

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Tuesday, February 22, 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. 2022 Values Award Winners
3. Library System Operations
 - a. Internal/External Communications Plan Project
4. Facilities & Special Projects
5. Library Programs
6. Advocacy & Legislative Updates
7. Friends Foundation of CCPL
 - a. Advocacy Campaign
 - b. Race for the Roses- A Derby Event for the Library

Rachel Wright, Associate Director

BOARD CALENDAR

1. Wednesday, February 23rd- Virtual Legislative Discussion at 8:45am
2. Saturday, April 23rd- One Year Anniversary Celebration, North East Branch Library
3. May 4th-May 6th, Maryland Library Association Conference, Cambridge Hyatt

DISCUSSIONS

1. New Lending and Circulation Practices and Policies

OLD BUSINESS

NEW BUSINESS

CITIZEN COMMENT

CLOSED SESSION

As provided in the Annotated Code of Maryland, State Government Article, Section 10-508 (a)(1), the Board will meet in closed session for discussion of a Personnel Matter.

ADJOURNMENT

Next Board Meeting: Monday, March 21st at the North East Branch Library

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES
Monday, February 22, 2022, at 4 p.m.
North East Branch Library | Virtual – Zoom Meeting

ATTENDANCE: Jonathan Stauffer, Phyllis Kilby, Ravi Gupta, Joanne Morton, Stephen Pearson, Shirley Simmons

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

GUESTS: Echo Charlton

EXCUSED:

CALL TO ORDER:

Chair Steven Pearson

Chair Steven Pearson called the meeting to order at 4:01 p.m.

TREASURER’S REPORT

Operations Director, Adele Cruise

Operations Manager, Adele Cruise presented the Treasurer’s Report to the Board of Library Trustees. Report data revealed the budget is 58% through FY2022, 61.77% revenues received, and 55.39% of expenditures.

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

APPROVAL OF MINUTES

A motion to approve January 18, 2021, minutes was made by Trustee Ravi Gupta; seconded by Trustee Tanya Area. Motion passed.

YOUTH BOARD PRESENTATION

Chair, Echo Charlton

Echo Charlton, Chair of the Youth Board, presented the Trustees with an update on the youth board's activities during the previous month. Ms. Charlton discussed the creation of a teen Instagram page, which is a top priority for the youth board. The goal of the page board is for it to be engaging, relaxed, and friendly to teenagers. The Instagram feed will feature book suggestions from teen representatives and teen librarians and program promotion. The youth board continues to concentrate on developing an adolescent mental health summit.

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 January.
 - 18,047 people visited
 - 56,597 total materials borrowed
 - 477 study room reservations
 - 13 programs hosted with 192 program attendees
 - 307 new cardholders
 - 57,545 minutes spent on online learning courses
 - 4,677 reference questions answered
 - 42,866 total social media interactions

II. Operational Updates

i. Director Miller shared operational updates with the Trustees:

- CCPL is continuing at current level of hours as the system works to fill positions
- Cecilton to add an evening which is targeted for spring
- StoryTime programming will be return on March 14, 2022
- Indoor Programs will return in March of 2022; mask requirements are under consideration.

ii. Director Miller shared facilities and special projects updates with the Trustees:

- Site analysis and design is underway for outdoor learning and play spaces in Perryville and Rising Sun Branches
- Patio furniture and fencing will be added this spring to the North East Branch outdoor space.
- Two study rooms will be available to patrons in March at the Elkton Branch.
- In March CCPL will be providing computer access to Community Connecting Us in Perryville.
- Outreach Partners Survey analysis is underway for a second bookmobile.
- The State Library Capital Construction Grant for Elkton is currently being developed and due at the end of May.
- CCPL is closing the gap in the outstanding contract work for the North East Library.

III. Staffing Updates

i. Director Miller shared staffing updates with the Trustees:

▪ Promotions

- Allison Holbrook promoted to Branch Manager, Perryville Branch – 02.01.2022
- Naomi Copenhaver promoted to Customer Service / Circulation Supervisor, Perryville Branch – 02.01.2022

▪ New Staff

- Annalisa Ahmed, Library Associate I – 25 Hour, Elkton Branch – 02.01.2022
- Connor Trainer, Library Associate I – 25, Hour, Cecilton and Chesapeake City Branches – 02.01.2022
- Ahmani Nkwodimmah , Human Resource Specialist – Full Time – 02.07.2022
- Jennifer Rossiter, Library Associate II – Adult Services, 25 Hour, Cecilton and Chesapeake City Branches – 02.14.2022

