

The Worcester County Library Board of Trustees met on Tuesday, September 13, 2022 at the Snow Hill Branch. Members present were Jeff Smith, Vicki O'Mara, Patricia Tomasovic, Jocelyn Briddell, and Kathryn Culbertson (via Zoom Conference). Nancy Howard and Sandra Buchanan were absent.

Also present were Jennifer Ranck, Director; Betsy Gravenor-Stacey, Assistant Director; Amy Parker, Business Manager; Tyvonnia Braxton, Snow Hill Branch Manager; and Bethany Hooper, *Coastal Dispatch*.

Regular meeting was called to order at 9:33 a.m. by Mr. Smith. Recording device was acknowledged.

A motion to accept Minutes from the June 14, 2022 meeting was made by Ms. Briddell; seconded by Ms. Tomasovic. All present were in favor.

Correspondence – Ms. Ranck reported there were articles in the local newspapers about the Summer Reading Program and the Ocean Pines book sale. Ms. O'Mara thanked Ms. Howard for sending out a thank you to all staff.

Financial Report – The final FY2022 Expense Budget Performance report from the County was also included in the packet. Ms. Parker reported on the branch expenses for July & August 2022. No comments were made on the branch expenses or on the statistics.

Ms. Braxton reported they had a successful summer reading program. She apologized the meeting room was unavailable because it is getting a refresh. The room will be painted and new furniture will be ordered using funds from the Riley bequest. Maintenance is taking out two windows in the meeting room (previously used for projection in the 1970s and 80s). Erin Pogue accepted the Local History Librarian position and started in August.

Administrative Report – Board members received a copy of the Administrative report to review before the meeting. Ms. Ranck said there have been several staff changes. We have one open full time position at the Snow Hill branch and one part-time position in the Tech department. Alicia Blake left the Ocean Pines branch and is now working for Eastern Shore Regional Library as the Training Coordinator. Morgan Stephens was promoted to the Assistant Branch Manager position, replacing Ms. Blake. The next Foundation meeting is scheduled for September 20 in Berlin. Meetings rotate between the Berlin and Snow Hill branches. "Afternoon Paint with Calvin" has been scheduled for Saturday, October 1 at 3 pm and will be held at the Ocean Pines branch. Please help us spread the word. All of the branches had wonderful summer reading programs and participation. There is also an Adult Summer Reading program and it continues to grow. Ms. Ranck will have a draft annual plan prepared for the October meeting.

Assistant Director's Report – A copy of the Staff Development report was sent in each board member's packet to review before the meeting. Ms. Gravenor-Stacey thanked the Worcester County Board of Education for inviting our Youth Services Team out for a two day workshop. They gained a lot from the workshops. Ms. Gravenor-Stacey and Ms. Wheatley will be meeting with the school librarian liaison this week. The school librarians help us promote virtual student cards and resources. Marshall Shord started the LATI Early Start Program. Savannah Varner and Mr. Shord will attend Advanced LATI in Winter 2023. The Storywalk® at John Walter Smith Park will feature "Berry Song" by Michaela Goade. At the beginning of July, an audio option for hearing the story read aloud was added to the Storywalk®, which readers can access by scanning a QR code that links to a page on our website. We hope to set up the new Mobile Multisensory Storywalk® at the County fair this weekend. The first story for the Mobile Multisensory Storywalk is "Boy + Bot" by Ame Dyckman. Ms. Gravenor-Stacey said our next staff day will be Monday, October 10 at the Ocean Pines branch. We will discuss safety and marketing our collection. The EDI Committee will resume meetings this month, with the goal of establishing meeting norms and setting goals for the coming year. Ms. Gravenor-Stacey asked if a board member would like to join the committee. The meetings are once a month for an hour, usually on Wednesdays at 2 p.m., though this schedule is subject to change depending on committee members' availability. If anybody is interested please let Ms. Ranck or Ms. Gravenor-Stacey know. Ms. Gravenor-Stacey said a goal of the committee is to create memory kits for each branch. For example a kit geared towards individuals with dementia could have a CD or a stuffed animal that could spark conversation or be a sensory component for someone.

OLD BUSINESS:

Mobile Outreach Vehicle/Logo Ms. Ranck said Nick Barnes and ESRL have helped with getting the back end of the library catalog ready for the new vehicle's collection. The outreach vehicle job has not been posted yet, and we hope to advertise in October. Ms. Ranck has been thinking about the vehicle wrap and the design. Ms. Briddell asked about the library's logo. Mr. Smith suggested hiring a graphic artist. Ms. Briddell agreed. After discussion the board agreed to talk about re-branding at a later date.

Pocomoke The Library received a few questions about the capital grant for Pocomoke's replacement project. The County Commissioners approved the Library's request to hire Jeff Schoellkopf for the design using funds set aside for the Pocomoke project. Several meetings have taken place to discuss placement on the proposed site, exterior aesthetics, and building goals. Ms. Ranck shared some preliminary sketches with the board. The Commissioners also approved the Library's request to hire Whiting Turner for preconstruction services. The next meeting is on September 23rd via Zoom. Ms. Howard, Ms. Tomasovic, and Ms. Buchanan have been attending the design meetings.

MSL Grant Opportunity The Library was awarded \$25,000 for an ADA compliant study room. Ms. Ranck will need to find another \$7,000 for the purchase. It will be a nice addition to the Ocean City branch. Right now Ocean City has been using the Studio OC as a private study/meeting room.

NEW BUSINESS:

Appoint Officers Since President Nancy Howard was absent from the meeting, Ms. O'Mara motioned to table this until the October meeting, Ms. Tomasovic seconded. All present were in favor. Ms. Ranck brought up last September, there were some members missing from the meeting and threw out the idea of adjusting the board meeting schedule. The board is fine with having in person meetings. The hybrid meetings are hard to operate and listening is hard.

FY 22 Budget A final budget FY 22 report was included in your board packet. Ms. Ranck said there was a small overage in legal services (\$410) and the library transferred unspent funds under office supplies to balance the budget. The Library requested some encumbrances, including funds for the final payment for the outreach vehicle, funding for maintenance projects, and funding for replacement furniture at several branches. The County Commissioners will discuss requests at a meeting in October.

Student Cards Student cards will be updated in October. This allows students to access a number of online databases and check out three books.

H2Oi Car Rally Last year the Ocean City branch closed on Saturday, September 25 in anticipation of the car rally. The Board agreed to close again this year on Saturday, September 24. Ms. Briddell motioned to approve the closing, Ms. O'Mara seconded. All present were in favor.

Capital Improvement Plan Ms. Ranck updated requests previously submitted for the Pocomoke and Snow Hill branches.

Policy Committee The Board discussed the Patron Conduct policy. Ms. O'Mara suggested taking out "distribution of literature" on page 59 at the top. Ms. Briddell motioned to approve the amended policy; Ms. O'Mara seconded. All present were in favor.

Ms. Hooper left the meeting at 10:35 a.m. Ms. Tomasovic said she saw that Susan Todd from the Berlin branch

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represented the library at the National Night Out and wondered if we participate in those kind of events. Ms. Gravenor-Stacey said Ms. Wheatley has been reaching out to the community for outreach opportunities. Ms. Ranck said staff do participate in different events throughout the County. Ms. O'Mara commented on the new Calendar of Events saying it was lovely. Mr. Smith said it is easier to find programs they want to attend.

The next board meeting will be Tuesday, October 11 at the Berlin branch at 9:30 a.m. Ms. O'Mara motioned to adjourn the meeting; Ms. Briddell seconded. All present were in favor. The meeting adjourned at 10:57 a.m.

Amy Parker