

CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, February 22, 2021 ♦ 4 p.m.
Virtual Meeting
AGENDA

CALL TO ORDER

Steven Pearson, Chair

APPROVAL OF MINUTES

TREASURER'S REPORT

PRESENTATION- Library Outreach Services

Katelyn McLimans,
Youth Services & Outreach Manager

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 CALENDAR

1. Board Tours- February 20th and 27th at 10am
2. Board Education Session- Tuesday, March 9th at 4pm
3. Next Board Meeting- Monday, March 15th at 4pm

OLD BUSINESS

1. Bylaws

NEW BUSINESS

1. Overview of Proposed FY2022 Operating Budget
2. Facilities Planning

BOARD DEVELOPMENT

1. Recruitment and Onboarding
2. Committee Roles and Development

CITIZEN COMMENT

ADJOURNMENT

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

Monday, February 22, 2020 ♦ 4 p.m.

Virtual – Zoom Meeting

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

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

GUESTS:

EXCUSED:

CALL TO ORDER:

Chair Steven Pearson

Chair Steven Pearson called the meeting to order at 4:05 p.m.

APPROVAL OF MINUTES

A motion to approve January 19, 2021 minutes was made by Trustee Joanne Morton; seconded by Trustee Phyllis Kilby. Motion passed.

TREASURER’S REPORT

Adele Cruise, Operations Manager

Operations Manager Adele Cruise presented the Treasurer’s Report to the Board of Library Trustees. Report data showed that that the budget is 58% through FY2020, 59% at revenues, and 36% of expenditures.

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

PRESENTATION

Katelyn McLimans, Youth and Outreach Services Manager

Director Morgan Miller introduced Katelyn McLimans, Youth and Outreach Services Manager to the Trustees. Ms. McLimans gave a presentation on outreach services.

- The Boys and Girls Club of Cecil County, Perryville Police Outreach Department, Cecil County Public Schools, neighborhood community centers, Brantwood Family Services, and the YMCA of Cecil County were among the organizations targeted for outreach. COVID-safe browsing content, materials distribution, and Activities-To-Go at-home learning kits are among the services provided.
- CCPL has partnered with Port Deposit Community Connecting Us to provide materials and internet access to residents.
- A grant from the Upper Shore Regional Council is also in the works for the spring of 2021. This grant will help with career search and resume writing, as well as provide access to online skill development.
- CCPL is providing Home Delivery Service for homebound seniors in collaboration with Cecil Department of Community Services. CCPL will deliver library materials to seniors' homes through contactless delivery.

REPORT OF THE DIRECTOR

Morgan Miller, Director

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 contactless pickup of each branch for the month of January.
 - 3,895 contactless pickup interactions

- 39,085 materials borrowed
- 1.812 Activities to Go Kits distributed
- 15 online programs attended with 288 program attendees
- 13,082 digital materials borrowed
- 61,563 minutes spent on Online Learning Courses
- 4,835 reference questions answered

II. Library Operations Update

- i. Director Miller discussed the ongoing Covid-19 pandemic with the trustees. Most frontline staff have received at least the first dose of the vaccine. At the start of this month, CCPL began accepting in-person computer appointments and beginning the week of March 8, 2021, CCPL is planning to reopen branches for in-person use. Curbside and contactless services will continue to be provided.

III. New North East Branch Library

- i. Director Miller spoke about the Trustees' tour of the new North East Branch Library. The intent of the building's design and engineering were discussed. The board members expressed their enthusiasm for the new library.
- ii. Director Miller spoke about the North East Branch Library's dedication ceremony. About 100 people are expected to receive invitations. The Dedication Ceremony will take place at 2:00 p.m. on Friday, April 23, 2021. Social distancing measures will be implemented. On Saturday, April 24, 2021, the public grand opening will take place.

IV. State Legislative Update

- i. With the Trustees, Director Miller discussed state funding and legislation. The Building Lifelong Learners Act (MD SB524), which mandates fine-free borrowing for minors, was a successful veto override and will also bring additional state capital grant funds and per capita funding increases to county library systems.
- ii. Both the Digital Connectivity Act and the eBooks bill are in committee. The eBooks bill is gaining a lot of traction and is moving rapidly. The state did not reduce library support for capital and operational budgets in FY22.

V. Friends Foundation of CCPL

- i. Director Miller spoke about the Friends Foundation's support for CCPL's book sponsorship initiative. The concept is that patrons can sponsor a book in memory or honor of someone special through this initiative. A children's book would cost \$25 to sponsor, while an adult book would cost \$50. In a book, a special name plate will be affixed. All funds raised would go to support the purchase of additional materials and literacy programs.

BOARD DEVELOPMENT

- i. Director Miller discussed recruitment and onboarding of the new trustee. It was stated that Chair Pearson and Director Miller will schedule time to meet with the candidate. The new Trustee's nomination will be sent to the County Executive for appointment, a process that takes 4-6 weeks.
- ii. Various committees that could be beneficial to the board were discussed. Trustees Phyllis Kilby and Tanya Area are working with Director Miller to develop youth representation on the board. There is interest in

creating a finance committee, consisting of staff, board members, and citizens, to learn more about the library's financial operations.

BOARD CALENDAR

- i. Board Tours – February 20th and 27th, 2021 at 10 a.m.
- ii. Board Education Session – Tuesday, March 9, 2021 at 4 p.m.
- iii. The MLA & DLA joint Library Virtual Conference - May 3-7, 2021.
- iv. County Council Budget Meeting – Tuesday April 13, 2021 at 4:30 p.m.

OLD BUSINESS

- i. Bylaws - The bylaws have been digitized. By the end of the month, Chair Pearson and Director Miller will have them finalized and sent out.

NEW BUSINESS

- i. Proposed FY2022 Operating Budget
 - a. Director Miller overviewed the Operating Budget request and related discussions with the County Administration. The budget proposal seeks to support the opening of the new North East Library while sustaining library operations at the other branches. CCPL has worked hard to use existing funds to cover staffing for North East, education increases, licensing, software, and professional fees, as well as standard occupancy increases at all of the other branches for FY22. The budget request prioritizes three outstanding needs: 1) the 8% health insurance increase mandate 2) much needed maintenance staff for North East (one full time maintenance technician and a part time custodian) and 3) occupancy and maintenance costs for the new North East Branch Library.

CITIZEN COMMENT

- i. None.

CLOSED SESSION

- i. None.

ADJOURNMENT

Motion to adjourn made by Trustee Tanya Area; seconded by Trustee Jonathan Stauffer at 5:30 p.m. Motion passed; meeting adjourned.

Note: Next Meeting- Monday, March 15, 2021 at 4:00 p.m., Virtual – Zoom.

Approved by the Board of Trustees on March 15, 2020



Stephen Pearson, Chair