

The Worcester County Library Board of Trustees met on Tuesday, February 13, 2018 at the Berlin Library. Members present were Ron Cascio, Nancy Howard, Jamie Bailey, Holly Anderson, and Leslie Mulligan. Vivian Pruitt and Rosemary Keech were absent.

Also present were Jennifer Ranck, Director; Alice Pattera, Branch Manager; Amy Parker, Business Manager, and Michelle Ernat, Assistant Branch Manager, Snow Hill.

Regular meeting was called to order by Mr. Cascio at 9:35 am. Recording device was acknowledged.

A motion to accept Minutes from the January 9, 2018 meeting was made by Ms. Howard and seconded by Mr. Bailey. All present were in favor.

Correspondence – There was an article in the Ocean Pines Progress regarding the roof repair for Ocean Pines library. Ms. Ranck said the roof repair project will take place sometime this summer or fall. There was an article in the Coastal Dispatch regarding the Capital Improvement Plan for various County buildings including the Pocomoke and Snow Hill branch libraries. The obituary of Andrew Serrell from the Daily Times was included in the packet. Some of Mr. Serrell's collection of photo negatives was given to the library. The Coastal Dispatch had an article about the Shared Visions exhibit at the Ocean City Center for the Arts. The Bayside Gazette featured a write-up about the new Berlin branch tour taken by Town of Berlin officials and staff members.

Financial Report – Ms. Parker reviewed expenses from January 2018. Ms. Parker mentioned the propane expenses went up tremendously for the Ocean Pines library and will show on the report for next month. Ms. Ranck reported there was a drop in door counts in January because of the weather and library closings. The print book and digital usage is up. Ms. Howard would like to see a line graph showing the trends instead of month to month as well as last year's information for comparison. There is a lot of data to track each month and Ms. Ranck will ask Ms. Staton to reformat.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported sadly that Brittney Herz Glenn, Branch Manager from Ocean City branch has resigned. Ms. Herz Glenn has accepted the Executive Director position at Horizons in Salisbury. There are part-time openings in Ocean City, Ocean Pines, Snow Hill, and Berlin branches. Berlin is conducting interviews this week. In the Ocean Pines branch, the Friends group and branch staff are working to improve monthly art exhibit procedures. Ms. Ranck will find out if a release form is needed before displaying artwork in our libraries. The Spring program schedule has been finalized and the Calendar of Events has been sent to the printer. The COE should be delivered by the 15th of February. TGM conducted a clean Foundation audit. Brick sales for the new Berlin library continues.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Neville was unable to attend the meeting because she was ill. Ms. Ranck spoke on her behalf. Ms. Ranck and Ms. Neville communicated with Dr. Catherine McHugh regarding an in-service emotional intelligence half day training for Worcester County Library staff on April 27. The managers will continue in the afternoon for a full day training

session. Ms. Neville is registered to attend **FEMA ICS** training in March and April at Ocean City Beach Patrol Headquarters. FEMA ICS 300 training (March 13-15) is required.

Old Business – A copy was sent in each board member’s pack to review before the meeting. Ms. Ranck reported masonry work continues at the new Berlin branch, wiring of the 2<sup>nd</sup> floor, and drywall has gone up. Inspections are scheduled for next week. The building is approximately 65% complete. Ms. Ranck will attend Maryland Library Legislative Day on February 20.

New Business - The FY 2019 budget request was submitted on February 1. A preliminary meeting with the County Administrator, Budget Officer and Finance Director to discuss the library’s request took place on February 12. The County Commissioners agreed to increase several County positions from Grade 6 to Grade 8, including our Custodial and Library Service Assistant I positions. The library board will send a thank you letter to the County Commissioners for extending the reclassification to library positions. Ms. Ranck met with Rob Hart, Director of the Commission of Aging in regards to a grant opportunity that would provide services to help seniors remain in their homes. If awarded, assistance such as home repair and money management/fraud prevention will be offered. The Ocean Pines Library will provide “drop in” work space for the staff member. Ms. Ranck detailed the capital improvement plan for the Pocomoke (new HVAC, windows, roof) and Snow Hill (new HVAC, space reallocation) branch libraries.

Ms. Paterra reported that they are excited for the new branch. The community wants to be involved. Ms. Paterra said they will be expanding program offerings at the new branch. Ms. Ashley Cuffee has resigned her library position but she is still doing outreach for Berlin.

The next meeting will be Tuesday, March 13 at the Ocean City branch library, 9:30 a.m.

Mr. Cascio asked if those present had further comments or questions. Ms. Anderson motioned to adjourn the meeting; Mr. Bailey seconded. All present in favor. The meeting adjourned at 10:13 a.m.

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Amy Parker