

The Worcester County Library Board of Trustees met on Tuesday, December 13, 2016 at the Ocean Pines Library. Members present were Ron Cascio, Richard Polhemus, Holly Anderson, Richard Davis, and Rosemary Keech. Vivian Pruitt and Frederick Grant were absent due to illness.

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

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

A motion to accept Minutes from the November 15, 2016 meeting was made by Mr. Cascio and seconded by Ms. Keech and Ms. Anderson. All present were in favor.

Correspondence – Ms. Ranck said there were articles about the new 3D printers in the local papers. The Coastal Dispatch featured a photo of Joseph Moore, Ms. Charlotte Cathell, and Ms. Ranck receiving a pledge check from Raymond M. Thompson, President and CEO, Taylor Bank for \$25,000.00 for the new Berlin Library. In recognition of the bank's donation, the bank will receive the naming opportunity for the Conference Room and Local History Collection to be located within the new library. The check presentation was made on November 29.

Financial Report – Ms. Parker reviewed expenses from November 2016. Ms. Ranck reported on the statistics.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck informed the Board that Darrah Wolski from the Ocean Pines branch is resigning December 26 to further her education and that Sandra Milito from the Snow Hill branch is taking another position with more hours. Ms. Ranck will post the job openings in January 2017. Joyce MacDougall's husband, William, passed away in November. All the branches are expanding their programming efforts, with some planning more Family Night events. The new calendar of events features December 2016 – February 2017 programs. The calendar of events is now published quarterly. The 3D printers are being utilized by library patrons. Staff members are figuring out the logistics. A work order form has been created to help track 3D printer print requests. Youth Services team had a total of 55 programs in November with close to 1,200 people in attendance. Saturday programs are a hit and miss.

A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Neville said Alice Paterra and Cher Grazier attended a MD Tech Connect event in Rockville on December 2, 2016. It was a long day but they said it was worth the drive. 11 staff attended American Heart Association CPR AED training November 21 at the Ocean Pines branch library. The certification is good for 2 years. Each branch has received a new AED unit. Julie Messick attended a statewide circulation conference at the South Bowie branch November 17, 2016. Information from staff development events is shared via the

library's staff intranet Ms. Neville attended a Staff Development meeting in Anne Arundel County November 15, 2016. Thanks to LSTA grant funding, three new professional development books are available for library staff. Lori Staton attended a Tableau data training October 3 & 4. Ms. Ranck announced the new ILS system will be Polaris.

Old Business – A copy was sent in each board member's packet to review before the meeting. Ms. Ranck thanked Mr. Cascio and Ms. Keech for attending the December 6 Worcester County Commissioners meeting for the new Berlin Library project progress presentation. Mr. Sribnick, President, Worcester County Library Foundation; Mr. Schoellkopf, Architect; Mr. Whited, Worcester County Maintenance Superintendent; Mr. Bradshaw, Worcester County Engineer; and Whiting Turner staff attended the meeting. The Commissioners approved the Library to move forward in the new Berlin branch library bidding process. The Library will return to the Commissioners for their approval of the Guaranteed Maximum Price (GMP). Ms. Ranck will review the latest renderings and floor plans for the new Berlin library at the January meeting. Ms. Anderson has agreed to serve a second term on the board. Mr. Davis and Mr. Polhemus have decided not to serve a second term. They will be missed! A motion to nominate Holly Anderson and Nancy Howard to the Library Board was made by Mr. Polhemus, seconded by Mr. Davis. All present were in favor. Ms. Ranck will look for a person to serve on the board from the Pocomoke area.

New Business – A copy was sent in each board member's pack to review before the meeting. Ms. Ranck will be attending the Department Head meeting on December 15 to receive instructions for the FY18 budget. Ms. Ranck will have a draft budget prepared for the January board meeting. We are currently reviewing our internet policy and may ask for a few minor changes at an upcoming meeting. A patron requested the library purchase an audio LOOP system for the Ocean Pines meeting room to help those with hearing loss better enjoy and participate in programming. Ms. Ranck will investigate that possibility for Ocean Pines and the other branches. Ms. Ranck described a request to place a community petition at the Berlin branch library. She and Ms. Neville offered ideas to accommodate the request. Following discussion, the library will allow the petition to be placed at the Berlin branch with an endorsement-neutral statement. Steps will be taken to maintain the privacy of signer's contact information while the petition is available at the library. Ms. Ranck reviewed the Maryland Free Public Library Services Survey, and Open Meetings Act information with the board.

Ms. Hall reported that library programs generated great attendance. A new handrail has been installed at the front steps of the Ocean Pines branch. Ocean Pines welcomed new volunteers. Patrons are using the 3D printer. Thanks to employee awareness, directional signage, and citizen cooperation, traffic flow in the Ocean Pines branch library parking lot, and access to the large meeting room went well on Election Day November 8th.

Mr. Cascio asked if those present had further comments or questions. Mr. Cascio called for a motion to adjourn. Mr. Polhemus made a motion to adjourn, and Mr. Davis seconded.

Mr. Cascio thanked Mr. Davis and Mr. Polhemus for their time serving on the Library board. All present in favor. The meeting adjourned at 10:39 a.m. The next meeting will be Tuesday, January 10, 2017 in Pocomoke.



Amy Parker