

The Worcester County Library Board of Trustees met on Tuesday, January 12, 2016 at the Pocomoke Library. Members present were Richard Polhemus, Rosemary Keech, Holly Anderson, Vivian Pruitt, and Frederick Grant.

Absent members were Ron Cascio and Richard Davis.

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

Regular meeting was called to order by Mr. Polhemus at 9:40am. Recording device was acknowledged.

A motion to accept Minutes from the December 8, 2015 meeting was made by Mr. Polhemus. Ms. Keech and Ms. Anderson second the motion.

Financial Report – Ms. Parker reviewed expenses from December 2015. Ms. Ranck explained some of the Administrative Expenses. The branch budget accounts are about where they need to be with the exception of the Ocean Pines General Maintenance Account. There were some unexpected repairs made to the sliding doors and concrete repair around the entrance. Monies for Fines and Fees submitted to the County were reported until December 2015. Ms. Ranck apologized and passed out the December 2015 statistics since they were not in the board packet. December was a fairly slow month. Door count was down in both the Ocean City & Ocean Pines branches. The adult program attendance fell but the children's programs saw an increase.

Administrative Report – Ms. Ranck reported happy news that Snow Hill branch employee, Samantha Bradford, delivered a healthy baby boy on January 4, 2016. Lisa Voss is working at the Pocomoke branch; she was a former employee there. Sandra Milito is the new part time custodial worker in Snow Hill. The Board of Education donated \$100.00 to the Snow Hill and Pocomoke branches for the use of their meeting rooms for GED classes. Lisa Harrison was awarded a "Big Read Grant" on behalf of Worcester County. Only 75 grants were awarded across the country.

Ms. Neville reported that Mental Health First Aid Training is January 27, 2016 in the Snow Hill branch. Ms. Keech will be attending on behalf of the board. The training is highly recommended and includes a resource notebook for each participant. Ed Carman spoke at last month's Communications Meeting about situational awareness and active shooter training. A free one-hour online training course is available through the U.S. Department of Homeland Security website. The training link will be sent to branch managers and assistant branch managers. Ms. Neville has taken the "Active Shooter: What You Can Do" training and passed the test. On January 20, 2016 there is a free webinar called "Managing Challenging Patrons: Security for the New Library Environment". Staff members will be able to access the archive information after if they are unable to attend. Nicolas Barnes participated in "Emerging Tech Trends in Libraries" an online workshop. His excellent summary is posted on the staff intranet. Kathy Breithut will be attending the PLA Conference in Denver, Colorado, in April 2016. SLRC is offering a new 1 hour webinar: "The Harlem Renaissance." Other webinars will be offered in 2016.

Old Business – Ms. Ranck said the Town of Snow Hill work session on January 5, 2016 was positive. The public meeting is tonight. We have requested \$130,500.00 for the Riley account. We are

down to \$200.00 in the account now. On January 13, 2016 Jeff Schoellkopf, the architect, will be reviewing the current floor plans for the new Berlin branch library with the library staff. Funds for the new Berlin branch library were included in the County's Improvement Plan. The plan was officially approved by the Commissioner on January 5, 2016.

New Business - Ms. Ranck said the draft budget is being prepared; it is due to the County on January 22, 2016. We have quotes for the HVAC upgrade in Pocomoke, new carpet for Ocean Pines, a Stanley Door maintenance contract, and a new phone system. A discussion about whether to request a county vehicle for Children's Programming followed. Currently, the Youth Services Manager travels 5,200 miles delivering programs and conducting outreach each year. Ms. Ranck will request that the materials budget is increased by \$25,000, the same amount allocated in FY 2015.

Ms. Ranck reviewed an updated "Patron Conduct Policy." Motion to approve the Patron Conduct Policy was approved by Mr. Grant, Ms. Keech, and Ms. Pruitt. A discussion about security cameras followed. Currently, cameras are only in the Ocean City and Pocomoke branch libraries.

Ms. Keech asked what the library staff do when child is left in the library around closing time. Several procedures were reviewed, including posting the unattended child policy, taking a proactive approach 20 minutes prior to closing, and having the child wait in a well-lit, safe spot while the employee kept watch from his or her car.

Ms. Panches said their focus is on children and related programming at the Pocomoke branch. Ms. Ranck shared photos with the board of artwork in Ocean Pines and pictures of pooling water outside of the small meeting room after heavy rain fall by the Ocean Pines branch conference room.

The meeting adjourned at 10:46am. Ms. Keech & Ms. Pruitt seconded the motion. The next meeting is scheduled to be held February 9, 2016 at the Snow Hill Library.



Amy Parker