

The Worcester County Library Board of Trustees met on Tuesday, September 8, 2020 via Zoom Conference. Members present via Zoom Conference were Nancy Howard, Vicki O'Mara, Patricia Tomasovic, and Jeff Smith. Leslie Mulligan, Jaime Bailey and Holly Anderson were absent.

Also present via Zoom Conference were Jennifer Ranck, Director; Rachael Stein, Assistant Director; Amy Parker, Business Manager; Betsy Gravenor-Stacey, Snow Hill Branch Manager; Alicia Blake, Library Services Assistant, Ocean City Branch; and Bethany Hooper, Reporter for the *Coastal Dispatch*.

Regular meeting was called to order at 9:34 a.m. by Ms. Howard (filling in for Ms. Mulligan's absence). Recording device was acknowledged.

A motion to accept Minutes from the July 14, 2020 meeting was made by Ms. Tomasovic; seconded by Mr. Smith. All present were in favor.

Correspondence – A couple of notes sent in by patrons thanking us for providing program-to-go kits during COVID-19. *Ocean City Today*, *Coastal Dispatch* and *Bayside Gazette* reported on contactless Library To-Go services and limited services by appointment. *Coastal Dispatch* reported on the Library seeking survey respondents. The *Bayside Gazette* featured an article about the diary of Emily Ann Powell Warrington, "Diary offers Insight to Civil War." A virtual program discussing how the diary was given to the Berlin Branch and digitized by Digital Maryland was held on September 4.

Financial Report – Ms. Parker reviewed branch expenses for FY2020/2021. The FY2020 final spreadsheet was emailed to the Board. Ms. Ranck said branch site costs were down because we were closed since March. During the closure, we continued to order books and other materials. Mr. Smith asked about the leftover money. Ms. Ranck said it goes back to the County.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck reported the Ocean Pines and Pocomoke branches opened July 27; Berlin and Snow Hill branches opened August 10 by appointment. We will stay on course for now as visitors are following the new rules and procedures. Ms. Ranck said the patrons are missing browsing the stacks. All branches presented virtual programming throughout the summer. Ocean Pines has been filling a lot of "Library to Go" requests. Ms. Ranck said it is going well and staff have been managing the new way of doing business very well. Wicomico County Library is offering curbside service and plans to open by appointment in October. We also added printing to go. The patron uploads their document to an email address and then receives a passcode. The patron can then call their branch, give them the passcode to release the job, and branch staff can print out the document for the patron to pick-up.

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 staff are still doing webinars. One highlight was a webinar sponsored by the Maryland State Library, "De-Escalating Difficult COVID-19 Patron Behaviors." Ten staff members attended this program, which provided practical strategies for addressing potential non-compliance with library policies about face coverings and social distancing. Alicia Blake from the Ocean City branch has volunteered to attend the Library Associate Training Institute Early Start program. The 2020 Maryland Library Association conference, which was to have taken place in May, will now be a virtual conference with webinars offered throughout the months of October and November. Alicia Blake, Marshall Shord, Elena Coelho, and Marie Northam completed the four hour Recovering Our Workforce training module. They used the information gained in the course to create a new LibGuide with information for job seekers

Note - At 9:45 a.m. there was a glitch in Zoom and several people dropped off. After a few minutes everyone was able to access the meeting again.

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

Pocomoke Library Pre-Design A meeting with County Administration is scheduled for September 9 to discuss the

findings of the Phase 2 Environmental report.

New Business –

Reopening Ms. Stein said we expect to open the Ocean City branch for appointments on Monday, September 14.

Staff Day Normally the library uses the Columbus Day holiday as a staff training day. Due to social distancing measures, we would like to delay our staff day until the Spring. The Library will now be closed on October 12.

EDI Grant / Committee – Having been awarded an LSTA grant through the state library, a consultant has been selected to guide the formation of our Equity, Diversity and Inclusion committee. Christina Fuller-Gregory is the current chair of the Public Library Association's Equity, Diversity, Inclusion and Social Justice Task Force. As the first step in a year-long process, Christina has interviewed both internal and external stakeholders about the library's current strengths and challenges. The director and assistant director have selected ten staff members, representing each of the branches and departments, to meet with Christina on a monthly basis to discuss ways to ensure the library is a welcoming space for everyone, and to reach out to community organizations to enrich the diversity of our programs. Mr. Smith said he has spoken to Ms. Fuller-Gregory already.

Friends of the Ocean Pines Library Book Sale Ms. Ranck said Jim Meckley has proposed a smaller book sale option since the Friends of the Ocean Pines Library had to cancel the annual book sale (their largest fundraiser) in July. The board decided that the safe thing to do is wait to hold the book sale.

Mr. Smith asked if the schools and public library systems can be combined where students can search through the same database. Ms. Ranck said unfortunately not. However the idea of student cards is a possibility and Ms. Ranck is looking into how partner with the schools.

Ms. Gravenor-Stacey reported that the Snow Hill branch is doing well. Tote delivery started back today. There is a sit-n-stitch program tomorrow at 3:30 p.m. September 16 we will be having a virtual baby program. At the end of the month we will be having a mandala dotting program as well. Ms. Gravenor-Stacey said you have to check out Alec Staley on our Facebook page. He is doing a behind the scene glimpse of the Worcester Room. We are also finding new ways to display books on Instagram and giving flyers to the ones who do not have social media.

The next board meeting will be Tuesday, October 13 at via Zoom at 9:30 a.m. Ms. Tomasovic motioned to adjourn the meeting, Mr. Smith seconded. All present were in favor. The meeting adjourned at 10:20 a.m.

Amy Parker