

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Tuesday, January 18th, 2022 ♦ 4 p.m.
North East Branch Library
AGENDA**

CALL TO ORDER

Steven Pearson, Chair

APPROVAL OF MINUTES

TREASURER'S REPORT

Adele Cruise, Operations Manager

PRESENTATIONS

Youth Board of Representatives,
Echo Charlton, Chair

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. Monthly Impact
2. Library Staff
 - a. Performance Development Project Update- "GPS: Grow, Perform, Succeed"
3. Library System Operations
4. Facilities & Special Projects
5. Library Programs
6. Advocacy & Legislative Updates

Rachel Wright, Associate Director

BOARD CALENDAR

- January 24th, 8-10am, Virtual Annual State of the County Breakfast
- February 10th, 9am, Virtual Briefing for Maryland Library Legislative Week
- February 14th-20th, Maryland Library Legislative Week, details TBD
- February 21st, 9am-1pm, Virtual CCPL Staff Day

DISCUSSIONS

1. Proposed COLA
2. Overview of Proposed FY23 Operating Budget

OLD BUSINESS

NEW BUSINESS

1. Vote- Proposed COLA
2. Vote- Proposed FY23 Operating Budget

CITIZEN COMMENT

ADJOURNMENT

Next Board Meeting: Tuesday, February 22nd at the North East Branch Library

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES
Tuesday, January 18, 2022, at 4 p.m.
North East Branch Library | Virtual – Zoom Meeting

ATTENDANCE: Joanne Morton, Jonathan Stauffer, Phyllis Kilby, Ravi Gupta, Steven Pearson, Tanya Area

STAFF: Morgan Miller, Rachel Wright, Adele Cruise, Luz Sellers, Nikki Bigley

GUESTS: Echo Charlton- Youth Board Chair, Kristi Burr- Citizen

EXCUSED:

CALL TO ORDER:

Chair Steven Pearson

Chair Steven Pearson called the meeting to order at 4:08 p.m.

TREASURER’S REPORT

Operations Director, Adele Cruise

Operations Manager, Adele Cruise presented the Treasurer’s Report to the Board of Library Trustees. The budget is 50% through FY2021, 52% revenues received, and 49% of expenditures.

A motion to file the treasurer’s report was made by Trustee Jonathan Stauffer; seconded by Trustee Ravi Gupta. Motion passed. The Treasurer’s Report was approved.

APPROVAL OF MINUTES

A motion to approve December 20, 2021, minutes was made by Trustee Phyllis Kilby; seconded by Trustee Joanne Morton. Motion passed.

YOUTH BOARD PRESENTATION

Echo Charlton

Echo Charlton, Chair of the Youth Board, gave the Trustees a presentation. The members of the youth board have been busy making Valentine's Day cards for the veterans and working on a community service project that involves making cat and dog toys for animals in the county's shelters. The youth board is also creating baskets to assist teens in dealing with stress and other mental health challenges. Study groups for the A.P. college course are being discussed and planned. Miss. Charlton discussed the youth board’s ideas on how to reach more teens throughout the county via social media platforms such as Instagram and establishing programs and activities that would pique teen’s interest in CCPL.

REPORT OF THE DIRECTOR

Executive Director, Morgan Miller

I. Library Services Report | Statistical Analysis

- i. Director Morgan Miller presented the service statistics to the board of trustees and discussed physical circulation, digital circulation, and other pertinent data of each branch for the month of November.
 - 18,077 people visited
 - 52,066 total materials borrowed
 - 438 study room reservations
 - 19 programs hosted with 330 program attendees
 - 260 new cardholders
 - 28,768.2 minutes spent on online learning courses
 - 4,520 reference questions answered
 - 21,021 total social media interactions

II. Performance Development

Associate Director, Rachel Wright

- i. Associate Director, Rachel Wright shared progress and highlights on CCPL's performance development initiative. CCPL's GPS (Grow. Perform. Succeed.) Performance Development Plan, with input from staff focus groups and a staff task force, was developed. Employees can direct their personal and professional growth through the development planning process. Staff will be able to create personal development goals as part of the process, which will improve their capacity to contribute to the success of CCPL. The achievement of these objectives also lays the groundwork for their professional success. Managerial training will begin next week.

III. Operational Updates

- i. Director Miller shared operational updates with the Trustees:
 - Masks required for visitors and staff in all branches
 - Plans to extend hours in North East postponed by Covid impacts and staffing shortages
 - Some branch closures/hours reductions over the past month; will likely continue for the next few weeks. Emphasis on maintain good geographic access when the system needs to limit operational hours – minimum of North East Branch (central), South County (Chesapeake City and Cecilton), and Western County (Rising Sun and Perryville)
 - Bookmobile and home delivery service maintaining routes.
 - Majority of indoor programs postponed through February.

