

The Worcester County Library Board of Trustees met on Tuesday, April 10, 2018 at the Snow Hill Library. Members present were Nancy Howard, Rosemary Keech, Jaime Bailey, and Leslie Mulligan. Ron Cascio and Vivian Pruitt were absent.

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

Regular meeting was called to order by Ms. Howard at 9:36 am. Recording device was acknowledged.

A motion to accept Minutes from the March 13, 2018 meeting as amended was made by Ms. Keech and seconded by Mr. Bailey. All present were in favor.

Correspondence – There were articles in the Coastal Dispatch and Bayside Gazette regarding the new Berlin library. The Berlin Lioness Club gave Worcester County Library a donation for the new Berlin library. The Coastal Dispatch featured pictures of different employers who participated in the job fair that was held at the Berlin library.

Financial Report – Ms. Parker reviewed expenses from March 2018. Ms. Parker mentioned the propane expenses for the Ocean Pines library are still high. County Maintenance is continuing to check the heating system at the Ocean Pines branch. Ms. Ranck reported that Mediacom has been turned off at the Ocean Pines branch. We are now on the Sailor network and it is much faster. The statistics report was passed out at the meeting.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported Lori Staton, Technical Services Manager, has accepted the Information Services Specialist position with the Eastern Shore Regional Library. Her last day with Worcester County Library will be April 11 and we wish her all the best! Nick Barnes (Ocean City) was selected to fill her position. Ms. Staton is an excellent trainer and has been working with Mr. Barnes for the last two weeks. Berlin has received several inquiries about book donations, one including Buckingham Elementary school. Ms. Ranck has posted the job opening for Ocean City branch manager externally now. The job opening is posted on our website, with the local chambers of commerce, and with Maryland Workforce exchange. The Latin dance program is popular at the Ocean Pines branch. Pocomoke had antiques for children program. The Summer Reading booklet is being finalized and we look forward to promoting the newly launched Beanstack app. The app will make logging books (it has the capability to scan ISBN numbers) and reading sessions much easier for our patrons. Ms. Ranck said we are trying to start an adult summer reading program. Next week Ocean City will have a Frederick Douglass program presented by Bill Grimmette. We would like to continue the civility programs in the future.

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 mentioned she will be attending a 2-day FEMA training in April. Karen Earp, Michelle Ernat, and Sarah Knaggs are registered to attend full-day training at the Easton Library on April 10. **Designing a Sensitive Storytime** will focus on creating, presenting, and marketing story times that meet the needs of children with autism and other sensory processing issues, as well as those of their parents, families, and caregivers. Eastern Shore Regional Library is coordinating the training. Lisa Harrison is registered to attend an **Assistive Technology**

webinar April 26. Maryland Access Point is coordinating the webinar. 30 Worcester Library employees plan to attend **In-service Training** Friday, April 27, at the Snow Hill branch library; 9 a.m. to noon. 12 supervisors/support staff also plan to attend a training session from 1:00 – 3:30 p.m. Dr. Catherine McHugh will present both sessions. FY18 LSTA Staff Development Grant funds will be used to pay contracted services, and travel expenses. All Worcester Library branches will be closed to the public from 9 a.m. - 1 p.m., April 27 so staff may attend In-service Training. All Worcester Library branches will be open from 1:00 p.m. - 5:00 p.m., Friday, April 27. Information regarding April 27 operating hours will be posted to the library website and social media platforms. A news release will be sent to local media. On March 22, Emily McQuiggan, braving the drive to Philadelphia in the snow storm from the day before, attended the **PLA/Public Library Association Conference** in Philadelphia. Her conference summary will be posted to the staff intranet. FY18 Staff Development Grant funds covered registration and travel expenses. Lori Staton also braving the drive, met with book and media vendors at the Exhibit Hall during the PLA Conference in Philadelphia March 22. Michelle Ernat and Harry Burkett attended the **State Library Resource Center Spring Conference** in Baltimore March 14. Ms. Ernat and Mr. Burkett are participating in Library Associate Training Institute. Online assignments, and in-person trainings are being completed to meet the 90 hour LATI training requirement. FY18 LSTA Staff Development Grant funds will be used to reimburse travel expenses. 10 staff is looking forward to attending the **Maryland Library Association Conference** in Cambridge. Our newest staff members are completing the mandatory trainings. Ms. Keech asked about staff training requirements. Ms. Neville explained 90 hours of training is required within a 5 year period for librarians with professional degrees, and for staff with specific job titles and educational qualifications. Ms. Neville tracks all employees' trainings. Employees are encouraged to send a copy of their training documents to Ms. Ranck in Snow Hill to keep in their personnel file.

Old Business – A copy was sent in each board member's pack to review before the meeting. Ms. Ranck reported Eastern Shore Regional Library is compiling a list and quotes for new technology equipment. Progress at the new Berlin branch continues. The north staircase is under construction, paint is going up, and the metal roof is being installed. Air testing is scheduled for next week (do not have a specific day yet). Library and County staff attended a keying meeting on April 4. The next progress meeting is scheduled for April 25 at 10 am.

New Business - The Library's Budget presentation to the County Commissioners was this morning Tuesday, April 10 at the Government Center. With the installation of the County wide network ring, we hope to install new phones at our library branches. New phone systems are greatly needed. Ms. Ranck will be meeting with County staff for guidance on this project Thursday, April 12, 2018. In the meantime, a fun evening is being planned to celebrate community support for the new Berlin Branch Library and the Friends of the Berlin Library. Be part of the excitement Thursday, April 19, at *Sisters*, 113 North Main Street, Berlin, from 6 to 9 p.m. A portion of the event will go to the

library. Ms. Ranck reported Ms. Keech will be leaving the board in June. Ms. Pruitt will no longer be able to serve as well. Ms. Ranck will be posting the board openings, one for Ocean Pines and the other for Girdletree/Stockton area over the summer.

Ms. Gravenor reported Snow Hill is having a photo contest since it coincides with National library week. Four exterior door knobs have been replaced at the two garden doors and both staff entrances. Ms. Gravenor will be reading to 3 or 4 years olds from the Snow Hill Nursery this Friday since Ms. Ernat will be in training. Snow Hill still has a current opening for a part time Library Assistant. Ms. Gravenor will be attending her own graduation from Kent State University May 11, 2018 (MLIS) and then attending Ms. Ernat's LATI graduation on May 17, 2018 in Howard County.

The next board meeting will be Tuesday, May 8 at the Ocean Pines Library meeting room at 9:30 a.m.

Ms. Howard asked if those present had further comments or questions. Ms. Mulligan motioned to adjourn the meeting; Ms. Keech seconded. All present in favor. The meeting adjourned at 10:33 a.m.

Amy Parker