

The Worcester County Library Board of Trustees met on Tuesday, June 13, 2017 at the Pocomoke Library. Members present were Nancy Howard, Holly Anderson, Rosemary Keech, Jamie Bailey, and Frederick Grant. Ron Cascio and Vivian Pruitt were absent.

Also present were Jennifer Ranck, Director, Karen Neville, Assistant Director, and Nicole Panches, Assistant Branch Manager - Pocomoke

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

Ms. Ranck introduced Emily McQuiggan to the board. Ms. McQuiggan is a librarian at the Ocean City branch. Ms. McQuiggan narrated an informative slide show about the InterActivity 2017: Fun Is Serious Business – Association of Children's Museums Conference which she and Kathy Breithut, youth services manager, attended May 2 – 5 in Pasadena, California. Conference sessions included talks by experts, a tour of the California Science Center and Discovery rooms, STEM inspired roller coaster interactive exhibits, gardening exhibits, and ideas which library staff (informal educators) may like to implement to offer engaging programs and passive play experiences for children. Ms. McQuiggan commented that her favorite session, as well as Ms. Breithut's favorite, was the "Best Program Ever" team challenge which involved five minutes to prepare a physics of flight program for children using random materials. She said the conference offered valuable information and opportunities to interact with librarians and children's museum staff. Ms. McQuiggan and Ms. Breithut took a side trip to the Pasadena Public Library where they viewed the children's area of the historic library. FY17 IMLS Library Services and Technology Act Staff Development Grant funding covered InterActivity Conference registration and travel expenses. Conference sessions are eligible for library professional development contact hours. The board thanked Ms. McQuiggan for sharing information.

A motion to accept Minutes from the May 9, 2017 meeting was made by Ms. Anderson and seconded by Mr. Bailey. All present were in favor.

Correspondence – Ms. Ranck referred to a letter regarding the approval by the County Commissioners for Design Phase Services for Repairs to the Worcester County Library - Ocean Pines Branch. The County Commissioners approved the proposal May 16, 2017. Next, Ms. Ranck said an educator sent a letter to thank everyone for the outstanding service provided at Worcester libraries and to offer special thanks to Ms. Paterra, Berlin branch manager, for her positive interaction with a student. Copies of local newspaper articles and a magazine article were included in each board member's packet. Several articles with photos featured the June 6 groundbreaking ceremony for the new Berlin branch library. The groundbreaking ceremony was well attended by library enthusiasts.

Financial Report - Ms. Ranck commented that the Eastern Shore Regional Library grant has been spent down. The library is on target for revenues and expenses. The board will receive a final budget report for FY17 at the September meeting. Ms. Ranck explained general maintenance expenditures occurred due to repairs to the automatic doors at the Ocean Pines branch library, and a gas conversion project at the Ocean Pines branch. Ms. Ranck reported on statistics. A drop in print circulation was noted, however, digital usage is increasing. Ms. Ranck spoke briefly about the print materials

budget. Ms. Keech asked about availability of interlibrary loan materials and public awareness of the service. Ms. Ranck indicated there will be opportunities to highlight interlibrary loan services and the new ILS system during the summer.

Administrative Report – A copy of the report was sent in each board member’s packet to review before the meeting. Ms. Ranck reported Sheila Featherstone resigned her part-time position at the Ocean Pines branch effective June 14. She will be missed. Tim Burke is a new employee at the Ocean City branch. Patti Fentress, Ocean Pines branch manager, married Don Fentress in May. The Ocean City branch is excited to set up StudiOC, a new digital media lab funded by an IMLS LSTA grant. The grant is administered by the Division of Library Development and Services. On June 6, the Friends of the Berlin Library provided refreshments following the groundbreaking ceremony. Andrea Schlottman has joined the Berlin branch team as a part-time employee. The Snow Hill branch held a volunteer appreciation luncheon in May. The Worcester County Library Foundation awarded three scholarships in May. A scholarship awarded to a Snow Hill High School senior was funded by the Reilly Trust. The Worcester County Library Foundation Board will meet June 20, 2017 at 3 p.m. at the Snow Hill Branch Library. Having a member of the Library Board attend the Foundation Board meeting would be appreciated.

Staff Development Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Neville reported that the IMLS LSTA FY17 staff development grant enabled two staff to participate in a national conference in May (InterActivity 2017), and fourteen staff to attend the Maryland Library Association Conference in Cambridge in May. Seven library staff attended Fire Extinguisher training and a safety discussion at the Ocean Pines branch library May 16. The FY18 LSTA Staff Development Grant application was submitted to the Division of Library Development and Services May 31. Ms. Neville outlined training opportunities which will be funded by the FY18 grant. Also in May, Eastern Shore Regional Library offered two workshops: Digital Storytelling for Advocacy, and Soggy Sandcastles: The Science Behind Why a Child Doesn't Act Their Age. Three staff attended a DLDS workshop: Diversity and Inclusion in Maryland Libraries. A staff member attended a YALSA workshop: Library Services With and For Teens. Staff participated in online trainings: Stay Interviews: A Powerful Employee Engagement and Retention Tool, and Pop-up Libraries: Out of the Stacks and Into the Community. Ms. Neville attended the statewide staff development coordinators meeting June 1 in Baltimore County. In June, LSTA grant funds enabled the Snow Hill branch manager to attend a workshop entitled: Changing Spaces, Changing Places: Using Archives and Artifacts to Tell Regional Stories. The workshop was held at the Nabb Research Center for Delmarva History and Culture at Salisbury University. Staff will attend Polaris training throughout the summer. The LSTA FY17 staff development grant final report will be due during the summer. The board commented favorably.

