

The Worcester County Library Board of Trustees met on Tuesday, July 14, 2020 via Zoom Conference. Members present via Zoom Conference were Leslie Mulligan, Nancy Howard, Vicki O'Mara, Patricia Tomasovic, and Jamie Bailey. Jeff Smith and Holly Anderson were absent.

Also present via Zoom Conference were Jennifer Ranck, Director; Rachael Stein, Assistant Director; Amy Parker, Business 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 June 9, 2020 meeting was made by Mr. Bailey; seconded by Ms. Howard. All present were in favor.

Correspondence – The monthly Worcester County newsletter had a piece on “Library to Go” and “Dial A Story”. *Coastal Dispatch*, *Bayside Gazette*, and *Ocean City Today* reported on contactless Library To-Go services. *Ocean City Today* reported on the Seclusion Cinema film contest.

Financial Report – Ms. Ranck reviewed branch expenses for June 2020. Ms. Ranck said we did not spend down the entire ESRL budget because we were closed for so long. About \$10,000 will carry over to the new FY2021 ESRL grant. The FY2020 final spreadsheet will be given to the board in September. Ms. Ranck said we are still doing virtual programs. Statistics - Digital use has increased.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck reported we have been doing “Library to Go” since June. Branches have been weeding their collection and Ocean Pines is creating grab-bags of free donated books as well. All branches are still doing virtual programming. Each summer reading performer will premiere at the Pocomoke branch on Thursdays at 7 pm (weather permitting) drive-in style. The video will be posted to Facebook through Monday so that patrons and childcare centers can view it at their convenience. The Youth Services team is meeting weekly. They have great interactive program ideas for August. For example, a pet show program where participants can present their animals via Zoom and a scavenger hunt. Adult programs such as book discussions and cooking programs are via Zoom as well. The Foundation mailed a “Year in Review” document along with the membership renewals in early July.

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 that The LATI coordinator has made a few training modules available to all staff. One of them, *Recovering Our Workforce*, is specifically designed to train staff to assist job seekers during the time of COVID-19. Six staff members have enrolled in this course. The library purchased a group license for the ALA webinar, “Transition Planned In-Person Adult Programs to a Virtual Environment.” This will be useful for any staff members who conduct adult programs, and we hope several of them will attend. The library was awarded a \$10,000 staff development grant from the Maryland State Library for FY2021. We will use these funds to assist staff members with MLIS (Master of Library and Information Science) degree tuition, and to fund attendance at virtual conferences and online courses. Ms. Howard asked about the diversity grant. Ms. Stein said it looks like it is going to be funded. If so, we will be able to hire a consultant and will be able to get a task force together.

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

**Pocomoke Library Pre-Design** Ms. Ranck said the Phase II has been signed. Fieldwork was finished and a report should be available to Ms. Ranck by the end of the month. Ms. Ranck will then give information to the County Commissioners. There will be no meetings until the field report is received. Ms. Howard asked about the 50<sup>th</sup> anniversary program. Ms. Ranck said a virtual program about the history of Pocomoke was held, not many people in attendance. Ms. Howard suggested a 5 to 10 minute video to reach out to Pocomoke customers to ask “what would you like to see in your new library?” The library will seek feedback this fall.

**New Business –**

**Reopening Update** Library-to-go continues for contactless pick-up of library materials. On July 11 we will begin Saturday hours from 9:30 am - 12:30 pm. We've added "Programs-to-Go" for children. Each week we have take-home activities/crafts available for pick-up. All other programming remains virtual. Summer Reading programs continue "drive-in style" each Thursday at 7 pm at the Pocomoke branch (weather permitting). The program is then featured on our Facebook page Friday - Monday so that childcare centers and families can have the opportunity to view. The library is prepared to begin "library-by-appointment" to bring back several important services including computer reservations, copier/printing service, and library card registrations. We have some outstanding questions and would like to mirror procedures the County implements for visitors. A draft announcement and FAQs are included in the packet. Ms. Ranck said if a person is unable to wear a mask due to medical conditions, then maybe they could go to the computer room in Ocean Pines. Each branch will have Printer-On, where a person can send document to an email address, the staff can print and then put on the table outside the branch for pickup. Ms. O'Mara asked about the children's piece in the draft. No toys are available until further notice. We have to think of how we can accommodate young visitors. Ms. Howard mentioned the OCLC test conducted on various materials types found in libraries (board books, magazines, etc). Since receiving materials again in May, the library has quarantined all items for 7 (seven) days. We want to stress to patrons that using the library is at your own risk. We have been able to purchase cleaning supplies but we are not certain there will be a steady supply. Ms. Ranck said we are keeping the stacks closed for now. We are happy to pull any items a patron might want. Library staff are improving our reader's advisory skills as they help connect readers of all ages with materials. The County Administrative building is not yet open to the public. Ms. Ranck is seeking guidance on how long to keep waivers once signed by patron's entering the buildings. Some libraries are doing volunteer sign-in sheets. We will keep virtual programming once we are back to normal. Somerset, Garrett, and Anne Arundel library systems are open to the public in limited capacity. Ms. O'Mara asked about the survey numbers. Ms. Stein said they have not changed drastically. Ms. Howard made a suggestion to Ms. Hooper about putting an article in the paper about the survey.

The next board meeting will be Tuesday, September 8 at via Zoom at 9:30 a.m. Mr. Bailey motioned to adjourn the meeting, Ms. Tomasovic seconded. All present were in favor. The meeting adjourned at 10:16 a.m.

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Amy Parker