IV. Staffing Updates

- i. Director Miller shared staffing updates with the Trustees:
 - Promotions
 - Peter Ricker – 25 hour Library Associate I North to full time Library Associate II – Children's Service, Perryville.
 - System-wide Vacancies
 - Human Resource Specialist – Full Time, Administration
 - Maintenance Technician – Full Time, Administration
 - Business Information Specialist – 25 hour, Business Information Center
 - Shelving Clerk – 25 hour, Elkton
 - Library Associate I – 25 hour, Elkton
 - Library Associate II, Children Services – 25 hour, Elkton
 - Library Assistant – 20 hour, Perryville
 - Library Associate II, Adult Services – 25 hour, Perryville
 - Library Associate II, Adult Services – Full Time, Perryville
 - Shelving Clerk – 25 hour, North East
 - Library Associate I – 25 hour, North East
 - Library Associate II, Adult Services – 25 hour, Rising Sun
 - Library Associate II, Adult Services – Full Time, Rising Sun
 - Library Associate II, Adult Services – 25 hour, Southern County
 - Library Associate I – 25 hour, Float

V. Value Awards

- i. CCPL has established a Values Award initiative, according to Director Miller. Staff who demonstrate CCPL principles in the areas of community, access for all, reading and literacy, trust and integrity, and continuous learning are recognized through this program. Employees can nominate another employees for a Value Award in celebration of their outstanding work conduct consistent with CCPL values, and the winners will be recognized during staff day.

VI. Advocacy and Legislative Updates

- i. Libraries around the state are collaborating with the government to increase per capita library funding. As new information and updates become available, Director Miller will share with the Trustees.
- ii. Maryland was the first state establish legislation requiring Amazon and other publishers to set reasonable terms and rates. To prevent this from happening, the Publishers Association filed an injunction against the Maryland Legislature, bringing the issue back to copyright and copyright infringement. The Maryland Attorney General is issuing a response to the injunction.

VII. Friends Foundation

- i. Director Miller shared that the Chair Andrea Pugh of the Friends Foundation along with her husband Mike, the campaign chair for Raising the 21st Child at the new North East Branch Library, are going to be awarded the Maryland Library Associations Outstanding Volunteer Award this year.
- ii. The Friends Foundation is currently wrapping up their Annual Appeal and their Holiday Cheers initiative. The Foundation is also helping CCPL to produce an advocacy digital story that will be shared with the trustees at a later date.

BOARD CALENDAR

- I. January 24, 2022 – Virtual Annual State of the County Breakfast, 8:00 a.m. – 10:00 a.m.
- II. February 10, 2022 – Virtual Briefing for Maryland Library Legislative Week, 9:00 a.m.
- III. February 14 – 20, 2022 – Maryland Library Legislative Week, details TBD
- IV. February 21, 2022 – Virtual CCPL Staff Day, 9:00 a.m. – 1:00 p.m.

DISCUSSIONS

- I. With the trustees, Director Miller addressed offering a 6 %Cost of Living Adjustment (COLA) to the employees utilizing savings in the FY22 personnel budget line. The proposed COLA would take effect in February. To maintain employees' salary in step with escalating living costs, a cost-of-living rise will be implemented. Director Miller stated that the CCPL personnel has not received a COLA increase in over two years. Following the discussion, Ms. Miller requested that the Trustees approve a COLA raise for CCPL employees.
- II. Director Miller overviewed the proposed FY2023 Operating Budget with the Trustees. The proposed FY2023 Operating Budget indicated the overall financial resources required to complete the library's goals for the year, namely supporting staff compensation and adding staff to allow for expanded branch services and hours that are in demand throughout the county. The operational budget and county funds were the topics of discussion.

OLD BUSINESS

- I. None.

NEW BUSINESS

- I. Vote – Approval of COLA Increase
 - i. A motion to approve the 6% COLA increase for all employees beginning February 1, 2022 was made by Trustee Joanne Morton; seconded by Trustee Phyllis Kilby. Motion passed. The COLA increase was approved.
- II. Vote – Approval of the proposed FY2023 Operating Budget
 - i. A motion to approve the FY2023 Operating Budget proposal was made by Trustee Jonathan Stauffer; seconded by Trustee Ravi Gupta. Motion passed. The FY2023 Operating Budget proposal was approved.

CITIZEN COMMENT

- I. Kristi Burr, a resident of the south county, attended the meeting to learn more about library operations in that region on behalf of the Lower County Senior Citizens group. There is a need and demand for expanded hours at both the Cecilton and Chesapeake City branches. Director Miller thanked Ms. Burr for attending and asked to be considered as a guest speaker at an upcoming meeting of the group to address their concerns and ask for their support in advocating for library funding that will help make hours expansion possible.

CLOSED SESSION

- I. None.

ADJOURNMENT

Motion to adjourn made by Trustee Phyllis Kilby; seconded by Trustee Jonathan Stauffer at 5:46 p.m. Motion passed; meeting adjourned.

Note: Next Meeting - Monday, February 21, 2021 at 4:00 p.m., North East Branch Library and Virtual – Zoom.

Approved by the Board of Trustees on February 21, 2021



Stephen Pearson, Chair