pm. The Mobile Multisensory Storywalk® is being updated with the story, "Ten Ways to Hear Snow," by Cathy Camper. Ms. Pattera would like the mobile Storywalk® next at the Berlin branch. Ms. Ranck thinks the garden area will be the best place to put it.

OLD BUSINESS:

Pocomoke Ms. Ranck said the County has requested the design team work to reduce the overall cost of the project. The City of Pocomoke has requested a site plan to help with their demolition plans. Ms. Ranck is meeting with Jeff Schoellkopf and County Administration this afternoon.

Hours of Operation The 9 am start time is going well at the Ocean City and Berlin branches.

Mobile Outreach Van The Pop-Up Library has arrived! We were not able to make the Ocean City St. Patrick's Day parade because of not having the temp tags available. Visits to various locations will begin in April.

Study Pod The ADA accessible Study Pod has been installed at the Ocean City branch. We are very grateful for the grant given by the Institute of Museum and Library Services and administered by the Maryland State Library. Reservations for the study pod can be made the day of for up to two hours. The pod can fit up to four people.

Wowbrary This weekly newsletter highlights the latest books and movies added to our collection and makes it easy to request those items.

FY 2024 Budget Request The Library's budget utilities will be cut. Ms. Ranck will present to the County Commissioners on March 28 at 9 am. Overall the library is requesting a 1% increase.

NEW BUSINESS:

Delaware Botanic Gardens Admission Passes The Delaware Botanic Gardens donated three passes to the Berlin Branch and three passes to the Ocean Pines branch for library card holders to borrow. Passes can be checked out for one week (one pass per card). Children under 16 are free. The Gardens are located in Frankford, DE and open Thursday – Sunday.

Mr. Smith said Ms. Briddell is working on a draft donation policy for materials and artifacts given to the library. This policy is separate from our collection policy. Ms. Bridell said she apologizes for not having it ready but will have information next meeting. Thank you to the policy committee for their work on this.

Closed Session – Personnel / Library Director Evaluation

Ms. Tomasovic made a motion to have a closed session as noted on the meeting agenda at 10:43 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. O'Mara seconded. All were in favor. At 11:04 a.m., Ms. Howard made a motion to come out of closed session, Ms. O'Mara seconded. Mr. Smith noted the meeting reconvened in open session at 11:04 a.m., and stated the board discussed a Personnel/Library Director Evaluation matter during the closed session.

The next board meeting will be Tuesday, April 11 at the Snow Hill branch at 9:30 a.m. Ms. Buchanan motioned to adjourn the meeting; Ms. O'Mara seconded. All present were in favor. The meeting adjourned at 11:04 a.m.

Amy Parker