

The Worcester County Library Board of Trustees met on Tuesday, February 9, 2016 at the Snow Hill Library. Members present were Richard Polhemus, Holly Anderson, Richard Davis, and Frederick Grant.

Absent members were Ron Cascio, Vivian Pruitt, and Rosemary Keech.

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

Regular meeting was called to order by Mr. Polhemus at 9:32am. Recording device was acknowledged.

A motion to accept Minutes from the January 12, 2016 meeting was made by Richard Davis and seconded by Holly Anderson. All present were in favor.

Correspondence – An article in the Bayside Gazette was included in the packet.

Financial Report – Ms. Parker reviewed expenses through January 2016. Mr. Polhemus asked about library grant expenses. Ms. Ranck and Ms. Neville explained that Eastern Shore Regional Library grant funding is used for staff training and programs. -The General Maintenance accounts at the Ocean City and Ocean Pines branches have exceeded projected costs due to repairs to automatic doors, resurfacing of walkways and repairs to the outdoor digital sign (OC Branch). The Pocomoke branch continues to have some HVAC issues as well. Ms. Ranck passed out the January 2016 statistics report since they were not ready in time to make it into the board packet.

Administrative Report – Heavy winds during Winter Storm Jonas caused a 10 foot section of roof cap to blow off the Ocean City Branch. Fortunately no water got inside the building. Maintenance had the Ocean City roof fixed very quickly. Ms. Ranck passed around pictures taken by Maintenance Superintendent Ken Whited. During Winter Storm Jonas, the Ocean Pines Branch also experienced a severe leak near the public computers. The leak stained ceiling tiles, dampened carpet, and damaged a piece of art work. Patti Hall is diligent about checking the building for leaks after a storm because the leaks happen in different parts of the building. Ms. Neville commented that leaks are often wind driven. Mr. Whited has contacted Jeff Shoellkopf to see what can be done to repair the Ocean Pines roof.

Ms. Neville reported that 6 library staff members attended the Mental Health First Aid training on January 27, 2016 at the Snow Hill branch. The two trainers are certified and work for the Worcester County Health Department. Each attendee received a resource notebook to keep. Several County employees and Health Department employees went to the workshop and it was a nice blend of participants. Ms. Neville also mentioned a Youth Mental Health First Aid training which was held in August 2015. 3 library staff participated in that training. Ms. Neville referenced a one-hour online course provided by FEMA entitled, "Active Shooter What You Can Do." Ed Carman, Risk Manager, recommended the training. All library managers and assistant managers have been asked to complete the training by March 1. Ms. Neville sent a printed copy of the FEMA Active Shooter curriculum to each library location for staff to review. Mr. Grant, Mr. Davis, Mr. Polhemus, and Ms. Anderson indicated the entire library staff should take the FEMA online course. Information about the March

16<sup>th</sup> staff day training has been distributed. The workshop will take place from 9:30am to 4:00pm at the Ocean Pines branch. Lunch will be provided. The library will send out a press release informing the public about the limited hours that day. Kathy Breithut is attending the Public Library Association (PLA) Conference in Denver in early April 2016.

Old Business – Ms. Ranck reported on Legislative Day that took place on February 3 in Annapolis. Information about the two bills affecting Maryland Libraries was included in the board packet. Mr. Schoellkopf arranged for the library planning team to tour the new Crisfield Library and Bennett Middle School mechanical rooms. The information learned will be helpful to design the best system for the new Berlin Library. The Regional Library has arranged for several demos of new ILS (integrated library systems / library catalog). Lori Staton will help evaluate the systems for Worcester as she has a broad understanding of how the library works – in terms of patron usage, cataloging, and acquisitions.

New Business – The Worcester County HR Director, Stacey Norton has been promoting wellness to all County employees and has arranged for two programs to be held at the Ocean Pines branch for pre-scheduled library employees and employees of other Worcester County departments, on April 13. CareFirst wellness credits will be used to offer information to staff about gluten awareness and seated massage therapy. Ms. Ranck and Ms. Staton will be meeting Thursday to discuss the annual library survey. Tax season is upon us. AARP will be offering free tax services at the Ocean City and Ocean Pines branches and it is first-come-first-serve basis this year. Shore Up also offers free tax services. The election office will be at the Snow Hill branch on February 22 and Ocean Pines branch February 25 to demonstrate the new voting machines. It is a drop in event. Ms. Ranck said the draft budget was due January 22, 2016. Kathy Whited was a big help to Ms. Ranck during the preparation. Ms. Ranck had a preliminary budget meeting on February 8, 2016. Next month Ms. Ranck will go in front of the Commissioners. A draft copy of the budget was included in the board packet.

Ms. Gravenor reported that Barbara Bunting Weiss is digitizing items from the Pitts Room, including several scrapbooks. The Snow Hill Branch is also planning a teen area using some of the funds from the annual Riley disbursement.

Mr. Davis made a motion to adjourn. Mr. Grant seconded the motion. The meeting adjourned at 10:27 a.m. The next meeting is scheduled to be held March 8, 2016 at the Berlin Library.

  
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Amy Parker