▪ System-wide Vacancies

- Administration
 - Full time Maintenance Technician
 - Full time Executive Assistant
- Business Information Center
 - 25 hour Business Information Specialist
- Elkton Branch
 - 25 hour Shelving Clerk
 - 25 hour Library Associate II – Adult Services
 - 25 hour Library Associate II – Children’s Services
 - 25 hour Library Associate II – Teen Services

- Perryville Branch
 - 25 hour Library Associate II – Adult Services
- North East Branch
 - 25 hour Shelving Clerk
 - 25 hour Library Associate I
- Rising Sun Branch
 - Full time Library Associate II – Teen Services
 - 25 hour Library Associate II – Adult Services

IV. Value Awards

- i. According to Director Miller, CCPL created a value awards project. Each of the winners was announced at staff day. The values award, it was stated, helps to foster and celebrate CCPL's culture. Ms. Miller revealed that 20 employees were nominated, with five being picked as winners. Custodian Joe Durso, Building System and Support Supervisor Kevin Urian, Library Assistant Darla Carter in North East, Arne Anderson, Outreach Librarian, and Children's Library Associate Sarah Zunino in Cecilton and Chesapeake City branches.

V. Advocacy and Legislative Updates

- i. Director Miller shared information on the Virtual Library Legislative Day. CCPL advocated for increasing the per capita funding for libraries. The House Bill 685 increases the per capita funding amount that must be provided to each regional resource center and to each county public library system participating in the State's library program beginning in fiscal 2023. The bill takes effect July 1, 2022. The Maryland Association of Counties has already signed on to support this and there is bipartisan support and it will very likely pass according to Director Miller.
- ii. Director Miller shared that CCPL is working with the Friends Foundation to develop an advocacy campaign labeled "We Need Libraries." The plan is to launch the campaign in March while the County Executive is preparing the budget. According to Director Miller, fiscal limits caused by the county's funding decrease have directly impacted CCPL's capacity to meet the community's changing needs. CCPL is hoping that demonstrating the wide range of individuals who use libraries, such as families, job seekers, the county's health department, and veterans, to mention a few, would be a determining factor in receiving full funding.

VI. Friends Foundation

- i. Director Miller provided details on the Friends Foundation's upcoming Race for the Roses event. It's a derby event to benefit the library and raise funds for the speaker's bureau, hosting community exhibitions and events. The North East Branch Library will host the event. In addition, there will be a silent auction and some fun onsite activities. Ms. Miller believes it's a terrific chance for folks in the North East Branch to view the many aspects of the building.

BOARD CALENDAR

- I. March 3, 2022 – County Executive's Hearing Budget at the Administration Building, 6:00 p.m.
- II. April 23, 2022 – One Year anniversary Celebration, North East Branch Library
- III. May 4 – 6, 2022 – Maryland Library Association Conference at the Cambridge Hyatt

DISCUSSIONS

- I. Director Miller discussed the revised Borrowing Policy with the trustees. The new borrowing policy coincides with the passage of the Building Lifelong Learners Act by the General Assembly. Overdue fines will no longer be imposed by CCPL. Replacement costs will only be charged for unreturned, missing, or damaged items, after a series of reminders. The system will also deploy automatic renewals. Many library systems are moving away from fines and toward a strategy that is more analogous to a retail model and emphasizes maintaining a quality collection, rather than punitive fees. After some discussion, Director Miller requested the Trustees to vote on the revised Borrowing Policy and approve it.

OLD BUSINESS

- I. None.

NEW BUSINESS

- I. Vote – Approval of the New Borrowing Policy
 - i. A motion to approve the Borrowing Policy Update was made by Trustee Tanya Area; seconded by Trustee Shirley Simmons. Motion passed. The Meeting Room Policy Update was approved.

CITIZEN COMMENT

- I. None.

CLOSED SESSION

- I. As provided in the Annotated Code of Maryland, State Government Article, Section 10-508 (a)(1), the Board will meet in closed session for discussion of a Personnel Matter.
 - i. Motion to move into Closed Session made by Trustee Phyllis Kilby ; seconded by Trustee Ravi Gupta at 5:46 p.m. Motion passed; meeting moved into closed session.

ADJOURNMENT

Motion to adjourn made by Trustee Jonathan Stauffer; seconded by Trustee Tanya Area at 7:30p.m. Motion passed; meeting adjourned.

Note: Next Meeting - Monday, March 21, 2022 at 4:00 p.m., North East Branch Library and Virtual – Zoom.

Approved by the Board of Trustees on March 21, 2022



Stephen Pearson, Chair