

The Worcester County Library Board of Trustees met on Tuesday, May 14, 2019 at the Ocean Pines Library. Members present were Ron Cascio, Jamie Bailey, Leslie Mulligan, Vicki O'Mara, and Patricia Tomasovic. Nancy Howard and Holly Anderson were absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager; and Harry Burkett, Ocean Pines Branch Manager.

Regular meeting was called to order by Mr. Cascio at 9:35 a.m. Recording device was acknowledged.

A motion to accept Minutes from the April 9, 2019 meeting was made by Ms. Mulligan and seconded by Mr. Bailey. All present were in favor.

Correspondence – *Worcester County Times* featured article on the Judy Johnson memorial that was unveiled at the Snow Hill branch April 27, 2019. *The Coastal Dispatch* featured an article on Bob Votruba and Bogart with the Kindness Mission bus that visited all branches for the Choose Civility campaign.

Financial Report – Ms. Parker reviewed branch expenses for April 2019. Ms. O'Mara inquired about the legal fees and Ms. Ranck explained the expense. Mr. Cascio also explained to Ms. O'Mara how he looks at the percentages each month to track monthly 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 reported Frank DeLucco was selected to replace Julie Parsons as the Assistant Manager for the Ocean Pines branch. Elena Coelho was selected to replace Lisa Harrison as the Adult Services and Public Relations Manager. Berlin was recognized with a plaque and thanked by Worcester County Public Schools Community Work Experience Program for our work with disabled volunteers via the Technical High School and the Developmental Center. The Janet Cherrix butterfly garden was planted over Mother's Day weekend in Berlin. "Learn to play Mahjong" program in Berlin was so popular that the players got together and booked the meeting room for several dates in May to continue their games. On April 25, 80 Pre-K students from Ocean City Elementary and four teachers visited the Ocean City library. Marie Northam planned several activities and issued library. The annual Easter Egg Hunt in Ocean Pines was a huge success, attracting 35 children and 38 adults. With Ocean Pines renovations near completion, extensive landscaping will continue through May and Master Gardener volunteers are breathing life into our garden after a long winter. The Pocomoke Branch held a life sized *Candy Land* program. The Snow Hill library hosted a reception with lemonade and cookies following the unveiling of the Judy Johnson monument on Saturday, April 27. Kathy Breithut, Youth Services Manager, has been doing great in the community promoting summer reading and our programs. The library was awarded an NEA BIG READ grant in the amount of \$15,000. The book selection is "In the Heart of the Sea" by Nathaniel Philbrick. Howard Sribnick plans to return to Montgomery County, Maryland and no longer be able to serve on the Foundation. Mr. Sribnick was awarded the Maryland Library Association **Outstanding Volunteer Award** on May 3, 2019. Mr. Cascio asked Ms. Ranck if there is a wiring issue regarding the security alarm in Berlin. Ms. Ranck said she is in touch with the alarm company trying to figure things out. Ms. Ranck will also check into the lighting schedule for Berlin.

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 reported Sarah Knaggs attended the **Maryland Teen Connect Conference** April 2. 32 employees attended the library's **Staff In-service training** April 26 at the Ocean Pines branch. Ed Carman and Kevin Candy presented a situational awareness overview. Jennifer Ranck provided updates regarding library projects, and Kathy Breithut demonstrated how to use the Beanstack reading app. 16 Worcester Library staff attended the MLA conference. 20 staff have completed the **Practical Tips for Challenging Homeless Patrons** online course. Maryland State Library purchased a statewide license from Niche Academy to provide training to public library staff. The course is open to all library staff. Library trustees: Jamie Bailey and Vicki O'Mara attended the April 30 United for Libraries 1-hour webinar: **Equity, Diversity, Inclusion: What Library Trustees Need to Know**. Karen Neville also viewed the United for Libraries webinar April 30. The web archive is now available. Susan Todd, youth services specialist, completed a 14-week education course: **Family and Community Relations** at Wor-Wic Community College on April 24. Cher Grazier completed a self-paced Gale Course: **Certificate in Mindfulness**. On April 4, Cynthia Cole participated in a SLRC webinar: **African American Genealogy** Resources. On March 26, Karen Earp, youth services specialist, attended **Media Mentorship Training**. The training was arranged by Maryland State Library. From March 5 to April 15, Ms. Earp completed a WebJunction online course: **Supercharged Storytime**. On May 23, four youth services staff plan to attend an ALA eLearning webinar entitled: **Making Your Library Work for Homeschoolers** at the Ocean City branch. Ms. Neville said that she will finish the final grant paperwork for MLA with assistance from Ms. Parker.

**Old Business** – A copy was sent in each board member's pack to review before the meeting.  
**Ocean Pines Roof Project** New carpet will be installed in the conference room on May 14. The branch has received many compliments about the improvements. Ms. Ranck reported the motorized shades have been ordered and there is an 8 week lead time. Mr. Cascio asked about the grading around the building. There are plans to make some improvements along with the landscaping work.

**Pocomoke Library Pre-Design** GIPE presented the results of the Engineering / Feasibility Analysis on April 24. The County Commissioners approved letter of commitment to meet the FY 20 State Capital Grant. Ms. Ranck will present an updated cost estimate of the project and request a letter of intent for a FY 21 State Capital Grant at the County Commissioner meeting on May 21. The grant deadline is May 22.

**FY 20 Budget** The FY 20 County Budget will be approved on June 4. The Library Board will approve the budget at the June meeting.

**New Business – Library Card Application** Betsy Gravenor was able to translate our library card application in Spanish.

**Programming Policy** Enclosed in the board packet is a draft Programming Policy. *This policy refers to programs sponsored by the Worcester County Library, not to programs held at the Library by community groups.*

**County Budget Hearing** was held on May 7. A copy of the presentation is included in the board packet.

Ms. Mulligan made a motion to have a closed session as noted on the meeting agenda at 10:15 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. O'Mara seconded. All were in favor. At 10:30 a.m. Ms. Mulligan made a motion to come out of closed session Ms. O'Mara seconded. Mr. Cascio noted the meeting reconvened in open session at 10:31 a.m., and stated the board discussed a Personnel matter during the closed session.

Mr. Harry Burkett, Ocean Pines Branch Manager, said there are no leaks and no complaints about the new roof. They are thrilled with the large meeting room improvements. Last month, there were 100 community meetings scheduled.

The next board meeting will be Tuesday, June 11 at the Pocomoke Library meeting room at 9:30 a.m.

Mr. Cascio asked if those present had further comments or questions. Ms. Mulligan motioned to adjourn the meeting; Mr. Bailey seconded. All present in favor. The meeting adjourned at 10:41 a.m.

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Amy Parker