

The Worcester County Library Board of Trustees met on Tuesday, February 9, 2021 via Zoom Conference. Members present via Zoom Conference were Leslie Mulligan, Nancy Howard, Vicki O'Mara, Patricia Tomasovic, Jeff Smith, and Jaime Bailey. Holly Anderson was absent.

Also present via Zoom Conference were Jennifer Ranck, Director; Rachael Stein, Assistant Director; Amy Parker, Business Manager; Alice Paterra, Berlin Branch Manager; and Bethany Hooper, Reporter for the *Coastal Dispatch*.

Regular meeting was called to order at 9:31 a.m. by Ms. Mulligan. Recording device was acknowledged.

A motion to accept Minutes from the January 12, 2021 meeting was made by Mr. Bailey; seconded by Ms. Tomasovic. All present were in favor.

Correspondence – Ms. Ranck noted a nice letter from a patron. *Coastal Dispatch* reported on a preliminary plan for a sidewalk project at the Berlin branch. *Bayside Gazette* reported on Worcester County Library has been selected as a recipient of a \$1,000 Beanstack grant that will be used to offer prizes in 2021 for a reading challenge; and the Worcester County Arts Council, in partnership with the Library, announces new initiative: “Artist in Residence” program.

Financial Report – Ms. Parker reviewed branch expenses for January 2021. Ms. Ranck said she will find out about FY 2021 cost savings to see if they can be used for new security cameras at the Ocean City and Pocumoke branches. Ms. Ranck also mentioned we have ESRL grant money that carried over from FY 2020 that we could use for new furniture in Pocumoke to help refresh their space. Ms. Ranck will be attending a budget meeting this Friday. Ms. Ranck reported on the statistics. We have added WIFI hotspots and laptops under “circulation”. Ms. Ranck followed up on the volunteer reporting; Berlin said they are keeping in touch with their volunteers.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck said Ocean Pines staff members are answering calls from the public—via a dedicated line—for the Worcester County Health Department, helping to compile a wait list for COVID-19 vaccination appointments when they become available. The library is happy to assist the Health Department. Since September 1, the branches have distributed 2,276 program kits for youth. Teen kits are being planned and will available this month or in March. Ms. Ranck said Grab and Go (browsing the library stacks) is going well. We are still appointment based. The next step would be to open at limited capacity. Adult virtual programs are going well. Ms. Ranck thanked the staff for their creativity this year in planning programs and maintaining services to the public.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Stein reported Lisa Voss and Marie Northam continued to attend Advanced Library Associate Training Institute. They will graduate in March. Frank DeLucco began the LATI Early Start Program, and will attend Advanced LATI beginning in April. Sean Murphy has started the early start portion online. Ms. Stein said this is a good introduction to public libraries. Betsy Gravenor-Stacey attended the Maryland Circulation Conference in January.

Old Business – A copy was sent in each board member's packet to review before the meeting.

Ms. Ranck said the Governor's budget was released and Pocumoke was not included. The FY 22 grant that Ms. Ranck applied for was not accepted. The County Commissioners approved the County Improvement Plan (CIP) in December and included plans for the Pocumoke branch. The CIP is not a guarantee of funding though. Ms. Ranck would like to apply for state funding (FY 23) for Pocumoke, but the location remains in question. The current site is approximately one acre and preliminary drawings included some possible layouts for an addition.

EDI Grant / Committee The committee continues to meet and they are planning displays for next month. Also, they are working on a strategy to reach out to partners and receiving input from underserved communities.

New Business –

Library By Appointment Grab and Go browsing appointments and computer appointments continue. The branches will increase the number of visitors over the next couple of weeks as the positivity rate in Worcester County is decreasing. (Curbside service for material pick-up and printing requests continues as well.) Patrons like curbside service and that may continue after COVID restrictions end.

Budget The library submitted the FY 22 budget last month. A meeting with County Administration is scheduled for February 12. Presentation to the County Commissioners will take place in late March or early April.

Ms. Pattera, Berlin Branch Manager, talked about the COVID scare in Berlin. Everyone is okay. Patrons have been understanding and County Maintenance came in to sanitize the building. Ms. Pattera also said donations will be coming in from the estate of one of the branch's patrons, Mr. Howard Tyndall, who recently passed away.

Ms. Mulligan asked if we are keeping local history records since Bob Jones was inquiring. Ms. Ranck said yes and Mr. Jones can speak with Alec Staley, the library's local history librarian. Ms. Ranck mentioned the local history website Mr. Staley built to share our digital collection, including historic images and oral histories.

Board Training This month's training video will be on evaluating the Library Director. Supplemental information from the video is included in the board packet. Ms. Howard had to leave the meeting at 10:15 a.m. for another appointment. Ms. Ranck will send Ms. Howard the board training link by email. Discussion was after the video. Ms. Ranck will send her job description, strategic plan, and FY 21 annual plan to the board members. Ms. Ranck will speak with the Branch Managers to ask for permission to use their SWOT analysis and will be back in touch with the board.

The next board meeting will be Tuesday, March 9, 2021 via Zoom at 9:30 a.m. Mr. Smith motioned to adjourn the meeting, Ms. O'Mara seconded. All present were in favor. The meeting adjourned at 10:47 a.m.

Amy Parker