

The Worcester County Library Board of Trustees met on Tuesday, October 9, 2018 at the new Berlin Library. Members present were Ron Cascio, Nancy Howard, Jaime Bailey, and Leslie Mulligan. Holly Anderson was absent.

Also present were Jennifer Ranck, Director and Amy Parker, Business Manager, Alice Paterra, Berlin Branch Manager arrived when the meeting was in progress. Karen Neville, Assistant Director was absent. Mr. Jim Meckley, Ocean Pines volunteer was also present.

Regular meeting was called to order by Mr. Cascio at 9:34 am. Recording device was acknowledged.

A motion to accept Minutes from the September 11, 2018 meeting was made by Mr. Bailey and seconded by Ms. Mulligan. All present were in favor.

Correspondence – Included in the board packet was an article from the Coastal Dispatch about the planned memorial for Judy Johnson on the Snow Hill Library grounds.

Financial Report – Ms. Parker reviewed branch expenses. Ms. Parker reviewed the Comcast reimbursement and detailed the grant funds received and submitted to the County. Ms. Ranck reported that Berlin circulation is up as expected with the opening of the new building. Ms. Paterra explained that the door counter was not accurately counting visits, but Dave Nedrow made some adjustments to gage foot traffic. Ms. Parker and Ms. Ranck will track electricity expenses and consumption for each branch to see how the Berlin building compares. The results may influence other County projects.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. A part-time position in the Technical Services Department (Snow Hill) is currently available. Ms. Ranck reallocated the part-time position from the Ocean Pines branch to Tech. The fall calendar of events is out. Several book discussions and related events are taking place in October for the One Maryland One Book "Bloodsworth". The Youth Services has also reported great numbers with program attendees.

Staff Development Report - A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Ranck reviewed the report since Ms. Neville was not in attendance. Library Staff day was held yesterday, October 8, 2018 in Berlin. Staff watched a video on preventing bed bugs in libraries. Ms. Ranck said she is taking a 12 week ALA online course entitled "**Creating and Expanding Innovative Spaces in Your Library.**" Betsy Gravenor attended an **Autism 101 Training** at the Somerset County Library in Princess Anne on September 21.

Old Business – A copy was sent in each board member's pack to review before the meeting. **Ocean Pines Roof Project** A team meeting was held on September 18. The library will remain open during the project, although certain areas of the library will be closed including in the adult reading stacks and the large meeting room (for approximately 7-10 days in November or December). Safety precautions for library patrons and staff members are being planned, including construction fencing, product delivery scheduled before hours of operations whenever possible, and equipment to carefully remove the brick and roof materials. The next team meeting is scheduled for October 16. **Board Vacancy** The library board currently has two vacancies one to represent the Ocean Pines area and one

to represent the southern end of the County. Notices have been sent to the Chambers of Commerce. **County Improvement Plan** The CIP was due to the County on October 2. Renovation and expansion of the Pocomoke project beginning in FY 2020 and new HVAC system was requested for the Snow Hill branch in FY 2023. **Pocomoke Library Pre-Design** Jeff Schoellkopf met with Pocomoke library staff on September 19 to discuss renovations and possible addition. Several preliminary options may be ready in November or December for the library board to discuss. The library applied for a FY 20 County Public Library Grant from the State of Maryland to complete the architectural and engineering phase in the amount of \$250,000.

New Business – Ms. Howard made a motion to have a closed session as noted on the meeting agenda at 9:51 a.m. under Maryland Open Meetings Act General Provisions Article § 3-305 (b) (2); Ms. Mulligan seconded. All were in favor. At 10:15 a.m. Ms. Howard made a motion to come out of closed session; Ms. Mulligan seconded. Mr. Cascio noted the meeting reconvened in open session at 10:15 am, and stated the board discussed updating the Library’s emergency plan during the closed session. The board inquired about changing officer terms to two years at the September meeting. Ms. Ranck stated the term is one year as defined in the *Laws of Maryland Relating to Public Libraries*. Mr. Bailey motioned to keep Mr. Cascio as President for one more year, Ms. Mulligan seconded. All were in favor. Mr. Cascio motioned to keep Ms. Howard as Vice President for one more year, Ms. Mulligan seconded. All were in favor. Ms. Ranck said the Library administration would like to schedule a morning in-service training for staff to be held Friday, April 26, 2019. All library branches would be closed to the public from 9:00 a.m. to 12:59 p.m. April 26, and open to the public from 1:00 – 5:00 p.m. that afternoon. The April staff day will be included in the 2019 list of holidays and closings that will be presented at the November Trustee meeting.

Mr. Jim Meckley addressed the Library Board and talked about his fundraising efforts at the Ocean Pines Branch. As a previous book store owner, he is able to identify the more valuable donations. Mr. Meckley is willing to share his expertise with the other branches.

Ms. Paterra, Berlin Branch Manager, said Berlin had a huge increase in people. Opening day we saw 1,100 people. Weekday attendance at the new Berlin branch is, on average, 500 people per day. Saturday attendance is being monitored. Ms. Paterra has given countless tours of the branch. The meeting room is booked until next June. Recent programs for young adults included an Oreo stacking program and a pizza taste test. Ms. Paterra has posted a sign excluding food and drinks in the Maryland Room due to the age and importance of the materials.

The next board meeting will be Tuesday, November 13 at the Ocean City Library meeting room at 9:30 a.m. A tour of the Ocean City branch library will be conducted at the end of the November meeting.

Mr. Cascio asked if those present had further comments or questions. Ms. Howard motioned to adjourn the meeting; Ms. Mulligan seconded. All present in favor. The meeting adjourned at 10:39 a.m.

The board left the meeting room with Ms. Paterra for a tour of the Berlin branch.

Amy Parker