

The Worcester County Library Board of Trustees met on Monday, February 13, 2017 at the Snow Hill Library. Members present were Vivian Pruitt, Holly Anderson, Nancy Howard, and Frederick Grant. Ron Cascio and Rosemary Keech were absent.

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

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

A motion to accept Minutes from the January 10, 2017 meeting was made by Mr. Grant and seconded by Ms. Pruitt. All present were in favor.

Correspondence – Ms. Ranck reviewed the two articles from the local papers. The Coastal Dispatch featured a photo of Mr. Cascio accepting a \$25,000 check from the Wilde Charitable Foundation; and Brittney Herz-Glenn and Taryn Shultz were featured reading bedtime stories to the children during their January “PJ Party”.

Financial Report – Ms. Parker reviewed expenses from January 2017. Ms. Howard asked about the Capital Improvement Plan. The County approved the plan for FY18 in December.

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 Snow Hill received the annual Riley disbursement for \$40,000. Ms. Gravenor wants to increase the purchase of materials and improve the teen space in the Snow Hill branch library. Ocean Pines has had solid usage of their 3D printer. The Worcester County Library Foundation will be sponsoring a jewelry sale March 21 and 22 at the Ocean Pines branch. The annual Scholarship applications have been announced to the area high schools. The Foundation has requested a second library board member to attend the quarterly meetings to help maintain communication.

A copy of the Staff Development report was sent in each board member’s packet to review before the meeting. Ms. Neville said Kathy Breithut and Lori Staton went to a Making for Educators training provided by the Digital Harbor Foundation/DHF January 20-21. Each DHF registration fee included \$300 of materials to utilize in future Worcester Library programs. Ms. Breithut will offer a making workshop for library staff in April. Grant funds paid for the January 20-21 training registration and lodging. Four staff members attended the Mental Health First Aid training at the Worcester County Health Department February 10, 2016. In 2015, Ms. Gravenor, Ms. Breithut, and Ms. Todd attended Youth Mental Health First Aid training. Nicole Panches is finishing up the Diversity in Children’s Literature online course. The multi-week course is offered by the University of Maryland iSchool. Alice Paterra viewed a free Infopeople webinar: Using Digital Public Library of America for Research and Learning. Ms. Neville reported the Interim Report for the current LSTA Staff Development Grant was submitted to DLDS January 24. DLDS acknowledged receipt of the report and a grant reimbursement request. Ms. Ranck and Ms. Neville met with Eastern Shore Regional Library Staff on February 6 to discuss staff training needs. Thirteen staff members have requested to attend the MLA

Conference in Cambridge. The Conference is May 10 – 12. DLDS will be offering a Diversity and Inclusion Training at the Caroline County Library in Denton in May. HR will be providing wellness sessions for our library staff March 22, 27, 28 and April 10.

Old Business – A copy was sent in each board member’s packet to review before the meeting. Ms. Ranck said the library was awarded \$50,000 from the State for the new Berlin library in FY 18. The bids for the new Berlin library are out and will close February 23. We are still looking for a trustee to represent the Pocomoke area. Ms. Ranck discussed an idea to post an announcement at the Pocomoke branch library and the Worcester County Library Facebook page to encourage eligible residents to contact her if they would like to serve as a member of the Worcester County Board of Library Trustees.

New Business – A copy was sent in each board member’s pack to review before the meeting. Ms. Ranck met February 10 with the County Administrator, County Finance Director, and County Budget Officer to review the library’s FY 18 request. Library Legislative Day is February 14 in Annapolis. Ms. Ranck and Ms. Howard will attend Library Legislative Day. The library’s strategic plan will expire in June and a draft is currently in progress. Ms. Ranck presented some online resources to the library board.

Ms. Gravenor reported on the Riley fund request. The money is used for book club books, staff development, the library garden, one scholarship for a Snow Hill graduating senior, adult programs, and the installation of security cameras by the garden entrance.

Mr. Grant called for a motion to adjourn. Ms. Pruitt seconded the motion. All in present were in favor. The meeting adjourned at 11:15 a.m. The next meeting will be Tuesday, March 14, 2017 in Berlin.

Ms. Pruitt would still like her board packet mailed. Mr. Grant, Ms. Anderson, and Ms. Howard would prefer their packet by email.

  
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Amy Parker