

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, March 15, 2021 ♦ 4 p.m.
Virtual Meeting
AGENDA**

CALL TO ORDER

Steven Pearson, Chair

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 CALENDAR

1. Dedication of the North East Branch Library- Friday, April 23rd at 2pm/Public Opening- April 24th
2. Maryland Library Association Virtual Conference, May 3-7th

OLD BUSINESS

1. Bylaws

NEW BUSINESS

1. Discussion- Recent Publication Decisions around Dr. Seuss
2. Implementing the Building Lifelong Library Earners Act

Nikki Bigley, Materials Manager

BOARD DEVELOPMENT

1. Board Education Session

Paula Singer & Lauralee Adams

CITIZEN COMMENT

ADJOURNMENT

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES
Monday, March 15, 2020 ♦ 4 p.m.
Virtual – Zoom Meeting

ATTENDANCE: Phyllis Kilby, Stephen Pearson, Tanya Area, Jonathan Stauffer, Joanne Morton, Linda Burris, Ravi Gupta

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

GUESTS:

EXCUSED:

CALL TO ORDER:

Chair Gen. Steven Pearson

Chair Steven Pearson called the meeting to order at 4:07 p.m.

APPROVAL OF MINUTES

A motion to approve the February 19, 2021 minutes was made by Trustee Phyllis Kilby; seconded by Trustee Joanne Morton. 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 revealed that the budget is 66% through FY2020, 66% at revenues, and 42% of expenditures.

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

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 February.
 - 3,548 contactless pickup interactions
 - 34,658 materials borrowed
 - 1,730 Activities to Go Kits distributed
 - 16 online programs attended with 517 program attendees
 - 12,238 digital materials borrowed
 - 80,445 minutes spent on Online Learning Courses
 - 3,651 reference questions answered
- ii. Director Miller discussed with the trustees the reopening of branches and usage data from the first week of limited reopening, March 8, 2021. There were 1,398 in-person visits and 162 contactless visits (including drive-thru)
 - Elkton Branch: 845 in person visits and 22 contactless pickups
 - Perryville Branch: 320 in person visits and 130 contactless pickups at the drive-thru window
 - Chesapeake City Branch: 139 in person visits and 3 contactless pickups
 - Cecilton Branch: 94 in person visits and 7 contactless pickups.

II. Library Operations Update

- i. Maryland Governor Larry Hogan has raised capacity limits across the state. Director Miller discussed the implications of increasing capacity limits within the library system. Director Miller, after consulting with the

Director of the Cecil County Department of Health, said that at this time, CCPL will remain at limited capacity. The CCPL system will expand its in-person total capacity as Covid-19 positivity rates continue to decline in the community and more members of the public are vaccinated.

- ii. Director Miller spoke about programming in the library system. CCPL is evaluating which services can be held remotely in the future and which programs are best suited for in-person participation. In addition, CCPL is collaborating with the town of Elkton to build a story walk in the downtown area.
- iii. According to Associate Director Wright, CCPL is replacing the new story in Calvert Park today, March 15, 2021. A book from the Longwood Community Reads program will be added to the story trail and aligned to upcoming programs. The story trail at Brantwood Park is still being worked on by CCPL and the Cecil County Parks and Recreation department. CCPL anticipates that this project will be completed soon.

III. New North East Branch Library

- i. Both the Dedication Ceremony and the public grand opening are being planned, according to Director Miller. This week, CCPL will announce that the library will open on April 24, 2021.

IV. State Legislative Update

- i. Director Miller explained how Maryland became the first state in the country to enact laws requiring Amazon and other publishers to sell to libraries at fair price and reasonable terms through the successful passage of the Public Libraries and eBooks bill. Director Miller indicated that "reasonable terms" are being articulated, and that she will continue to advise the trustees as new information becomes available.
- ii. On March 11, President Biden signed the \$1.9 trillion American Rescue Plan Act (ARPA) into law, which includes the \$7 billion Emergency Connectivity Fund to support libraries in building connected communities through the FCC's E-Rate program. The state of Maryland is slated to receive 3.3 million dollars to distribute to public libraries. Director Miller stated that this is a fantastic opportunity to finance connectivity for Cecil County residents. The Building America's Libraries Act (currently moving through Congress) has the potential to bring \$88 million in public library construction and renovation funds to Maryland Libraries.

