

The Worcester County Library Board of Trustees met on Tuesday, April 9, 2019 at the Snow Hill Library. Members present were Nancy Howard, Jamie Bailey, Leslie Mulligan, Vicki O'Mara, and new member Patricia Tomasovic. Ron Cascio and Holly Anderson were absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager; Betsy Gravenor-Stacey, Snow Hill Branch Manager; and Michael Carmean.

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

A motion to accept Minutes from the March 12, 2019 meeting was made by Ms. O'Mara and seconded by Ms. Mulligan. All present were in favor. Ms. Howard welcomed new board member Patricia Tomasovic and introductions were made.

Correspondence – *Ocean City Today* featured article on the 10th Anniversary of the Sorin statue at the Ocean City branch. *The Bayside Gazette* and *The Coastal Dispatch* featured articles and opinion letters on the cancelled March 6 Constitution program.

Financial Report – Ms. Parker reviewed branch expenses for March 2019. Ms. Ranck explained to Ms. Tomasovic how the library tracks monthly income and expenses. Ms. Ranck reported that circulation is down however digital use is up. Library experienced an 7.7% increase in circulation, comparing March 2019 stats to March 2018.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported that Julie Parsons, Assistant Branch Manager from the Ocean Pines branch has submitted her resignation to accept a position with Harford County Library; her last day will be May 2. Marie Northam is the new Youth Services Specialist at the Ocean City Branch, her first day was March 25. Ms. Ranck then reported that Lisa Harrison, Adult Program and Public Relations Manager submitted her resignation effective May 17, 2019. The Berlin Friends next public meeting will be held April 11 at 4:00 p.m. Pip the Beach Cat was a recent special guest during a "Pet the Cat" themed story time at the Ocean City branch with over 30 people in attendance that day. Everyone young and old enjoyed Pip, and he even performed a few tricks. Pip has also visited the Ocean Pines & Snow Hill branches. The Friends of the Ocean Pines Library presented Karen Earp with the 2019 Employee of the Year Award, as voted by members of the Ocean Pines staff. Friends President Sharon Puser cited Karen Earp's major strides in the area of youth services at the OP Branch. Pocomoke has been busy prepping for a life sized Candy Land program. The Youth Services Department provided 78 youth and family programs in March 2019 with 1,479 in attendance. The Library Foundation met on March 19. They are hoping for a decision regarding the tiered seating at the Berlin branch meeting room. Ms. Ranck met the Fire Marshal at the Berlin Branch and he determined the approximate occupant allowance would be 130 people with the tiered system. When the meeting room at the Berlin branch is set up with multiple chairs, tables and a presenter's table the area along the back of room is needed for meeting participants to walk to the interior or exterior doors. Ms. Ranck suggested that the Library Board write a letter to the Foundation Board to convey their position.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Neville commented that many library employees are taking advantages of the trainings that are offered. So far, 19 staff completed the 4-hour online course entitled: Practical Tips for Challenging Homeless Patrons. Staff feedback for course has been positive because the training can be applied to many customer service situations. Maryland State Library purchased a statewide license from Niche Academy to provide the homeless patrons online training to public library staff. Ms. Neville noted that Karen Earp was able to balance her schedule and attend multiple trainings in

March such as NASA Afterschool Universe, and Liven Up Storytime with Sign Language. In March, five staff attended a 2-part webinar: Dealing With Mental Health On The Front Lines. Six staff attended the 2-hour training: Preventing Unlawful Harassment in the Workplace. Two staff attended Accessible and Innovative STEAM Programs Training on March 11. Ms. Ranck attended LSTA Grant Training March 20. A branch manager attended a full-day training March 25 which provided information to help understand, prevent and treat Compassion Fatigue. The library will be closed during the morning and until 12:59 p.m. Friday, April 26 so that scheduled staff throughout the library system may attend an In-service training at the Ocean Pines branch. All branches will be open 1:00 – 5:00 p.m. April 26.

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

Ocean Pines Roof Project is coming to the end. Landscaping and some grading around the building are still in progress. The large meeting room carpet is completed. **Board Vacancy** - Ms. Ranck said we finally have a full board. **Pocomoke Library Pre-Design** The conference call that was scheduled for April 9 has been moved to Thursday, April 11. Ms. Ranck will request an intent to fund letter from the County Commissioners for building improvements and an addition for the Pocomoke branch for FY 21.

Preliminary Budget Ms. Ranck will present FY20 library budget requests to the County Commissioners this morning at 11 a.m. Library Board members are invited to attend. **Library Website** County IT is stepping in to assist us with the development of a new website, saving the library thousands of dollars. Ms. Ranck also thanked Michael Carmean for his help with graphics and web design.

New Business - Strategic Plan Ms. Ranck reviewed progress made in the library’s current Strategic Plan. In order to apply for a State Capital grant, library systems must have a plan on file with the Maryland State Library agency. The library’s current plan is in effect through December 2020. In order to be in compliance with the grant guidelines, the board will need to approve our existing plan through June 30, 2021. Mr. Bailey motioned and Ms. O’Mara seconded. Ms. Mulligan approved before leaving the meeting. All present were in favor. **Workshop Opportunity – “Equity, Diversity, Inclusion: What Library Trustees Need to Know”** United for Libraries is offering the live, online workshop below for library directors and trustees on April 30. The workshop will last 60 minutes there are two sessions available 10 – 11 am or 4 – 5 pm. Please let Karen Neville know by April 24 if you would like to attend so registration can be submitted.

Ms. Gravenor-Stacey, Snow Hill Branch Manager, said it has been a busy March. We had a Beeswax program that was well liked. The concrete has been poured for the Judy Johnson memorial. Snow Hill also got cool new bike racks.

The next board meeting will be Tuesday, May 14 at the Ocean Pines Library meeting room at 9:30 a.m.

Ms. Howard asked if those present had further comments or questions. Mr. Bailey motioned to adjourn the meeting; Ms. O’Mara seconded. All present in favor. The meeting adjourned at 10:32 a.m.

Amy Parker