

The Worcester County Library Board of Trustees met on Tuesday, March 12, 2019 at the Ocean City Library. Members present were Ron Cascio, Nancy Howard, Holly Anderson, Jaime Bailey, and new member Vicki O'Mara. Leslie Mulligan was absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager; and Tyvonia Braxton, Ocean City Branch Manager.

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

A motion to accept Minutes from the January 8 and February 12, 2019 meetings was made by Ms. Howard and seconded by Mr. Bailey. All present were in favor. Mr. Cascio welcomed new board member Vicki O'Mara and introductions were made.

Correspondence – *The Coastal Dispatch* featured articles on designs for the Pocomoke library, Berlin's open house, and Choose Civility campaign. *The Bayside Gazette* featured articles and opinions on the cancelled March 6 Constitution program, and the baseball legend Judy Johnson which mentioned the planned memorial to be installed at the Snow Hill Library.

Financial Report – Ms. Parker reviewed branch expenses for February 2019. Mr. Cascio explained to Ms. O'Mara how to track the monthly branch expenses. No comments were made on the statistics.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck highlighted the great programs happening across all five library branches. The open house at the Berlin Branch was well attended; approximately 8 different organizations attended and all were in favor of the retractable seating. Ms. Howard motioned to obtain an official letter from the Fire Marshall on how many people can be in the Berlin meeting room with the tiered seating open and not opened; Mr. Bailey seconded. All present were in favor.

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 said 15 staff will be attending the MLA conference in May. We applied for extra LSTA/Staff Development grant money, and we were approved. 16 staff has completed the Homeless Patrons training so far. On February 7, Karen Earp completed a 3-hour online training entitled: **Basic Health and Safety Training**. Dawn Mackes attended the 1-hour webinar: **Planning a Night Sky Viewing at Your Library**, NASA supported program. On February 27, Rachel Jones viewed the Infopeople.org webinar: **What's New in Children's Literature – 2019**. Several online and in-person training opportunities will be taking place in March. Completions will be noted in the next report. Details are being finalized for the library's **Staff In-service training** which will be held Friday, April 26 at the Ocean Pines branch. Worcester library branches will be closed during the morning and until 12:59 p.m. on April 26 so that staff throughout the system may attend the In-service training. All branch library locations will open to the public from 1:00 to 5:00 p.m. on April 26.

The Library Board agreed that a closed session was not necessary.

Old Business – A copy was sent in each board member's pack to review before the meeting. **Ocean Pines Roof Project** is finishing out and they are in the process of painting. Grading around the

building will help the water from coming into the building. Ms. Ranck said the meeting room ceiling was lowered. We are waiting on quotes for blinds. The new carpet is in the works. **Board Vacancy** - We still have one board vacancy to represent the southeastern part of the County. Ms. Ranck said there is an interested person. **Pocomoke Library Pre-Design** A flow test has been conducted at the branch and GIPE continues to work on the engineering / feasibility study. This information will help determine what building systems will be needed as part of the project. **Preliminary Budget** A preliminary FY 20 budget is included in the board packet. Ms. Ranck has requested a Youth Services Specialist position for each branch. **Choose Civility Campaign** – copies of P.M. Forni’s book, “Choosing Civility: The Twenty-five Rules of Considerate Conduct” are available at each branch as well as the Choose Civility passports. To kick off the program, 98 care kits including soap, socks, etc. were assembled by volunteers at the Pocomoke branch and then delivered to Worcester Gold.

New Business - Center for Cyber Safety and Education - "Garfield's Cyber Safety Adventures"
Worcester Library will be part of a statewide pilot to increase cyber-security awareness for youth. Library staff will have access to both hands-on and digital resources created for elementary age children about topics like cyberbullying, privacy and phishing. The program uses the cartoon character Garfield to help deliver the message. We will be rolling this out during STEM. **Public Library Capital Grant Program** Included in your packet are letters of support SB 126 and HB 101 which include funding for the Public Library Capital Grant Program. Mandatory training for FY 21 applications is scheduled for March 21 in Salisbury; attendees will be invited to tour the Berlin branch after the session. **2020 Budget** Ms. Ranck meets with the County Commissioners on April 9 at 11 a.m. We will still have the regular board meeting at 9:30 a.m. April 9 in Snow Hill.

Ms. Braxton, Ocean City Branch Manager, said they are interviewing today for the Youth Services Specialist. Elena has been hosting TED talks. On March 27, Pip the Cat, will be coming to the branch for a visit. The pig puppet show was enjoyed by the children. They even got stuffed pigs.

The next board meeting will be Tuesday, April 9 at the Snow Hill Library meeting room at 9:30 a.m.

Mr. Cascio asked if those present had further comments or questions. Ms. Howard motioned to adjourn the meeting; Mr. Bailey seconded. All present in favor. The meeting adjourned at 10:45 a.m.

Amy Parker