Old Business - A copy was sent in each board member’s packet to review before the meeting. Ms. Ranck updated the board about the new Berlin Library project. The state grant coordinator advised Ms. Ranck that the next grant period and the 2018 building time line for the completion of the new Berlin Library project do not align. Therefore, the library will not apply for a third capital grant for the Berlin project. The Worcester County Library Foundation continues to fund raise for the new Berlin Library project. Current cost estimates remain on target for furniture for the new Berlin branch. The expertise

provided by Whiting-Turner Construction staff, Mr. Bradshaw, Worcester County engineer, and Mr. Schoellkopf, architect, is evident during monthly progress meetings. The director received detailed reports regarding the new branch. Despite some rainy weather in May the Berlin project is moving forward. Ms. Ranck acknowledged Kim Moses, Worcester County Public Information Officer, for her work organizing the groundbreaking ceremony. Ms. Ranck and Ms. Moses met several times to plan the groundbreaking event. Invitations were issued by the Worcester County Commissioners. A thank you card will be sent from the library board to state librarian, Irene Padilla. Ms. Padilla traveled from Baltimore to attend the groundbreaking event June 6. Cards of thanks will be sent from the library board to the County Commissioners, the local delegation, and to John Staley. Ms. Howard commented that John Staley, former library board president, was so happy to attend the groundbreaking ceremony for the new Berlin branch library. Ms. Ranck confirmed that a copy of the FY2018 approved budget was included in the board packet. The Commissioners approved an increase in the materials budget and personnel requests.

Ms. Ranck indicated a motion would be needed to move into executive/closed session to discuss the FY2018 personnel budget. Following a motion by Ms. Anderson, and seconded by Mr. Grant, the board unanimously voted to move into executive/closed session at 10:23 a.m. to discuss the FY2018 personnel budget. Ms. Panches and an audience member left the room. Also present at the executive/closed session were Ms. Ranck, Library Director and Ms. Neville, Assistant Library Director. Ms. Howard noted the meeting reconvened in open session at 10:32 a.m., and stated the board discussed the FY2018 personnel budget during executive/closed session. Ms. Panches and an audience member returned to the meeting. Following a motion by Mr. Bailey, and seconded by Ms. Keech, the board unanimously voted to approve the FY2018 Worcester County Library budget.

New Business – A copy was sent in each board member's pack to review before the meeting. Ms. Ranck included a revised draft of the 2018- 2020 Strategic Plan in the packet and provided copies at the meeting. The plan includes strategic initiatives for the next three years. Board members offered constructive feedback. Following a motion by Mr. Bailey, seconded by Mr. Grant, the board unanimously voted to approve the 2018-2020 Strategic Plan concept as presented by Ms. Ranck. Next, Ms. Ranck spoke about ILS cost sharing for FY19. The new ILS will offer catalog holdings of eight library systems on Maryland's Eastern Shore from Kent to Worcester. With the new ILS, Worcester will pay an estimated 18% yearly maintenance fee based on bibliographic records, number of patrons, and total circulations. The apportioned cost will be confirmed by Eastern Shore Regional Library in January 2018 in time for Worcester's FY19 budget request preparation. Improvements will be made to the Pocomoke branch library meeting room. A ceiling mounted projector, speakers, and new screen will be installed in June. Funding for the Pocomoke branch meeting room project was provided through the Grants to Libraries program offered by the Eastern Shore Regional Library and the Worcester County Library Foundation. Ms. Panches mentioned the Pocomoke branch meeting room is used often. Ms. Ranck spoke about preliminary considerations for the new Berlin branch interior; in particular furnishings, shelving, shelving on casters, color tones, carpet tiles and floor coverings. The architect will review samples and provide input. Lighting fixtures have been bid out. Discussion was favorable. Next, Ms. Ranck described strategies to successfully manage the August 2017 transition to the

new ILS. Libraries will not be able to check-in materials during a designated time. Due dates will be extended during August. Library staff will need time to practice circulation functions using the new Polaris ILS.

Ms. PUNCHES reported on Pocomoke branch projects such as a new Lego wall, summer book of the month, and marketing the *Build a Better World* summer theme. Parents asked for the popular Tot Time active play program to be offered during the summer. The Tot Time program is for children 0 – 3 years. Thanks to generous donations, a new program for teens will be offered in the fall which will feature virtual reality/VR. Pocomoke staff will be shifting the fiction collection to make room for new books, as well as updating the non-fiction collection.

The next meeting will be Tuesday, September 12 at Snow Hill branch library, 9:30 a.m.

Ms. Howard asked if those present had further comments or questions. Ms. Keech motioned to adjourn the meeting, seconded by Mr. Grant and Mr. Bailey. All present in favor. The meeting adjourned at 11:02 a.m.

Karen C. Neville

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