

The Worcester County Library Board of Trustees met on Tuesday, June 8, 2021 in person and via Zoom Conference. Members present were Leslie Mulligan (via Zoom Conference), Nancy Howard, Vicki O'Mara, Patricia Tomasovic, and Jeff Smith.

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

Regular meeting was called to order at 9:31 a.m. by Ms. Howard. Recording device was acknowledged.

A motion to accept Minutes from the May 11, 2021 meeting was made by Ms. O'Mara; seconded by Mr. Smith. All present were in favor.

Correspondence – A couple of articles from the *Coastal Dispatch* and *Ocean City Today* reported on the Commissioner inquiry about Read Woke / Teen Reading Program grant. Mr. Smith said he would like to commend Ms. Ranck for her impressive display at the County Commissioner's meeting. The board agreed and said they are happy with Ms. Ranck's confidence. A picture of the Snow Hill display board was also included in the board packet.

Financial Report – Ms. Parker reviewed branch expenses for May 2021. Ms. Ranck said we have some ESRL grant money to spend down. In Ocean Pines the water bill might be higher due to testing the HVAC loop water system. Ms. Ranck said the Commissioner's approved the FY 2022 budget with no issues. A detailed spreadsheet will be given to the board in September's meeting showing the final FY 2021 figures. General maintenance numbers are up in Pocomoke due to the replacement of an AC condenser. Ms. Ranck reported on the statistics; circulation and library visits are increasing. We are still keeping the Library to Go. Program attendance is down but as Ms. Stein remarked we think people might be tired of Zoom. Ms. Ranck thinks youth programs will soar over the summer. Ms. Stein said they had a program outside at the Ocean Pines branch and it was well attended.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Michael Hayes and Viviane Rodriguez-Gil have joined the Ocean City branch as part-time library services assistants. Door numbers are increasing at all of the branches and normal hours have resumed. Ms. Ranck said about 50% of people are wearing masks. The Coast Guard had a meeting in the Ocean Pines meeting room and it went well with no issues. Ms. Ranck would like to limit the meeting rooms to 50% capacity if the Board agrees. The *Homeless Outreach Team* are delivering onsite assistance to patrons at the Pocomoke branch. Patrons are being connected to various resources and, in addition, the team is distributing packs with food, masks, and hygiene products. Alec Staley has been doing a lot of digitizing of genealogy records. Ms. Ranck said our local history collection is special. Ms. Howard said the Lifesaving Museum loves working with Mr. Staley. Mr. Staley also provided a recent training on oral histories. Ms. Ranck would like to create a small memory lab by the Worcester Room. Ms. Howard asked about interns. Ms. Ranck said we have used AmeriCorp in the past and it is possible we could work with a Salisbury University student to help. Ms. Ranck also mentioned that Ms. Coelho has filled out paperwork to find a social work intern for the Pocomoke branch.

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 10 staff members attended the Maryland Library Association Annual Conference. Staff fill out a learning report afterwards with good resources we can use. Four library staff members attended a session on Sexual Harassment in Libraries. Frank DeLucco will graduate from LATI in June.

EDI Grant / Committee Ms. Ranck said we will complete the EDI grant in August. A one-hour training session for board members is scheduled for Thursday, June 17 at 3 pm. Ms. Stein will check to see if the training will be recorded for any board member that cannot attend. If the board would like, they can meet to discuss EDI efforts in July via Zoom. Ms. Howard suggested attending a manager's meeting to get to know the employees.

Summer Reading Walk-up registration will take place the week of June 21st. Kudos to the Pocomoke staff for such an outstanding summer reading promotional video. Ms. Mulligan will put together a letter to thank staff.

NEW BUSINESS:

FY 22 Library Budget The library's budget for FY 22 is included in the packet. Library budget does require a vote from the library board. Ms. Ranck noted that the library did receive funds to replace the Youth Services vehicle. It was noted that funding for library programs does not come from the County. Staff will receive a 3.5% COLA increase July 1. Mr. Smith motioned to approve the FY 22 Library budget; Ms. Tomasovic seconded. All present were in favor.

Building Lifelong Library Learners Act This bill prohibits a public library from charging a fine for overdue library materials on a minor's account; prohibits a public library from charging a fee for a minor's overdue library materials until 21 days after the date the materials were due; and requires a public library to cancel or return a fee if a book is returned. Fortunately, Worcester County Library has been fine free for all patrons since 2019 and for all minors since 2010. Library staff are working to clear fines from minor's records before July 1 to make accounts are in good order. We have about 900 records to clean up.

Library Trustee Vacancy Enclosed in your packet is one more trustee application to review. Ms. Mulligan invited the new board member to Sandra Buchanan to today's meeting. After discussion of the trustee application that was enclosed in the packet, Mr. Smith motioned to vote in Jocelyn Briddell as another new board trustee; Ms. O'Mara seconded. All present were in favor. Ms. Mulligan will send a letter to the other people that applied thanking them for their interest.

Outreach Vehicle Grant Ms. Ranck said we should know something by the end of this month about the ARPA grant to purchase an outreach vehicle. This opportunity would allow the library to expand their services to people who cannot easily visit a library branch. Target areas would be head starts, child care centers, and senior centers. We expect the vehicle will be equipped WIFI and have a retractable awning for outdoor events. It was mentioned that the library could use Plak That for vehicle wrapping. Mr. Smith motioned to approve that Ms. Ranck does not need to ask the boards permission to apply for future grants; Ms. O'Mara seconded. All present were in favor.

Library Director Evaluation Director Evaluation will take place in closed session.

Closed Session – Personnel / Library Director Evaluation

Mr. Smith made a motion to have a closed session and via Zoom as noted on the meeting agenda at 10:33 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. Tomasovic seconded. All were in favor. At 10:55 a.m. Mr. Smith made a motion to come out of closed session, Ms. O'Mara seconded. Ms. Mulligan noted the meeting reconvened in open session at 10:55 a.m., and stated the board discussed a Personnel/Library Director Evaluation matter during the closed session.

The next board meeting will be Tuesday, September 14 at the Snow Hill branch with a Zoom option at 9:30 a.m. Ms. Tomasovic motioned to adjourn the meeting; Ms. Howard seconded. All present were in favor. The meeting adjourned at 10:57 a.m.

Amy Parker