

The Worcester County Library Board of Trustees met on Tuesday, November 15, 2016 at the Ocean City Library. Members present were Ron Cascio, Richard Polhemus, Vivian Pruitt, Holly Anderson, and Frederick Grant. Richard Davis and Rosemary Keech were absent.

Also present were Jennifer Ranck, Director; Brittney Herz-Glenn, Branch Manager; and Amy Parker, Business Manager.

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

A motion to accept Minutes from the October 11, 2016 meeting was made by Mr. Polhemus and seconded by Mr. Cascio and Ms. Pruitt. All present were in favor.

Correspondence – Ms. Ranck called attention to the two newspaper articles about the library; one about the new Berlin Library and the other about the “Haunted Library” event in Ocean City.

Financial Report – Ms. Parker reviewed expenses from October 2016. Ms. Parker noted the new expense sheet for Bank Street. Ms. Ranck reported on the statistics; digital usage continues to increase and Ocean City had a busy month due to the three day “Haunted Library” event.

Administrative Report – A copy of the report was sent in each board member’s packet to review before the meeting. Ms. Ranck reported that the ballet did not reach the attendance levels from the last show, however approximately 650 people attended the two shows. Ms. Ranck will request time at the December 6 County Commissioner meeting to update them on the Berlin Branch project as well as to review the bid process and timeline. The architect, Jeff Schoellkopf and the Construction Manager representative from Whiting Turner will also be in attendance. Ms. Ranck commented that donations and pledges for the new Berlin Library Building Fund, administered by the Worcester County Library Foundation, are essential to meet a matching grant from the Humphreys Foundation. The Pocomoke Library has a new front entrance. The board will be able to see it at the January 2017 meeting. The Ocean Pines branch experienced some new leaks during the heavy rain in October.

A copy of the Staff Development report was sent in each board member’s packet to review before the meeting. Ms. Neville was not able to attend the board meeting due to a statewide Staff Development Coordinators meeting in Odenton. Ms. Ranck reported that Lori Staton attended a Statewide MDLibStat meeting November 9 in Silver Spring. CPR training for the library staff is scheduled for November 21. Ms. Keech attended the statewide Trustees meeting in Gaithersburg, MD on October 22.

Old Business – A copy was sent in each board member’s packet to review before the meeting. A team meeting for the new Berlin library is scheduled for tomorrow at the Snow Hill Branch from 9 am – 12 noon. As previously mentioned, the library will be reporting to the County Commissioners on December 6; all board members are invited to attend. Ms. Ranck

informed the board that the library plans to have a "Box Tops For Fines" incentive week sometime in late January. Library patrons can exchange official Box Tops For Education coupons to remove overdue fines on their account up to \$5.00. During the incentive week, the library will count one box top coupon to be the equivalent of 50 cents. All box tops received at the branches will be donated to elementary and middle Worcester County Public Schools. The Box Tops For Education incentive program is a library, community and school engagement project.

New Business – A copy was sent in each board member's pack to review before the meeting. Ms. Ranck reported that DLDS requires a Capital Needs Assessment to help with future planning for the "County Library Capital Grant Program." A copy of the Board Member Directory was included in the packet. Three board members terms will expire in December 2016 (Ms. Anderson, Mr. Davis, and Mr. Polhemus). Ms. Ranck asked that those board members inform her as soon as possible if they wish to serve a second term. A motion to accept the 2017 Library Closings and Board Meeting dates was motioned by Mr. Polhemus and seconded by Mr. Grant.

Ms. Herz-Glenn reported that the new 3D printer has been installed near the Young Adult section. Anyone is welcome to see it "in action" after the meeting. Ms. Herz-Glenn will contact a local newspaper to feature the new 3D printers. Ms. Herz-Glenn will be attending the "Light Up Downtown" festival on Saturday, November 19 in Ocean City. She will pass out information about the library and display ornaments made by the new 3D printer. The Ocean City branch has offered a few Family Night programs and participation is picking up.

Mr. Cascio asked if those present had further comments or questions. Mr. Polhemus motioned to adjourn the meeting; Ms. Anderson seconded. All present in favor. The meeting adjourned at 10:19 a.m. The next meeting will be Tuesday, December 13, 2016 in Ocean Pines.



Amy Parker