

The Worcester County Library Board of Trustees met on Tuesday, December 11, 2018 at the Ocean Pines Library. Members present were Ron Cascio, Nancy Howard, Leslie Mulligan, and Holly Anderson. Jaime Bailey was absent due to an out-of-town employment assignment.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager, and Harry Burkett, Ocean Pines Branch Manager. Bethany Hooper, Coastal Distpatch and Mr. Jim Meckley, Ocean Pines volunteer was also present.

Regular meeting was called to order by Mr. Cascio at 9:30 am. Recording device was acknowledged.

A motion to accept Minutes from the November 13, 2018 meeting was made by Ms. Howard and seconded by Ms. Mulligan. All present were in favor.

Correspondence – There was one article from the Salisbury Business Journal reporting on the donation by Coastal Association of Realtors to help fund the community garden at the new Berlin branch by purchasing a new wheelbarrow and glider for the children’s porch.

Financial Report – Ms. Parker reviewed branch expenses for November 2018. Ms. Parker mentioned we received a one-time credit from Sandpiper Energy for Snow Hill, Bank Street, and Ocean Pines branches.

Ms. Anderson made a motion to have a closed session as noted on the meeting agenda at 9:33 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. Mulligan seconded. All were in favor. The Board, the Director and Assistant Director remained in the conference room. Ms. Parker, Mr. Burkett, Mr. Meckley, and Ms. Hooper left the conference room. At 9:45 a.m., Ms. Howard made a motion to come out of closed session; Ms. Mulligan seconded. Mr. Cascio noted the meeting reconvened in open session at 9:46 a.m., and stated the board discussed an Emergency Planning matter during the closed session. Mr. Cascio called for a motion regarding the health and safety policy. Ms. Mulligan made a motion to accept the new policy. Ms. Anderson seconded. The Library board unanimously voted to approve a new policy: “Suspension of Privileges for Health and Safety Reasons.” Ms. Parker, Mr. Burkett, Mr. Meckley, and Ms. Hooper returned to the conference room.

Administrative Report – A copy of the report was sent in each board member’s packet to review before the meeting. Emily McQuiggan has submitted her resignation to return to her home state of Pennsylvania. The Youth Services Specialist at the Ocean City Branch has been posted internally. Samantha Shockley has returned to the library to fill the part-time Technical Services Assistant position. We are excited to have Sam back. Ms. Ranck said the branches are doing great things. Ocean City is hosting a train display through the end of December. The display has received a lot of positive attention. Pat Johnstone, President, Friends of the Ocean City Library, helped coordinate the train display. The next Foundation meeting is December 18 at the Snow Hill branch.

Staff Development Report - A copy of the Staff Development report was sent in each board member’s packet to review before the meeting. Congratulations to Ms. Ranck for completing the twelve-week Advanced eCourse: Creating and Expanding Innovative Spaces in Your Library, and earning 72 contact hours.

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

**Ocean Pines Roof Project** Team meetings are held every other Thursday (the next meeting is scheduled for 12/13/18). Expected completion date has been moved to the end of February. The Library has received a quote to see if we can possibly replace the carpet in the meeting room and a quote for window treatment replacement. There was only one day the branch had no heat. **Board Vacancy** The library board currently has two vacancies one to represent the Ocean Pines area and one to represent the southeastern area of the County. Notices have been sent to the Chambers of Commerce. Letters were also sent to the Stockton and Girdletree Fire Departments. Ms. Gravenor-Stacey, Snow Hill Branch Manager, also talked to the local Rotary Club about the vacancies. A press release was also sent out by the County Information Officer. **Pocomoke Library Pre-Design** Jeff Schoellkopf is preparing a couple of preliminary designs that will be ready for review in January or February 2019. Hopefully Jeff will be able to attend the February meeting. Ms. Ranck will email the board the sketches.

**New Business - County Budget** Department Heads will be meeting on December 13 to receive instructions for the preparation of our budget request for FY 20. **Annual Internet Policy Review** The Maryland State Library requests an internet policy review each year; library staff are currently looking over the policy. The policy will be in next month’s board packet. **Fine Forgiveness Proposal** The library would like permission to offer fine forgiveness to patrons who bring in a personal care item (soap, toothbrush, toothpaste, etc). Items would then be donated to Diakonia. The board likes the idea. The library will wait until April to implement the fine forgiveness project to coincide with upcoming Civility programs. Mr. Cascio wants Howard Sribnick to give a presentation to the library board regarding the proposed retractable tier seating for Berlin. The tier seating is custom made and has a long lead time. Ocean Pines would like to change their operating hours to 9 am on Monday, Wednesday, and Fridays for consistency. The board will allow the library director to change hour of operations as long as it doesn’t affect the library budget.

Mr. Burkett, Ocean Pines Branch Manager, said the Friends group purchased the interactive white board on wheels. The white board will be an asset in the children’s area and in the meeting room. Ms. Julie Parsons gave the board a demonstration of different things you can do with the interactive white board. The Pine’er Craft Club gave \$300.00 to the Ocean Pines branch to purchase supplies for the crafty Saturdays program.

Mr. Cascio left the board meeting at 10:15 a.m. Ms. Howard led the meeting. The next board meeting will be Tuesday, January 8 at the Pocomoke Library meeting room at 9:30 a.m. Ms. Howard asked for a motion to adjourn. Ms. Mulligan motioned to adjourn the meeting; Ms. Anderson seconded. All present in favor. The meeting adjourned at 10:29 a.m.

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Amy Parker