

The Worcester County Library Board of Trustees met on Tuesday, June 9, 2020 via Zoom Conference. Members present via Zoom Conference were Leslie Mulligan, Nancy Howard, Vicki O'Mara, Patricia Tomasovic, and Jeff Smith. Jamie Bailey and Holly Anderson were absent.

Also present via Zoom Conference were Jennifer Ranck, Director; Rachael Stein, Assistant Director; Amy Parker, Business Manager; Seth Nedrow, Assistant Manager, Ocean City branch; and Bethany Hooper, Reporter for the *Coastal Dispatch*.

Regular meeting was called to order at 9:32 a.m. by Ms. Mulligan. Recording device was acknowledged.

A motion to accept Minutes from the May 12, 2020 meeting was made by Ms. Howard; seconded by Ms. Tomasovic. All present were in favor.

Correspondence – *Ocean City Today* reported the County Commissioners chose the scheme for a new library/senior center in downtown Pocomoke. *Coastal Dispatch* reported on plans for the reopening of the five branches.

Financial Report – Ms. Parker reviewed branch expenses for May 2020. Ms. Ranck said we are in good shape. Ms. Ranck reported that circulation stats are down because the branches are closed. Library staff are still providing virtual programming, including instruction-based program on Instagram and creative programming on Facebook.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck reported that staff members have been rotating in the branches since May 18. We are using the meeting rooms to quarantine materials for one week. Patrons did receive overdue notices and bills in error once we started to check out library materials again. The Eastern Shore Regional Library has been working with our circulation system to correct patron accounts. "Library to Go" started on May 27. We are averaging 5 to 25 pickups a day. We continued to order new materials during our closure and the orders are starting to come in now. Branches had to place their final orders by June 1. Summer reading programs will be virtual this year. Each program 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. A Summer reading program is also available for Adults. The grand prize is an Amazon gift card for \$100.00. Big Read programs that were to take place in the Spring have been rescheduled for the Fall.

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 staff have participated in 150 webinars in May. The Maryland State Library has also been hosting "sandbox" sessions that allow staff to try out various technologies that could enhance virtual programs. Lisa Voss from the Pocomoke branch completed the online component of the Library Associate Training Institute. Seth Nedrow and Jocelyn Colbert should finish this month. Nick Barnes and Cassandra Dasher completed a 12-week course in cataloging.

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

Pocomoke Library Pre-Design Design work is on hold pending Phase II Environmental testing report. Ms. Ranck submitted a grant application to the Maryland State Library for construction funds. The Governor will not release his budget until January next year so we will not know if the grant will be approved until then. Ms. Ranck will send updates about the project throughout the summer.

Meeting Room Policy Meeting room reservations have been cancelled for the month of May and June. Library materials are being quarantined and the meeting rooms are the best (and only) place we can store them. We will also wait to have meetings until social distancing and assembly/gathering restrictions are lifted. The Board viewed the draft policy that Ms. Ranck sent them. Mr. Smith motioned to approve the new meeting room policy; Ms. Tomasovic seconded. All present were in favor.

Ms. Ranck also mentioned the 50th anniversary for Pocomoke is June 14. Ms. Tomasovic asked about the community garden. Ms. Ranck has spoken with Ms. Strom and, if possible, demonstration garden space will be included in the Design.

New Business –

County Budget The approved FY21 budget packet was sent to the board before the meeting. Ms. Howard made a motion to allow us to continue into the FY21 fiscal year with the approved budget; Mr. Smith seconded. All present were in favor. Ms. Ranck may request a budget transfer for some projects since we have some funding left over. This must be approved by the County Commissioners first. Ms. Ranck asked for an increase to the book budget but it was not approved. In September, Ms. Parker will provide a big spreadsheet of the whole FY2020 expenses.

Draft Re-opening - Ms. Parker has been ordering cleaning supplies, gloves, and the County is supplying masks. Ms. Ranck has directed the branch managers to let her know when supplies are needed because quantities are still very limited. Staff members are still using a rotation schedule to reduce exposure, just in case someone gets sick. The next step in the re-opening plan is to offer computers by appointment. WIFI is available at each branch library and coverage extends into the parking lots. A variety of creative virtual programs are available to people of all ages. Ms. Howard suggested the board write a thank you letter to all staff. Ms. Mulligan will draft one.

Diversity Grant - Ms. Ranck said Ms. Stein submitted a grant application to purchase diverse children's books and establish a diversity, equity, and inclusion committee for the library. The announcement will be June 22.

Ms. Howard proposed the board to meet over the summer. Ms. Ranck will send out a press release announcing the additional meeting and update the library's website. The board agreed to have another meeting Tuesday, July 14 at 9:30 a.m. via Zoom.

Ms. Ranck also mentioned the "Dial a Story" service started a couple weeks ago. All counties will rotate reading a story; new stories are posted each Wednesday. Thanks to Ms. Stein for bringing that idea to Eastern Shore Regional Library and the member libraries.

The next board meeting will be Tuesday, July 14 at via Zoom at 9:30 a.m. Mr. Smith motioned to adjourn the meeting, Ms. Howard seconded. All present were in favor. The meeting adjourned at 10:40 a.m.

Amy Parker