

The Worcester County Library Board of Trustees met on Tuesday, October 11, 2016 at the Berlin Library. Members present were Ron Cascio, Richard Polhemus, Vivian Pruitt, Holly Anderson, Rosemary Keech and Richard Davis. Frederick Grant was absent.

Also present were Jennifer Ranck, Director; Karen Neville, Assistant Director; Alice Paterra, Branch Manager; and Amy Parker, Business Manager.

Regular meeting was called to order by Mr. Cascio at 9:33 am. Recording device was acknowledged.

A motion to accept Minutes from the September 13, 2016 meeting was made by Mr. Polhemus and seconded by Ms. Anderson. All present were in favor.

Correspondence – Ms. Ranck said there were 2 articles about the library in the local papers. One was for the Roaring 20's fundraising event for the new Berlin Library.

Financial Report – Ms. Parker reviewed expenses from September 2016. Ms. Ranck reported on the statistics; circulation of electronic material continues to increase.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck added that Kathy Breithut received a "Grow up Great" grant from PNC. The grant originally requested funding towards a library vehicle, but PNC did not approve. Fortunately, they did approve for Summer Reading programs and performers in 2017. Ms. Ranck asked the board for permission to apply for any grants on the library's behalf, assuring timely communication with the board, such the previous director had done in the past, by informing the board about grant applications and grant awards. All board members indicated their approval.

A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Neville reported 36 staff members attended Staff Day at the Ocean Pines branch on October 10, 2016. Ms. Neville commented that new, more detailed LSTA grant procedures are now in effect. Ms. Neville summarized staff development activities, and thanked the board for their approval of an in-service event for library staff which will be held at the Delmarva Discovery Center in Pocomoke on April 21. Library branches will be closed from 9 am to 1 pm during the in-service. Following the in-service, all Worcester library branches will be open from 1 to 5 pm, April 21.

Old Business – A copy was sent in each board member's packet to review before the meeting. Howard Sribnick, President of the Worcester County Library Foundation, and Ms. Ranck met with the Town of Berlin Manager and the Town Planning Director to review the permitting process for the new Berlin Branch Library project. Ms. Ranck submitted a memo to the County Commissioners requesting additional engineering services for security design of the new building, a copy of the memo was included in the board packet. Ms. Ranck reported that the 3D printer in Snow Hill has been installed and staff members are learning how to use it. Work order forms were created for the 3D printer to help staff keep track of print requests

from the public. Rosemary Keech plans to attend the Trustees – Citizens for Maryland Libraries meeting at the Gaithersburg Library on Saturday, October 22.

New Business – A copy was sent in each board member’s pack to review before the meeting. Ms. Ranck reported the Pocomoke front entrance door has been replaced and looks very nice. Submissions for the County Improvement Plan are due Monday and Ms. Ranck will update the Berlin Library project and include figures from the latest cost estimate. Ms. Ranck and other library staff are evaluating library furniture and shelving for the Berlin project. Mr. Schoellkopf, the architect, offered several samples to help discern project colors, textures, and possible finishes. Ms. Ranck passed around photos from Ocean Pines, including some of the artwork currently on display.

Ms. Paterra reported that she is pleased new part-time employees Ashley Cuffee and Elena Coelho have joined the Berlin branch staff. Assistant manager, Emily McQuiggan, has wonderful ideas for programs. Recently, she took 30 children to the fire department as part of Fire Prevention week.

Mr. Cascio asked if those present had further comments or questions. Ms. Pruitt asked about the board terms to clarify dates of term reappointments. This topic will be addressed at the next meeting. Ms. Keech made a motion to adjourn, and Ms. Anderson seconded. All present in favor. The meeting adjourned at 10:20 a.m. The next meeting will be Tuesday, November 15, 2016 in Ocean City.



Amy Parker