

The Worcester County Library Board of Trustees met on Tuesday, November 8, 2022 at the Ocean City Branch. Members present were Jeff Smith, Vicki O'Mara, Patricia Tomasovic, and Jocelyn Briddell via phone. Nancy Howard, Sandra Buchanan, and Kathryn Culbertson was absent.

Also present were Jennifer Ranck, Director; Betsy Gravenor-Stacey, Assistant Director; Amy Parker, Business Manager; Alec Staley, Ocean City Branch Manager; Marshall Shord, Ocean City Assistant Branch Manager; and Bethany Hooper, *Coastal Dispatch*.

Regular meeting was called to order at 9:30 a.m. by Mr. Smith. Recording device was acknowledged.

Mr. Staley introduced himself to the Board. He noted the Marshall Shord was attending as part of his Library Associate Training Institute (LATI) requirements. LATI will have meetings every Wednesday during the Winter Cohort. Ocean City Youth Specialist, Savannah Varner, will also be part of the LATI program, and the branch story time will move to Mondays during this time. The winter train garden was a hit last year; it will return to the branch from November 15 until January 15. AARP will provide tax assistance at the Ocean City branch beginning February 4. The branch has donated withdrawn picture books to Worcester County Youth and Family Services. The Ocean City knitting group has about 10 people attending weekly. They will be giving away knitted items like scarves and mittens for free to those who need them. The Ocean City branch now has nine unique genre sections in the Adult Fiction section and has rearranged the DVD section by genre, as well. Mr. Staley said they removed the old computer table in the children's area to make room for more activity space. The branch has added feedback boxes around the stacks to hear the public's suggestions.

A motion to accept Minutes from the October 11, 2022 meeting was made by Ms. Tomasovic; seconded by Ms. O'Mara. All present were in favor.

Correspondence – Mr. Smith mentioned a nice comment he read online about the youth specialists and the children's programming. Ms. Parker passed a card out to the board that was received from the Democratic Women's Club in Ocean Pines.

Financial Report – Ms. Parker reported on the branch expenses for October 2022. Ms. Ranck said the encumbrance request was approved by the County Commissioners. This will help fund computer table replacement in Ocean Pines and new sinks for the public restrooms in Ocean City. Mr. Smith mentioned there was an uptick in the Ocean Pines door count. Ms. Parker said there were a lot of meetings last month; Ms. O'Mara agreed. Ms. O'Mara asked about how the door count is collected; Ms. Ranck said it is based on door counter equipment and may not catch every patron. Ms. O'Mara also asked for an update about the student library cards; Ms. Ranck said the schools will be providing us student information for the new school year soon.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck said Berlin had a successful Haunted Library this year with 741 people in attendance. Berlin worked with the Town of Berlin to get the Haunted Library program added to the Town's events calendar. Pocomoke had a great Ancient Egypt program. Ms. Ranck attended and said it was excellent. Ms. Wheatley has developed an early literacy passive program for the branches to have out for parents and children. It's called "Launch Phase" and will help children learn sounds, letter recognition, and give them the tools to become readers. The kits will be periodically rotated between the five branches. The Winter Calendar of Events has gone to press. Ms. Erin Pogue is developing an index that will allow staff to search collections by name – making it easier to locate relevant resources for people researching their family or local history. The Foundation will be participating in the Community Foundation of the Eastern Shore's "Shore Gives More" annual fundraiser scheduled for November 29 (also known as "Giving Tuesday). Thanks to Ms. Parker for planning another paint night fundraiser.

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 Jake Nail will be starting the LATI program in the winter, along with Marshall Shord and Savannah Varner. Ms. Gravenor-Stacey said she is trying to get in touch with the Cedar Chapel School to see if they would like to host the Mobile Multisensory Storywalk®. If not, it will be displayed at the branches. The new Storywalk® book called "Berry Song," written by Alaskan author Michaela Goade, has been installed at John Walter Smith Park. It is Storywalk Week for the Association of Bookmobile and Outreach Services, and Ms. Gravenor-Stacey is anxiously waiting to see if they are going to feature our Storywalk on social media. Ms. Gravenor-Stacey created a LibGuide to assist branch staff with collection development. It contains links to vendor sites, resources for finding material recommendations for ordering (based on bestseller lists, items featured in media outlets, award-winning materials, and more). Ms. Gravenor-Stacey said it will be helpful to have the links centralized.

Mr. Smith said he liked the Outreach & Partnership section in the Administrative Report.

OLD BUSINESS:

Pocomoke Ms. Ranck said a Pocomoke design meeting was held yesterday from 1 – 3 pm via Zoom. There will be a meeting about every two weeks based on feedback. The meeting in December will be in person. Ms. Ranck will ask the representatives from the City of Pocomoke to attend. The latest drawings have been added to the Library Board website.

Rebranding Mr. Smith said he will reach out to Brian Robertson to find out a good time to meet. Ms. Ranck and Ms. Gravenor-Stacey will be meeting with a local videographer, Unscene Productions, after the board meeting at 11:30 am. The meeting will take place at their studio in West Ocean City.

Library Hours Ms. Ranck will clarify with the branch managers what data is being requested for usage statistics. Data collection will continue until the end of the year. Ms. Ranck feels the branches should have consistent opening hours. It might be hard for Snow Hill and Pocomoke to increase Saturday hours because they only schedule two staff members on Saturdays. An extra staff person would be needed for both branches. Ms. Ranck discussed the proposal for Winter and Summer hours for Ocean City. Ms. Briddell agreed with the proposal and suggested the library continue to have special events after hours with working people as the target audience.

NEW BUSINESS:

Board Meeting Schedule and Holiday Calendar November 8 is a holiday for the County. In light of this, Ms. Ranck is requesting approval to give full-time staff a floating holiday. Ms. Tomasovic motioned to approve November 8 as a floating holiday for full-time staff; Ms. O'Mara seconded. All present were in favor. Ms. Tomasovic motioned to approve the 2023 Board Meeting schedule; Ms. O'Mara seconded. All present were in favor. Ms. Tomasovic motioned to approve the 2023 Holiday and Closing Calendar; Ms. Briddell seconded. All present were in favor.

The next board meeting will be Tuesday, December 13 at the Ocean Pines branch at 9:30 a.m. Ms. O'Mara motioned to adjourn the meeting; Ms. Tomasovic seconded. All present were in favor. The meeting adjourned at 10:28 a.m.

Amy Parker