

The Worcester County Library Board of Trustees met on Tuesday, December 12, 2017 at the Ocean Pines Library. Members present were Ron Cascio, Nancy Howard, Vivian Pruitt, Rosemary Keech, Holly Anderson, and Jamie Bailey.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Harry Burkett, Assistant Branch Manager; Amy Parker, Business Manager; and Bethany Hooper, Coastal Dispatch.

Regular meeting was called to order by Mr. Cascio at 9:34 am. Recording device was acknowledged.

A motion to accept Minutes from the November 14, 2017 meeting was made by Ms. Anderson and seconded by Ms. Howard. All present were in favor.

Correspondence –There was an article in the Bayside Gazette letting the public know what openings are available on the Worcester County boards. The Coastal Dispatch had a picture of Anna Foulz, Star Charities Director giving Paulette Mari, Friends of the Ocean Pines Library a donation of \$350.00.

Financial Report – Ms. Parker reviewed expenses from November 2017. Ms. Ranck said we now have three automatic renewals on library material. Maybe fines have been down because of this? It is going to take a few years before the quirks are worked out with the new Polaris system. Ms. Ranck said we are on point for branch expenses. Electricity & heating bills will be higher next month because of the cold weather. Ms. Ranck reported that the statistics are up again this month. Mr. Burkett talked about the 3D printer. Teens are so interested in the 3D printer they tell their parents about it. Several parents and grandparents visited the Ocean Pines branch to observe the capabilities of the 3D printer.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported Sylvia Hamilton and Darrah Wolski joined the Ocean Pines branch on December 4. Ms. Wolski previously worked in Ocean Pines back in 2016 and left because of school. Carolyn Finn (Snow Hill) and Fran Rosinski (Ocean Pines) have resigned from the library. There is a part time opening in Snow Hill. Snow Hill is in the process of interviewing and may have to advertise after the holidays. The December - February calendar of events has been distributed to the branches. Kathy Breithut is continuing the BeanStack program this Winter. Next Tuesday, December 19 at 3 pm, is the Foundation board meeting in Snow Hill. Approximately \$200 was raised on Giving Tuesday and \$1,200 was raised through the raffle. The Tour of Ireland is planned for May 27 – June 3, 2018 and a portion of the proceeds will help support the Worcester County Library Foundation.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Betsy Gravenor, Dawn Mackes and Julie Messick are participating in an *Infopeople.org* online course for supervisors. Ashley Cuffee attended **Makey Makey for Educators** at Digital Harbor Foundation, Baltimore, December 2. On December 4, Taryn Bradley and Michael Carmean attended **Graphic Design 101** training at the Kent Island Branch Library in Stevensville. Darrah Wolski completed an online webinar: **Extreme Customer Service, Every Time** on December 5. *Infopeople.org* online training is free and if you get a chance please check it out.

Old Business – A copy was sent in each board member’s pack to review before the meeting. Ms. Ranck reported that the new library is on schedule and the air vapor barrier testing is going well. The County Commissioners approved the furnishings proposal developed by Douron and the proposal from Skyline Technology Solutions for the fiber lateral build. Ms. Ranck will request the upstairs bathroom ceilings be changed from a drop ceiling to a solid ceiling for safety reasons. Ms. Cascio took Commissioner Bunting and Commissioner Bertino on a tour of the new Berlin branch. The next progress meeting is scheduled for December 14 at the Whiting Turner trailer on site at 9:30am. The library board nominated Leslie Mulligan to serve as the new representative of Snow Hill area. Ms. Ranck submitted the nomination in time for the December 19th County Commissioner meeting agenda. Ms. Ranck communicated with county administration that Rosemary Keech (Ocean Pines) would like to serve a second term.

New Business - Department Heads will meet on December 14 to receive instructions for the preparation of our budget request for FY 19. The Maryland State Library requests an internet policy review each year; library staff are currently looking over the policy. In accordance with COMAR 13A.05.04.06, the Maryland State Library (MSL) is required to survey each county library system on an annual basis regarding free public library services. A copy of the survey is included in your packet for your review; a signed copy is due to MSL by December 29. February 20, 2018 is Maryland Library Day in Annapolis. Libraries will meet with their local delegation and host an evening reception for the elected officials and their staff members. Ms. Howard attended last year’s meeting. As outlined in the library’s strategic plan, staff will be implementing performance evaluations. The “Job Dialogue” consists of six questions and will encourage conversation between staff members and their supervisor. Ms. Ranck has until this Friday to submit a “Choose Civility” grant. Choose Civility is a program developed by Howard County Library (MD) and the grant would enable our library to implement a similar program for Worcester County. Ms. Howard asked Ms. Ranck if we reach out to the Department of Social Services. Ms. Ranck said we share our library program offerings with them, provide meeting room space, and help pass out their information to the community.

Mr. Burkett said the Fiber Friends raised \$705.00 for the Worcester County Library Foundation. The goal was to reach \$700 and they did. Karen Earp has been working to increase the number and attendance of children’s programs at the Ocean Pines branch. Mr. Burkett provided several photos.

The next meeting will be Tuesday, January 9 at Pocomoke branch library, 9:30 a.m.

Mr. Cascio asked if those present had further comments or questions. Ms. Howard motioned to adjourn the meeting; Ms. Anderson seconded. All present in favor. The meeting adjourned at 10:28 a.m.

Amy Parker