

The Worcester County Library Board of Trustees met on Tuesday, May 12, 2020 via Zoom Conference. Members present via Zoom Conference were Nancy Howard, Vicki O'Mara, Patricia Tomasovic, Jeff Smith, and Leslie Mulligan (late joining the meeting). Jamie Bailey and Holly Anderson were absent.

Also present via Zoom Conference were Jennifer Ranck, Director; Rachael Stein, Assistant Director; Amy Parker, Business Manager; Alice Paterra, Berlin Branch Manager; Jocelyn Colbert, Library Associate, Snow Hill branch; and Bethany Hooper, Reporter for the *Coastal Dispatch*.

Regular meeting was called to order at 9:33 a.m. by Ms. Howard. Recording device was acknowledged.

A motion to accept Minutes from the April 14, 2020 meeting was made by Mr. Smith; seconded by Ms. Tomasovic. All present were in favor.

Correspondence – *Ocean City Today* reported on the County to explore new Pocomoke library cost. *Bayside Gazette* reported on digital library & databases that are available while the branches are closed. A letter was received from the Worcester County Health Department thanking us for the generous donation of 90 facemasks securing devices created by staff using our 3D printers.

Financial Report – Ms. Parker reviewed branch expenses for April 2020. Ms. Ranck said some branch expenses are down because the buildings have been closed. Cleaning and utility costs are lower than usual. New fire extinguishers were installed in March at the Ocean City branch. Ms. Ranck reported on statistics; door count was zero because the branches are closed. Virtual programming numbers that are captured live can be reported to the State. Digital usage is up. We can still issue e-cards good for 90 days. Access to eBooks, Hoopla, and databases is available.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck said the branches are hosting one children's and one adult virtual program each week. Most are shared via Facebook, but some programs are available on Instagram. Some April programs include story time and raising backyard chickens; there were 12 virtual programs for April. A Workforce program is scheduled for May and will include information about finding a job during COVID-19. The Foundation will award three scholarships later this month.

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 that staff have participated in 250 webinars while teleworking. Some branches are watching webinars together and then discussing. Jocelyn Colbert is attending today's board meeting, since it is one requirement for the LATI program. Ms. Stein mentioned the trauma informed webinar; the board was interested, so Ms. Stein will send a link to each member.

Old Business – A copy was sent in each board member's pack to review before the meeting.

Pocomoke Library Pre-Design Ms. Ranck submitted a design to the County Commissioners on May 5th. There was a 4 to 3 vote from the Commissioners to move the branch to the downtown location. Permission was given to Ms. Ranck to apply for a State grant. A letter of intent from the County Commissioners to match the grant funds is due May 22. There will be a program commemorating Pocomoke's 50th anniversary, the branch opened in June 1970. This will also be a way to get some community input about a possible new branch. A second phase of environmental testing needs to happen before Design continues.

Strategic Plan Our target is to get 500 responses from the community. We are going to allow 6 to 8 weeks for responses. Ms. Stein said we have about 50 right now. Responses will help the library develop a new strategic plan. Ms. Stein will send the information out to the board members so they can share on their Facebook pages to help us get more community input.

Meeting Room Policy Ms. Ranck wants the Branch Managers input first before sending a clean copy to the board for approval at the June meeting. We are not currently scheduling anyone to use our meeting rooms because each branch will quarantine the materials in them. Mr. Smith said being flexible is the best way to go right now. Ms. Ranck

mentioned summer reading program would be virtual this year.

County Budget County Commissioners will adopt the FY 21 budget on June 2.

New Business –

New Technology - Two new platforms have been purchased, LibGuides & LibCal. These will help us create resource guides and schedule programs.

Draft Re-opening and Curbside Service - Draft Reopening plans were reviewed with the Board. Ms. Parker has been ordering cleaning supplies, gloves, and the County is supplying masks. The library will have a gradual reopening, starting first with the staff returning to the branches and reopening the book returns. Staff will rotate their shifts. Phase Two will offer curbside service so that patrons can access library materials. Patrons will be allowed to request up to 20 items at one time. Phase Three will include computer use by appointment. Finally, Phase Four will allow for reopen, with certain safety requirements in place. Such as barriers at the service desks and asking all visitors to wear masks.

Policy Changes – Ms. Ranck sought assistance from an HR consultant regarding our Health and Safety and Patron Conduct policy to see if any changes should be made because of COVID. The consultant said she thought we were in good shape as is. Ms. Ranck will see if other County Library systems are making changes.

Social Worker Intern – The possibility of a social worker intern from Salisbury University was discussed. Board members liked this idea. Ms. Ranck thanked Elena Coelho who did background research about the internship. On a somewhat related topic, Ms. Ranck said she is working with Wicomico and Somerset County Libraries on a Maryland Rural Council to fund a job coach for the library. Ms. Ranck will inform County Human Resources about these two possibilities.

Mr. Harry Burkett, Ocean Pines Branch Manager, was unable to attend the meeting so Ms. Ranck reported on the following. The staff have been doing great programs; Karen Earp is doing children's programs; staff is still transcribing; and the turtle is doing well, just in case anyone is wondering.

The next board meeting will be Tuesday, June 9 at the Pocomoke library meeting room at 9:30 a.m. or via Zoom if the current stay at home order is still in effect. Mr. Smith motioned to adjourn the meeting, Ms. Tomasovic seconded. All present were in favor. The meeting adjourned at 10:30 a.m.

Amy Parker