

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Tuesday, January 19th, 2021 ♦ 4 p.m.
Virtual Meeting
AGENDA**

CALL TO ORDER

Steven Pearson, Chair

**RECOGNITION OF BRIG. GEN. KENNARD WIGGINS FOR OUTSTANDING SERVICE
TO THE BOARD OF TRUSTEES AND COMMUNITY**

APPROVAL OF MINUTES

TREASURER'S REPORT

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. Monthly Impact Review
2. Library Operations Update
3. New North East Branch Library
4. State Legislative Update
5. Friends Foundation of CCPL

BOARD DEVELOPMENT

1. Vacancy Recruitment
2. Advocacy

BOARD CALENDAR

1. Introductory Meeting with the new County Administration, Thursday, January 28th from 2-4 via Zoom
2. Rescheduled Site Tour- TBD
3. **Next Board of Trustees Meeting: Tuesday, February 16th via Zoom**

OLD BUSINESS

1. Bylaws

NEW BUSINESS

CITIZEN COMMENT

ADJOURNMENT

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

Monday, January 19, 2020 ♦ 4 p.m.

Virtual – Zoom Meeting

ATTENDANCE: Gen. Kennard Wiggins, Phyllis Kilby, Tanya Area, Jonathan Stauffer, Joanne Morton, Linda Burris

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

GUESTS:

EXCUSED: Steven Pearson

CALL TO ORDER:

Vice Chair Joanne Morton

Vice Chair Joanne Morton called the meeting to order at 4:02 p.m.

RECOGNITION OF KENNARD WIGGINS

After 10 years of service, Brigadier General (Ret.) Kennard Wiggins, Jr is ending his final term serving the Board of Library Trustees. For his loyalty and exemplary contribution to the library, Mr. Wiggins was honored with a Resolution of Appreciation that was read by each trustee in his name. The trustees individually communicated to Mr. Wiggins their gratitude.

Director Morgan Miller, on behalf of the Cecil County Public Library, presented Mr. Wiggins with a wreath that was converted from his book, "America's Anchor". CCPL staff members also signed a matted insert that will outline the framed resolution that each of the trustees read and books were added to the CCPL collection in his honor with a special name plate.

Brigadier General (Ret.) Kennard Wiggins, Jr., praised the staff of the CCPL and confirmed that being among such innovative and committed individuals was a wonderful experience.

APPROVAL OF MINUTES

A motion to approve December 14, 2020 minutes was made by Trustee Phyllis Kilby; seconded by Trustee Jonathan Stauffer. Motion passed.

TREASURER'S REPORT

Adele Cruise, Operations Manager

Operations Director Adele Cruise presented the Treasurer's Report to the board of trustees. The budget is 50% through FY2021. Year to date percentages for all revenue and expenses, except CIP funds, stand at 50% and 31% respectively.

A motion to file the treasurer's report was made by Trustee Stauffer; seconded by Trustee Tanya Area. Motion passed. The Treasurer's Report was approved.

REPORT OF THE DIRECTOR

Morgan Miller, Director

I. Library Services Report

i. Director Morgan Miller presented the service statistics to the board of trustees and discussed physical circulation, digital circulation, and contactless pickup of each branch for the month of December.

- 2, 285 patrons visited branches
- 2,831 contactless pickup interactions
- 42,365 materials borrowed
- 1,608 Activities to Go Kits distributed
- 11 online programs attended with 260 program attendees
- 12,256 digital materials borrowed

- 56,644 minutes spent on Online Learning Courses
- 3,472 reference questions answered

II. Library Operations Update

- i. Director Miller shared that 4 CCPL librarians recently earned their Masters degrees in Library Science (MLS). It was stated that CCPL staff is utilizing the tuition reimbursement program to attain MLS, Bachelor's and Associate's degrees..
- ii. CCPL has officially launched Winter Reading. Through partnership with APGFCU and the Friends Foundation, CCPL was able to provide winter reading bags.
- iii. Director Miller discussed the Covid-19 vaccination initiative for CCPL staff. Majority of the staff have already received their first round of inoculation and they are appreciative for having the opportunity to do so. CCPL staff is working with the health department to contact community members 75+ to provide information and help to schedule their vaccination appointments online.

III. New North East Branch Library

- i. Director Miller updated the Trustees on construction progress of the new North East Branch Library and shared photographs of the building. Director Miller defined spaces for the Trustees inside the building and outlined the work to be done. CCPL has been issued its temporary occupancy permit and the first furniture delivery is expected in the coming week.

IV. State Legislative Update

- i. Director Miller shared information about the Maryland Library Legislative two week virtual event. It was stated that this is an opportunity to connect with Maryland delegates and senators to advocate for library issues. CCPL is working on scheduling virtual conferences with legislators. Director Miller will provide meeting details with the Trustees.

FRIENDS FOUNDATION OF CCPL

- i. Director Miller discussed the Friends Foundation's capital campaign fundraising efforts for the new North East Branch Library project. It was stated that the Friends Foundation exceeded CCPL's expectations. The Friends Foundation will shift their focus internally to their board and membership. Director Miller expressed appreciation to the Trustees for their dedication and support to the campaign

BOARD DEVELOPMENT

- i. Director Miller spoke with the trustees about the board vacancy recruitment. With the submission date of January 22, 2021, the vacancy has been posted on the CCPL website. At present, 6 applications have been received for nominations. CCPL will work to schedule virtual interviews.

ADVOCACY

- i. A run-through meeting will be held on January 25, 2021 with the trustees in advance to Director Morgan Miller's introductory meeting with County Executive Danielle Hornberger and County Administrator Daniel Schneckenbuger.
- ii. The next Board Education Session with Ms. Paula Singer will take place on February 9, 2021 at 4 p.m.

BOARD CALENDAR

- i. Thursday, January 28, 2021 at 2p.m. - Introductory meeting with new Cecil County Administration

OLD BUSINESS

- ii. Bylaws

NEW BUSINESS

- i. None.

CITIZEN COMMENT

- i. None.

CLOSED SESSION

- i. None.

ADJOURNMENT

Motion to adjourn made by Trustee Area; seconded by Trustee Linda Burris at 4:57 p.m. Motion passed; meeting adjourned.

Note: Next Meeting – Monday, February 16, 2021 at 4:00 p.m., Virtual – Zoom.

Approved by the Board of Trustees on February 16, 2021



Stephen Pearson, Chair