

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
September 18th, 2023
North East Branch Library
AGENDA**

CALL TO ORDER

Joanne Morton, Chair

APPROVAL OF MINUTES

CITIZEN COMMENT

REVIEW OF AGENDA

TREASURER'S REPORT

Adele Cruise, Operations Manager

COMMITTEE REPORTS

1. Finance
2. Governance

Ravi Gupta, Treasurer

EXECUTIVE DIRECTOR'S REPORT

Morgan Miller, Library Director

1. System Impact, Summer Reading & Learning Program Report
2. Library Staff Updates
3. Facilities Updates: Elkton Branch Update, Selective Renovation of the Perryville Branch
4. State Legislative Updates
5. Friends Foundation of CCPL

UNFINISHED BUSINESS

1. FY24-FY26 Strategic Plan and Annual Work Plan

NEW BUSINESS

1. FY23 Audit Update
2. FY24 Board Member Recruitment
3. Annual Board Retreat

BOARD CALENDAR

1. Citizens for Maryland Libraries Annual Conference- Saturday, October 21st at the Bowie Branch

ADJOURNMENT

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Monday, September 18th 2023 ♦ 4 p.m.

North East Branch Library

MINUTES

ATTENDANCE: Steve Pearson, Shirley McCrary-Simmons, Jonathan Stauffer, Ravi Gupta, Joanne Morton, Alexandra Gilbert, Tanya Area

STAFF: Morgan Miller, Adele Cruise, Rachel Wright

CALL TO ORDER

Joanne Morton, Chair

The meeting was called to order at 4:05PM.

APPROVAL OF MINUTES

A motion was made by Trustee Shirley McCrary-Simmons to accept the June minutes as presented, seconded by Trustee Jonathan Stauffer. Motion passed, minutes were approved.

A motion was made by Trustee Steve Pearson to accept the August minutes as presented, seconded by Chair Joanne Morton. Motion passed, minutes were approved.

CITIZEN COMMENT

None

TREASURER'S REPORT

Adele Cruise, Operations Manager

Operations Manager, Adele Cruise, shared that all of the final Treasurer's Reports will be sent to the CCPL Trustees before the October Trustees meeting for review. The first Finance Committee meeting will be held in October and the focus for this year will be on updating and creating necessary fiscal policies

COMMITTEE REPORTS

Joanne Morton, Chair

1. Finance Committee – Trustee Ravi Gupta – No Comment
2. Governance Committee – Will include Jonathan Stauffer, Alexandra Gilbert & Steve Pearson. The task of the Governance Committee includes the director's review (completed), planning the annual board retreat, and bylaws.

EXECUTIVE DIRECTOR'S REPORT

Morgan Miller, Library Director

1. Director Morgan Miller reviewed Library System Data & Impact, focusing on August data and Summer Reading program outcomes. The library saw significant increases in Summer Reading program engagement, including 3,636 more Bookmobile visitors over FY22, 151 more teen volunteer hours, 1,365 more program attendees, 11,288 more branch visits, 132,900 more minutes spent reading. Director Miller also shared data for the first few weeks of September, indicating a sharp daily attendance increase in several branches, especially the Perryville Branch, which correlates with the return of students after-school.

Director Miller touched base on FY24 operating goals set at the beginning of the fiscal year, which included expanded evening hours in North East and Elkton as well as creating a block of time each Monday for professional development activities. As of September 5th, new hours including additional evenings were in effect. Library staff have been using the Monday morning blocks for branch and departmental meetings, as well as performance development check-ins with supervisors. Several system-wide learning opportunities are being planned.

2. Library Staff Updates

New Hires:

- Lucinda Faragher – Shelving Clerk – North East Branch
- Carly Steadham – Library Associate II Children’s Services, Elkton Branch

Promotions:

- Harriet Adams – Lead Library Assistant, Perryville Branch
- Christopher Borroughs – Library Associate III – Career Services
- Hannah Walters – Library Associate I, Elkton Branch
- Mattie Yoncha – Full-Time Library Associate II, Teen Services, Perryville Branch
- Zang-Mobile Services & Outreach Supervisor

Director Miller shared several slides that highlighted positive feedback and branch specific reviews from the community about CCPL and our staff, including youth programs and other library resources.

3. Facilities and Special Projects

- Perryville – Music & Play Garden Complete
Selective Renovation – Bids Due Wednesday, 9/20.
- Elkton – Children’s Room Update Underway – layout
Reconfigured; making final furniture selections
- Rising Sun – Outdoor Space Planning underway
- Techmobile – delivery delayed until May 2023

4. State Legislative Updates – Director Miller overviewed progress made on a state-wide piece of Freedom to Read legislation that will be introduced during this year’s legislative session. It protects the rights of readers, libraries, and librarians to access and make information and materials widely accessible and includes school, public, and academic libraries.

5. Friends Foundation of CCPL:

The annual Crab Crawl raised \$14,440 to support the Summer Reading program. This year, the Friends Foundation has pledged funds to support furniture replacement for the children’s room project in Elkton, furniture replacement in Perryville, support of the Techmobile, as well as additional support for children’s and teen spaces in North East.

UNFINISHED BUSINESS

1. FY24-FY26 Strategic Plan and Annual Work Plan

Director Miller overviewed the final draft of the high level Strategic Plan for FY24-F26, as well as the annual work plan, which details the plan of action for advancing all of the strategies and goals within overall plan.

FINAL

A motion was made by Trustee Steve Pearson to approve to FY24-FY26 Strategic Plan and Annual Work Plan as presented, seconded by Trustee Tanya Area. Motion passed.

Following adoption of the plan, discussion ensued around ways to incorporate strategic planning updates into board meetings and the board portal.

NEW BUSINESS

1. FY23 Audit Update - Adele Cruise, Operations Manager, shared that we will receive the audit draft next week and complete the audit by the end of September, at which time it will be shared with the board. A representative from our audit firm, Lindsey & Associates, will present the audit at the October board meeting.
2. FY24 Board Member Recruitment – Trustee Tanya Area will be moving out of the county and Trustee Steve Pearson will reach the end of his second term on the board in February. Board members discussed the process and timeline for recruiting and interviewing candidates to fill both seats. Materials will be posted for the public shortly.
3. Annual Board Retreat – The Board discussed holding the retreat in February again this year. Chair Joanne Morton suggested reviewing the previous board evaluation to decide on topics to focus on. Director Morgan Miller offered to help with suggestions for speakers for the Annual Board Retreat.

BOARD CALENDAR

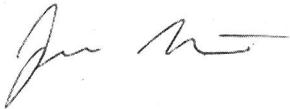
Citizens for Maryland Libraries Annual Conference- Saturday October 21, 2023. A save-the-date has been sent and registration should be made available soon.

ADJOURNMENT

Motion to adjourn made by Chair Joanne Morton; seconded by Trustee Shirley McCrary-Simmons at 5:40PM. Motion passed; meeting adjourned.

Next Board Meeting: Monday, October 16th at the North East Branch Library

Approved by the Board of Trustees



Joanne Morton