V. Friends Foundation of CCPL

- i. The Friends Foundation has been working with CCPL to finalize the donor wall for the Raising the 21st Century Child Campaign at the new North East Branch Library. Director Miller thanked all of the trustees who donated and supported the Friends Foundation's capital campaign. The Friends Foundation would like to recognize the Board of Trustees with a special plaque as group for their donations.

BOARD DEVELOPMENT

I. Board Interview Findings and Recommendations, presented by Paula Singer of Segal Consulting

i. Findings:

- Director Performance – Board members are very pleased with the director's performance and appreciate her efforts in representing the Library and community. As part of the Director's continuous success, they also would like to create performance goals that align with the Strategic Plan and include measurable, consistent, and concrete goals.
- While there is consistent and clear communications regarding the financial performance of the library, all board members expressed the desire to participate in training surrounding specifics of how to

properly examine and digest financial documents for better understanding and in order to catch potential challenges. Additional training opportunities across various other topics were also mentioned.

- Board Members expressed the desire for more fact-to-face, social interactions with each other in order to get to know one another outside of business. Of course that will need to wait until the appropriate time given COVID-19.
- Communications amongst members, between members and the director, and between the Director and other stakeholders are perceived by board members as very positive. The board's decision making process is also perceived as effective and positive.

ii. Recommendations:

- The Director's Performance – Have a formal performance evaluation process in place for the Director position with concrete, measureable ratings and regular feedback conversations.
- Training – Conduct "Finance 101" training to prepare members to adequately examine financial documents associated with Library operations. Upon discussion with the board, add sessions aimed at topics mentioned by members additionally, consider updating the orientation program for current and new board members that take a more tailored and strategic approach.
- Social Interactions – Once restrictions have been lifted and it is safe enough to do so, hold regular social get-togethers for board members outside of business interactions.
- Communications and decision making process – Ensure there is adequate conversations surrounding opposing viewpoints during important discussions so that all perspectives are considered before coming to a decision. Additionally, provide materials for the board meeting in more advance notice and consider shortening the meeting length.

BOARD CALENDAR

- I. Dedication of the North East Branch Library: Friday, April 23, 2021 at 2 p.m.
- II. Public opening of the North East Branch Library: Saturday, April 24, 2021 - Time TBD
- III. Maryland Library Association Virtual Conference: May 3 – 7, 2021.

OLD BUSINESS

- I. Bylaws
 - i. Director Miller and the Trustees discussed the bylaws. It was proposed that the Trustees look at any operational things that need to be incorporated before the bylaws are adopted by the board. After that, the bylaws can be revisited and formally accepted as policy.

NEW BUSINESS

- I. The SB0524 Building Lifelong Library Learners Act
 - i. The SB0524 Building Lifelong Library Learners Act which prohibits a public library from charging a fine for overdue library materials on a minor's library material became law on March 11, 2021. However, after June

30, 2021, if a book is lost or damaged, the library system can ask them to pay for a replacement. All student accounts will be wiped clean and a new start will be given. The financial data on the costs of outstanding payments and replacement books is estimated to be about \$100,000.

II. Recent Publication Decisions around Dr. Seuss

Nikki Bigley, Materials Manager

- i. Materials Manager, Nikki Bigley discussed the recent criticism of Dr. Seuss for outdated and insensitive depictions of racial, ethnic, cultural and gender differences in six books. It was stated that these books do not rely on any historical context and that the Seuss enterprise has decided to pull those books from circulation and sales. The Board discussed CCPL's commitment to a diverse, relevant collection and the library's role in helping children and families to find and select excellent children's literature. Once all patron holds on the titles have expired, the six recalled books will be weeded from the library's collections. It was noted that several Seuss books have been updated for modern audiences and that Cecil has those in its collection, in addition to many other Seuss classics.

CITIZEN COMMENT

- i. None.

CLOSED SESSION

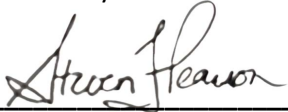
- i. None.

ADJOURNMENT

Motion to adjourn made by Trustee Tanya Area; seconded by Trustee Linda Burris at 6:09 p.m. Motion passed; meeting adjourned.

Note: Next Meeting- Monday, April 19, 2021 at 4:00 p.m., Virtual – Zoom.

Approved by the Board of Trustees on April 19, 2021



Stephen Pearson, Chair