

The Worcester County Library Board of Trustees met on Tuesday, April 11, 2017 at the Snow Hill Library. Members present were Ron Cascio, Nancy Howard, Rosemary Keech, Vivian Pruitt and Jamie Bailey. Holly Anderson and Frederick Grant were absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; and Amy Parker, Business Manager.

Regular meeting was called to order by Mr. Cascio at 2:15. Recording device was acknowledged. Mr. Cascio welcomed Jamie Bailey, new board member.

A motion to accept Minutes was motioned by Ms. Howard and Ms. Pruitt seconded. All present in favor.

Correspondence – There were two news items in the local papers; the first about the Town of Berlin waiving permit fees for the new Berlin Library; the second about the County Commissioners approving Berlin library construction.

Financial Report – A revised copy was given to the board. Ms. Parker reviewed expenses from March 2017. A copy of the statistics was given to the board. Ms. Ranck reported on the statistics; programs continue to increase, circulation is up and down. Ms. Howard asked about Ocean City's heating budget; Mr. Cascio told her we can't get a gas line in Ocean City. Ms. Howard also asked about the telephone for Bank Street.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported that Suzanne Klinejohn-Jones from the Berlin branch submitted her resignation. The Pocomoke branch has a great variety of programs. The Snow Hill branch hosted a 3D printer demonstration day. In over 1,000 people attended youth programs at the five branches. The Foundation was successful in their application for a Community Foundation of the Eastern Shore grant to purchase four additional counter LOOP systems for Berlin, Ocean City, Pocomoke, and Snow Hill branches.

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 said Nicole Panches completed the "Diversity in Children's Literature" online course. Her resource summary is posted to the staff's intranet. 30 employees will be attending the staff in-service day April 21 at the Discovery Center in Pocomoke. Library branches will open from 1 to 5 pm that day. Kathy Breithut and Lori Staton will do an in house STEM training afterwards. Brittney Herz-Glenn was able to attend a ½ day STEM training conducted by the Digital Harbor Foundation March 30. Kathy Breithut and Emily McQuiggan will be attending the InterActivity 2017 Children's Museum Conference May 3-5 in California. We are using grant monies to cover their registration, travel, and lodging expenses. Ms. Ranck will ask Ms. Breithut and Ms. McQuiggan to share their conference experience with the board at the June meeting in Pocomoke. Fourteen full time staff plan to attend the MLA conference May 10 – 12 in Cambridge. There will be no change in library hours. Rachel Jones participated in a Copyright for Librarians webinar March 23. Karen Neville is registered for a Census Data workshop April 13. Amy

Parker attended an Opioid Overdose Response training February 16. Weather permitting, library staff will attend fire extinguisher safety response training at the Ocean Pines branch May 16.

Old Business – A copy was sent in each board member’s packet to review before the meeting. Ms. Ranck said there was a meeting with the neighbors of the new library property on April 6 to introduce the construction company and Library Staff. Only four property owners attended, 3 from Brittney Lane and Mark Kaufmann of Waystead Inn. Some Brittany Lane residents requested a fence between their property and the library parking lot. There will be a library planning team meeting on Wednesday, April 26 and the fence request will be reviewed. June 6 is the ground breaking for the new Berlin library. Ms. Ranck had the budget presentation today. Thank you to the board members for attending the presentation as well. The County’s Public Hearing about the Budget is scheduled for May 2 at 7:30 pm at the Snow Hill High School.

New Business – A copy was sent in each board member’s pack to review before the meeting. Ms. Ranck said the election of the board officers should be the first meeting in September but with the leaving of Mr. Polhemus we did not have a vice president for the Board. Ms. Howard volunteered to be the new Vice President. The duties of the board are explained in the bylaws. Ms. Pruitt motioned for Ms. Howard to be the VP and Mr. Bailey seconded. All present in favor. Ms. Ranck asked the board for the approval of the revision of the meeting room policy. Ms. Pruitt motioned for the approval and Ms. Howard seconded. All present in favor. Ms. Ranck said several staff members have applied for grant funds including NASA, DLDS, and LTSA Staff Development.

Mr. Cascio asked if those present had further comments or questions. Ms. Keech motioned to adjourn the meeting; Mr. Bailey seconded. All present in favor. The meeting adjourned at 3:25pm. The next meeting date will be May 9 in Ocean Pines at 9:30 a.m.

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Amy Parker