

The Worcester County Library Board of Trustees met on Tuesday, May 8, 2018 at the Ocean Pines Library. Members present were Nancy Howard, Rosemary Keech, Jaime Bailey, and Holly Anderson. Ron Cascio, Leslie Mulligan, and Vivian Pruitt were absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Amy Parker, Business Manager; Patti Fentress, Ocean Pines Branch Manager; and Bethany Hooper, Coastal Dispatch.

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

A motion to accept Minutes from the April 10, 2018 meeting as amended was made by Mr. Bailey and seconded by Ms. Anderson. All present were in favor.

Correspondence – There was a picture in the Bayside Gazette of the Library Fundraiser at *Sisters* in Berlin on April 19, 2018. The Bayside Gazette also featured an article on the Bob Dylan Revisited program held at the Ocean Pines branch April 30. There were several other articles from the Coastal Dispatch, Bayside Gazette, and Worcester County Times regarding the library.

Financial Report – Ms. Parker reviewed expenses from April 2018. Ms. Parker mentioned the propane expenses for the Ocean Pines library are still high and general maintenance expenditures are over budget. Ms. Ranck said Sandpiper will be coming out to conduct a study to check the meter and appliances at the Ocean Pines branch. A question was asked if we are receiving a government rate. Ms. Ranck will find out this information for the board. Ms. Ranck also mentioned all the branches are having the carpets cleaned except for Berlin. Ms. Ranck said we had 72 children’s programs last month. Almost 2,000 people attended. Circulation has increased due to automatic renewals.

Administrative Report – A copy of the report was sent in each board member’s packet to review before the meeting. Ms. Ranck reported there are changes in our staffing. Taryn Bradley (Ocean City) has accepted a full-time position with the County Tourism office. Her last day is May 4 and we wish her all the best. Nick Barnes was promoted to Technical Services Manager in April. Lori Staton has accepted a position at ESRL. Her last day will be April 11. Elena Coelho was selected to fill the vacant full-time position in Ocean City. Patti Fentress has announced her retirement. Her last day will be Friday, July 13, 2018. Ms. Ranck will post open jobs internally first. Several part-time positions are open in Berlin, Ocean City, Ocean Pines, and Snow Hill. The branches are doing great work. The Berlin fundraiser at *Sisters* was well attended. On April 17th, in honor of Frederick Douglass’ 200th Birthday, actor Bill Grimmette gave a lively performance as Douglass to a crowd of nearly 40 people in Ocean City. Ocean Pines staff members Harry Burkett and Frank De Lucco led a program about Bob Dylan in April. Lively discussion followed the presentation. Friends of the Ocean Pines Library celebrated volunteers during National Volunteer Appreciation Week and “showered” them with many thanks. Jim Meckley was selected Ocean Pines Volunteer of the Year. The summer reading booklet came out yesterday. We will also be having reading activities for adults this summer. The foundation has scheduled and started to promote an Alaskan Cruise that will sail next summer. A “Paint Night” fundraiser has been scheduled for June 13 and an art show is scheduled for October, both events will be held at the Snow Hill branch.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. On April 27, 30 staff attended emotional resilience training at Snow Hill branch, and 11 staff attended a training focusing on emotional intelligence and leadership. The presenter, Dr. Catherine McHugh, was engaging and informative. Michelle Ernat and Harry Burkett are finalizing their individual projects for **LATI / Library Associate Training Institute**. LATI Graduation will be held May 17 at the Howard County - Miller Library in Ellicott City. Kathy Breithut and Karen Earp plan to attend **Make IT Place Training** May 21 at the Denton Library. Karen Earp plans to attend a **Writing Radar with Jack Gantos** workshop May 18 at the Easton Library. Alicia Eddy is registered to attend **Introduction to Library Work** May 15 at the Easton Library. 10 staff attended the **Maryland Library Association Conference** in Cambridge. The learning summaries will be posted to the staff intranet. Karen Earp attended an edWeb live webinar April 16 entitled: **Minimizing Summer Slide Through a Collective Impact Model**. Young people experience learning loss if they do not engage in educational activities during the summer. Schools by themselves cannot stop summer slide. Participation in summer reading activities offered by libraries helps young people minimize summer slide. On April 18, Karen Neville completed a three-hour **FEMA IS-800 National Response Framework** online course which is a prerequisite for the **FEMA ICS 400 Incident Command System** training which she attended at Ocean City Beach Patrol Headquarters April 24 - 25. Ms. Neville said following a natural disaster or an emergency, Worcester County library facilities will be a place for the public to charge their phones, access computers, and use library materials. On April 10, Karen Earp, Michelle Ernat, and Sarah Knaggs attended an informative training at the Easton Library. **Designing a Sensitive Storytime** focused on creating, presenting, and marketing story times that meet the needs of children with autism and other sensory processing issues, as well as those of their parents, families, and caregivers. Elena Coelho attended a SLRC webinar: **Primary Sources and Online Collections** March 22.

Old Business – A copy was sent in each board member's pack to review before the meeting. **Planning for the new Berlin branch** - Tentative upcoming dates of note: 5/22-6/11 – Punch list repairs; 6/11-6/22 – Owner Training; 6/19 – Owner Move-In. Functional performance testing with GIPE is scheduled for 5/28-6/1. Final blower test will occur first week of June. Metal roof panel installation is nearing completion. The parking lot is beginning to take shape (including curbs, sidewalks, and raised planters) and work will continue through June. Landscaping is scheduled to start June 4. The next progress meeting is scheduled for May 23 at 1 pm. Adjustments and/or expansion of branch hours will be considered this fall.

New Business - **County Budget Hearing** was held on May 1. This meeting is mandatory for all department heads. A copy of the presentation is included in the board packet. The County Commissioners will adopt the FY19 budget on June 5, 2018. The library's budget request increased because of additional staff needed for the new Berlin branch and operational costs.

Pocomoke Branch Capital Grant Ms. Ranck will request matching funds from the County Commissioners to apply for a State Library Capital Grant. If awarded, the grant will permit the library to plan and design facility upgrades at the Pocomoke branch. The library completed a facility needs assessment back in 2013; the Berlin Library replacement was identified as the first priority and the Pocomoke branch improvements are next in line. Pocomoke is in need of a new HVAC system, energy efficient windows, and a new roof. An addition to the library was not included in the Capital Improvement Plan submitted last fall; Ms. Ranck will update the CIP request for the Commissioners to review in fall 2018.

Ms. Fentress said Saturday programs are growing. Ocean Pines held a second Bingo game, thanks to the Friends for providing funding for prizes. The next Bingo game will be held in September. Another Bob Dylan program is planned for the fall. Karen Earp had a program on using smartphones. The parking lot was filled in areas where rain water collected. Now we are waiting for the lines to be painted. We are interviewing for the open part time position. Jim Meckley has 411 volunteer hours and listed 800 books on the Ocean Pines Friends Amazon online book sale store and sold over 300. Mr. Meckley created the Special Collection Room for last year's book sale generating lots of interest and \$1,200 worth of additional sales. We have a new view point when assessing our donations due to Jim Meckley's extensive book sales knowledge! Pictures were passed around to the board. Ms. Ranck said the bids for the Ocean Pines roof project would be due to the County April 9th.

The next board meeting will be Tuesday, June 12 at the Pocomoke Library meeting room at 9:30 a.m.

Ms. Howard asked if those present had further comments or questions. Mr. Bailey motioned to adjourn the meeting; Ms. Anderson seconded. All present in favor. The meeting adjourned at 10:28 a.m.

Amy Parker