

The Worcester County Library Board of Trustees met on Tuesday, September 10, 2019 at the Snow Hill Library. Members present were Ron Cascio, Nancy Howard, Jamie Bailey, Leslie Mulligan, Vicki O'Mara, and Patricia Tomasovic. Holly Anderson was absent.

Also present were Jennifer Ranck, Director; Amy Parker, Business Manager; Betsy Gravenor-Stacey, Snow Hill Branch Manager; and Michelle Ernat, Snow Hill Assistant Branch Manager.

Regular meeting was called to order by Mr. Cascio at 9:30 a.m. Recording device was acknowledged.

A motion to accept Minutes from the June 11, 2019 meeting was made by Ms. Mulligan and seconded by Ms. O'Mara. All present were in favor.

Correspondence – The *Bayside Gazette* featured an article highlighting the first anniversary of the Berlin Library; an article on Berlin Library featuring the gallery and local artists; and thank you letter from the Friends of the Ocean Pines library to the volunteers and supporters of the annual book sale. The Ocean Pines Independent featured an article about garden improvements at the Ocean Pines Library.

Financial Report – Ms. Parker reviewed branch expenses for FY20 - July and August 2019. Ms. Parker passed out the final report for FY19 to the board. Ms. Ranck mentioned FY19 Budget Transfer requests are due to the County by September 11, 2019 and FY 19 Encumbrance Request are due to the County by September 16, 2019. No comments were made on the statistics.

Administrative Report – A copy of the report was sent in each board member's packet to review before the meeting. Ms. Ranck reported that Morgan Stephens has joined the staff in Ocean Pines, Marshall Shord has joined the staff in Ocean City, and Jocelyn Colbert has joined the staff in Snow Hill. Alec Staley has been hired to fill the newly approved Local History Librarian position located at the Snow Hill branch. Katrina McDonald resigned to accept a full-time position. We currently have two part time openings for Library Service Assistant I, one in Berlin and another in Ocean City. Ms. Ranck reported that we had a great summer with programs. Over 9,000 people attended Summer Reading programs. Some trees are being removed around the Berlin property to protect homes along Brittney Lane and Austin Circle. Ocean City had many guest readers for story time including Ocean City Councilman John Gehrig, an Ocean City Police Officer, and also a retired Ocean City firefighter. The Ocean City branch obtained 8 fishing poles from the Department of Natural Resources (DNR) that can be checked out to patrons. A volunteer from the Friends group will help keep the poles clean and in working condition. The Library is hosting, in partnership with the Taylor House Museum and Berlin Arts and Entertainment, a screening a local alumnus John Chester's "Biggest Little Farm" on September 28, 2019. Carol Rose has graciously agreed to serve as the Foundation President. All three scholarships have been distributed to the recipient's school. The Foundation is offering a bus trip to tour the new Harriet Tubman museum in February 2020.

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 reported October 14, 2019 will be staff day training at the Ocean City branch. Active Shooter training will be offered for those who have not already attended. Board members are welcome to attend. Staff will return to their home branches in the afternoon to complete projects that easier to complete while the library is closed to the public.

Correction – Alec Staley completed the **Practical Tips for Challenging Homeless Patrons** training on August 29, 2019.

**Old Business** – A copy was sent in each board member’s pack to review before the meeting.  
**Pocomoke Library Design Grant** The County Commissioners approved letter of commitment to meet the FY 20 State Capital Grant in May 2019. However the direction of the project remains uncertain due to the high cost of renovations. The first interim grant report is due September 30, 2019.

**New Business – Assistant Library Director** Interviews for the position were held September 6, 2019.

**Programming Policy** Enclosed in the packet is a draft Programming Policy for the board’s approval. Ms. Howard suggested a change in the second full paragraph to clarify selection of presenters and performers. Mr. Bailey motioned for the approval of the Programming Policy; Ms. Mulligan seconded. All present were in favor.

**Petition Policy** Enclosed is a draft petition policy for the Library Board to review. Ms. Ranck will seek input from legal counsel and make a few changes for next month’s meeting.

**Fine Free** A survey to staff was distributed in June. Results were shared with the Board. After some discussion, Ms. Howard motioned for the approval of going fine free October 1, 2019; Ms. Mulligan seconded. All present were in favor.

**FY 19 Budget Review** Final Budget Report for FY 19 is included in the board packet. FY2019 Budget Transfers are due to the County on September 11 and FY2019 year-end Encumbrance Requests are due on September 16.

Ms. Ranck added some final announcements. The County Improvement Plan is due on September 30 and will request building improvements to the Pocomoke and Snow Hill branch libraries. Berlin’s one year walk through was completed over the summer, a few minor issues are being addressed. The library is very grateful for the funds to replace the Ocean Pines branch carpet in FY20. The annual Citizen’s for Maryland Libraries (CML) meeting and Trustees Conference is scheduled for Saturday, October 26, 2019 from 9:30 am – 3 pm and will be held at the newly renovated Enoch Pratt Library. If anyone is interested in attending please let Ms. Ranck know. Registration ends October 18.

Ms. Betsy Gravenor-Stacey, Snow Hill Branch Manager, said there are a Worcester Goes Purple display at the front entrance and a book display near the garden doors. Alec Staley put together another display of old news clippings. Jocelyn Colbert has been here working 3 weeks now. Snow Hill staff will be putting together a story walk at the Worcester County Fair this week. Staff will be visiting the elementary and middle schools to promote library events and services. A button making program will be held on September 18. The concrete walkway and garden patio has been installed and was

funded by the Riley gift.

The next board meeting will be Tuesday, October 8 at the Berlin Library meeting room at 9:30 a.m.

Mr. Cascio asked if those present had further comments or questions. Ms. Mulligan motioned to adjourn the meeting; Mr. Bailey seconded. All present in favor. The meeting adjourned at 10:55 a.m.

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Amy Parker