

The Worcester County Library Board of Trustees met on Tuesday, January 9, 2018 at the Pocomoke Library. Members present were Ron Cascio, Nancy Howard, Rosemary Keech, Jamie Bailey, Holly Anderson, and new member Leslie Mulligan. Vivian Pruitt was absent due to icy road conditions.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Dawn Ingrassia Mackes, Branch Manager; and Amy Parker, Business Manager.

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

A motion to accept Minutes from the December 12, 2017 meeting was made by Ms. Howard and seconded by Ms. Anderson. All present were in favor.

Correspondence – There was an article in the Bayside Gazette regarding plans to renovate Snow Hill's Sturgis Park and possible impact to the Snow Hill library parking lot. The Coastal Dispatch reported on the library's application for a Civility Grant. The Civility Grant will benefit library patrons and community members of all ages.

Financial Report – Ms. Parker reviewed expenses from December 2017. The statistics were not included in the board packet so Ms. Parker passed out a copy to each member. Ms. Ranck reported circulation is on the rise because the new ILS allows three automatic renewals if the item is not on reserve. Digital usage has also increased.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck welcomed Leslie Mulligan to the Board. Ms. Ranck explained to Ms. Mulligan the monies we send to the County, the breakdown of branch budgets, and how the materials budget is spent throughout the fiscal year.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. The **Public Library Association/PLA Conference** will be held in Philadelphia in March. LSTA Staff Development Grant funds will be used to register staff for the conference, and to reimburse travel expenses. Currently we have 1 staff member interested in going. Ms. Neville plans to attend an online meeting for Statewide Staff Development Coordinators on January 12. Ms. Neville previewed several Skillsoft online courses and resource articles in December. She completed two Skillsoft courses and sent information to library managers about Skillsoft courses. On December 29, Sylvia Hamilton completed the FEMA online course: **Active Shooter: What You Can Do**. Ms. Hamilton completed an online webinar: **Extreme Customer Service, Every Time** on December 10. On December 15, she completed an online webinar: **Dealing with Angry Patrons**. The **Maryland Library Association Conference** will be held May 2 – 4, 2018 at the Hyatt in Cambridge, Maryland. LSTA Staff Development Grant funds will be used to register several staff for the conference, and to reimburse travel expenses. Ms. Howard is interested in going to the MLA conference.

Old Business – A copy was sent in each board member's pack to review before the meeting. Ms. Ranck reported the masonry work at the new Berlin branch is underway and part of the northside section has been tented to maintain adequate temperatures. It is 50 degrees inside of the tent. The next progress meeting is scheduled for January 17 at 9:30 am at the Whiting Turner trailer. Ms. Ranck

will ask the County Commissioners to approve several change orders in February, including solid surface ceilings for the second floor restrooms. Ms. Ranck reported the Foundation received about \$86,000 in December for the Berlin Library Building Fund. \$25,000 will be given to the County to help pay for furniture at the new Berlin Library. The County Improvement Plan was approved January 2, 2018. Ms. Ranck requested new building systems and carpet and shelving replacement for the Pocomoke branch in FY20. The CIP is a planning document and does not necessarily guarantee project funding. The library will apply for a state library capital grant to help with the Pocomoke project; the FY 2020 grant is due at the end of May 2018. As a reminder, February 20, 2018 is Maryland Library Day in Annapolis. Library Administrators and library advocates will meet with their local delegation and host an evening reception for the elected officials and their staff members. Board members are welcome to attend. The library will offer several "Choose Civility" programs this Spring. Plans are underway and will include a roundtable discussion, book discussions on the novel "Wonder" by R. J. Palacio, special story times for children, community art projects at each branch, and a photography contest. Mr. Cascio was pleased to meet with Commissioner Bunting and Commissioner Bertino so they could see the progress of the new Berlin Library. Mr. Cascio asked the rest of the County Commissioners to come and see the progress of the new Berlin Library. They respectfully declined. Mr. Cascio and Ms. Ranck will invite the Mayor, Town of Berlin officials, and administrative staff for a tour. Ms. Ranck updated the board on the Ocean Pines roof replacement project. The project has not gone out to bid. The updated schedule will be discussed at the next project meeting scheduled for January 16, 2018 at 2 pm.

New Business - The FY 2019 budget is currently being drafted. The budget request will include an increase of funds for library materials and new carpeting for Ocean Pines Library. For future use, an application to join the Worcester County Library Board of Trustees has been drafted. Enclosed is a draft board meeting schedule to help build monthly agendas. The Foundation minutes from last meeting were also included in the board packet. Ms. Ranck described how the January 4-5 snow storm, secondary road conditions, snow removal, and branch staff availability influenced her decision to open libraries Saturday, January 6, 2018. The Library Board of Trustees and Ms. Ranck discussed if there is a snow emergency declaration issued by the Governor should the libraries remain closed? There was some confusion about when emergency road conditions were lifted during the storm. Ms. Ranck said County Maintenance started at 10 a.m. Thursday and worked Friday and Saturday to clean library sidewalks and parking lots. Three branches experienced heating issues and a small leak was discovered at the Ocean Pines branch. Ms. Ranck thanked the brave staff members who ran the branches on Saturday, January 6, 2018. She also thanked County Maintenance for clearing sidewalks and parking lots. The Board expressed their thanks for the efforts of library staff and County Maintenance staff.

Ms. Ingrassia reported the Pocomoke branch has been busy with patrons needing resume and

job search help. Meeting room usage has increased. Eligible organizations are holding staff trainings in the meeting room. The GED class will continue. A Noon Year's Party was held Saturday, December 30. Twenty-two pre-teens and teens attended the party.

Ms. Mulligan gave the board an introduction of herself.

The next meeting will be Tuesday, February 13 at the Snow Hill branch library, 9:30 a.m.

Mr. Cascio asked if those present had further comments or questions. Ms. Howard motioned to adjourn the meeting; Ms. Anderson seconded. All present in favor. The meeting adjourned at 10:44 a.m.

Amy Parker