

The Worcester County Library Board of Trustees met on Tuesday, March 13, 2018 at the Ocean City Library. Members present were Ron Cascio, Nancy Howard, Holly Anderson, and Leslie Mulligan. Vivian Pruitt, Rosemary Keech, and Jaime Bailey were absent.

Also present were Jennifer Ranck, Director; Amy Parker, Business Manager, and Bethany Hooper, Coastal Dispatch.

Regular meeting was called to order by Mr. Cascio at 9:36 am. Recording device was acknowledged.

Ms. Howard made a motion to have a closed session as noted on the meeting agenda at 9:38 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. Mulligan seconded. All were in favor. At 9:58 a.m. Ms. Anderson made a motion to come out of closed session; Ms. Howard seconded. Mr. Cascio noted the meeting reconvened in open session at 9:58, and stated the board discussed a Personnel matter during the closed session.

A motion to accept Minutes from the February 13, 2018 meeting as amended was made by Ms. Howard and seconded by Ms. Mulligan. All present were in favor.

Correspondence – There was an article in the Coastal Dispatch with staff members Brittney Herz Glenn (former Branch Manager in Ocean City), Amy Parker, and Jennifer Ranck kicking off the Food Literacy Series with heart-healthy smoothies. The Dispatch also wrote an article giving the upcoming dates of the Food Literacy Series programs. The Dispatch and Bayside Gazette featured articles approving the addition of a fence at the new Berlin library.

Financial Report – Ms. Parker reviewed expenses from February 2018. Ms. Parker mentioned the propane expenses for the Ocean Pines library showed on this report and stated we did receive a credit since Sandpiper was overcharging us Maryland State tax. Ms. Ranck reported on the statistics and the board liked the 2 page new format.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported sadly that former Ocean Pines employee Jim Young passed away on February 18. A memorial will be held for Jim next week. We welcome new part time employees; Sarah Knaggs to Berlin, Alicia Eddy to Ocean City, Elizabeth Hall to Ocean Pines, and Cindy Cole to Snow Hill. Snow Hill still has one part time position open. The Youth Services Department held 62 Youth Programs in February 2018, 1,390 people attended. The next meeting of the Worcester County Library Foundation will be held on March 20 at 3 pm at the Snow Hill branch library. Chris Hall from TGM will be attending the meeting to go over the audit report.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Neville was unable to attend the meeting because she is attending FEMA training. Ms. Ranck spoke on her behalf. Ten staff members are registered to attend the Maryland Library Association Conference in Cambridge.

Old Business – A copy was sent in each board member's pack to review before the meeting. Ms. Ranck reported drywall is going up on the first and second floors of the new Berlin branch, data drops are being installed, and material selections for cabinetry and countertops have been submitted.

Mr. Cascio has taken several people on building tours. Testing around windows revealed water penetration and modifications are being made to correct the problem. Several change orders have been approved by the County Commissioners for landscaping, air barrier modifications, and additional duct work and outlets. The next progress meeting is scheduled for March 15 at 10:00 am at the Whiting Turner trailer.

New Business - A new line item was added to the Library Budget Administrative Expenses – “vehicle operating fuel” for the Youth Services vehicle. Ms. Ranck is registered to attend Maryland State Library’s annual training session on Wednesday, March 14 at the new Walkersville Branch Library in Frederick County. This mandatory workshop will cover the application process, project eligibility, and new requirements for State capital funding. **BEACON Economic Impact Study** Shore Library Systems are participating in an economic impact study conducted BEACON, Salisbury University. Funds for this project are provided by the Institute of Museum and Library Services through the Maryland State Library. Information learned will strengthen our advocacy efforts and help us evaluate our performance to better serve our communities. **SAILOR Network** The Ocean Pines branch library has been added to the SAILOR network (via the new County Network Ring). Their connection speed is twice as fast. Ocean City branch will be the only branch not on the Sailor network. The new Berlin branch and the Pocomoke branch will be added later this Spring. Library administration canceled Ocean Pines branch internet through carriers Mediacom and Verizon once the Ocean Pines branch was added to the SAILOR network. Ms. Parker stated this will save money in the monthly expenses.

Ms. Ranck reported for the Ocean City branch since they are short staffed. The Troll’s Party last month was a huge success. Another “Part of your world week” program is planned for May. Ms. Ranck asked Ms. Anderson to verify how she would like her name on the new plaque for the new Berlin library. Ms. Ranck said there will be a small television in the new Berlin library showcasing upcoming programs. We will most likely have a soft opening with the grand opening following a week or two later.

The next board meeting will be Tuesday, April 10 at the Snow Hill Library meeting room at 10 a.m. following the budget meeting with the County Commissioners at the County Government Building.

Mr. Cascio asked if those present had further comments or questions. Ms. Howard motioned to adjourn the meeting; Ms. Mulligan seconded. All present in favor. The meeting adjourned at 10:20 a.m.

Amy Parker