

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, March 21st ♦ 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. GPS Performance Development System Update
3. Library System Operations
 - a. New Lending and Circulation Policy Updates
 - b. New Auditing Firm
 - c. Employee Handbook Review
4. Facilities & Special Projects
5. Library Programs
6. Advocacy & Legislative Updates
7. Friends Foundation of CCPL
 - a. We Need Libraries Campaign
 - b. *New North East Branch Library: A Place for All People*

Rachel Wright, Associate Director

BOARD CALENDAR

1. United for Libraries, Keeping Governance On Track webinar, March 29th (virtual)
2. Finance Committee, Monday, April 18th at 3pm
3. Saturday, April 23rd- One Year Anniversary Celebration, North East Branch Library
4. Thursday, April 28th at 8:30am, Chamber of Commerce's Legislative Wrap-Up at Schaeffer's
5. May 4th-May 6th, Maryland Library Association Conference, Cambridge Hyatt
6. Saturday, May 7th, Race for the Roses, Friends Foundation Fundraising event

DISCUSSIONS

1. FY2023 Board Assessment and Retreat

OLD BUSINESS

NEW BUSINESS

CITIZEN COMMENT

ADJOURNMENT

Next Board Meeting: Monday, April 18th at the North East Branch Library

**CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY
TRUSTEES**
Monday, March 21, 2022, at 4 p.m.
North East Branch Library | Virtual – Zoom Meeting

ATTENDANCE: Tanya Area, Jonathan Stauffer, Phyllis Kilby, Ravi Gupta, Joanne Morton, Steven Pearson, Shirley Simmons **STAFF:** Morgan Miller, Rachel Wright, Adele Cruise, Amber Schooley, Frazier Walker

CALL TO ORDER:

Steven Pearson, Chair

Chair Steven Pearson called the meeting to order at 4:02 p.m.

APPROVAL OF MINUTES

A motion to approve February 22, 2022, minutes as corrected was made by Trustee Phyllis Kilby; seconded by Trustee Tanya Area. Motion passed.

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 67% through FY2022, 69.29% revenues received, and 64.23% of expenditures.

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

YOUTH BOARD PRESENTATION

Rachel Wright, Associate Director on behalf of Chair, Echo Charlton

Associate Director Rachel Wright presented the Trustees with an update on the youth board's activities during the previous month. The board is working on the creation content for a teen Instagram page, which is a top priority for the youth board. The youth board continues to concentrate on developing an adolescent mental health summit. They are working to finalize their letters to the County Executive and County Council, sharing their personal stories and asking for the Library's budget to be fully funded.

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. Monthly Impact

- a. Director Miller shared that monthly attendance is consistent across the system, day-to-day. Perryville is seeing very high attendance due to the number of students who walk over after school. Last week Director Miller gave an update presentation to the County Council and conveyed that usage is really surging back in the library and how we need expanded funding and hours to meet these needs across the system. The Library is pleased with the number of programs we've offered, but even better, is our attendance of those programs shows a really great return of the public to the programs.

2. Library Staff

a. New Hires

Carlos Sailes was promoted to Business Information Specialist, Hannah Walters has been hired as Shelving Clerk in North East and Zach Jameson will be a Library Associate II - Adult Services in Rising Sun.

b. GPS Performance Development System Update

We worked for several months with the Segal Group to develop a new Performance Development System, called Grow, Perform, Succeed. Training has been shared with managers on how to set goals and to think

about continuous coaching of staff.

3. Library System Operations

a. New Lending and Circulation Policy Updates

Director Miller thanked the Trustees for approving recent circulation policy updates, emails are starting to go out asking for overdue items to be returned. Auto-renewals for all CCPL accounts will go into effect April 12.

b. New Auditing Firm

Previous Auditing firm Cohn Reznik terminated its service contract with CCPL. They've recommended Lindsey + Associates out of Towson. The firm has a lot of experience with government and library system audits. Director Miller and Operations Director Adele Cruise met with the firm and received a proposal for audit services that is well aligned with our needs and comparable to the fees we paid previously.

c. Employee Handbook Review

Amber Schooley, HR Manager

Ms. Schooley distributed CCPL Employee Handbooks to the Trustees for their reference. Sections that are proposed to be updated are highlighted. As per the Bylaws, any sections of the handbook that need to be voted on by the Board of Trustees has the Maryland code included. Updates include the remote work policy, attendance policy and review of Holidays and Floating Holidays.

4. Facilities & Special Projects

a. 2 Study Rooms in Elkton will be available for reservations by the end of the month. Both rooms will have screens for patrons to connect technology. Special thanks for the Friends Foundation for supporting the technology.

b. Public Computers are being installed at Community Connecting Us, which is a very positive step forward for that community.

c. Director Morgan Miller shared that good progress is being made on the outdoor spaces planning for Rising Sun and Perryville and are starting to review proposals.

5. Library Programs

Rachel Wright, Associate Director

a. StoryTime returned to in-person, no masks, last week and the public were very excited. Ms. Wright shared draft copies of the Summer Reading logs – this year's theme is "Oceans of Possibilities." CCPL was awarded an American Libraries Association Humanities grant in the amount of \$10,000 to support a "Mexican Heritage and Culture" series of programs for all ages, including an art exhibit in May about Frida Kahlo. The library has been hosting Business Information Center classes, including programs in the Digital Media Lab on how to use Photoshop and other graphics programs.

6. Advocacy & Legislative Updates

a. At the state level, there was a collective bargaining bill introduced for both Harford County and Baltimore City. The bill was shelved for a summer study. The state library's legislative panel is involved.

b. The proposed State per capita increase has been reduced in the house by a few cents, which is not what is needed. Library systems are working to advocate for a better per capita increase across the state. Additional funding for fy23 per capita has been sought through the Governor's supplemental budget. Since die is about a month away.

c. At the County level, Director Miller presented to the Council and began framing what we're attempting to do with next year's budget. The Library will ask for an increase for staff that's consistent with a cola funding for county employees; Reestablish more evening hours and meeting room access at our three

largest branches; Reestablish operating hours at the Chesapeake and Cecilton branches; and hiring a teen services position, as the south county has none at this time.

7. Friends Foundation of CCPL

a. We Need Libraries Campaign

The Friends Foundation has helped us to launch their campaign. "We Need Libraries, Libraries Need Full Funding." They've refreshed their webpage and Advocacy pages, making graphics available for downloading and sharing. The Friends Foundation also purchased 1,000 window clings that are being distributed amongst the branches.

b. *New North East Branch Library: A Place for All People*

Frazier Walker, Communications & Development Manager, worked with a local videographer to produce a 7 minute video that celebrates the new North East Branch Library and the Library's impact across the community.

c. The Friends Foundation board will be nominating new Board of Directors in April and May and will ask the Trustees to confirm them in June.

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DISCUSSIONS

1. FY2023 Board Assessment and Retreat

Discussion ensued regarding interest in a Board Retreat and when would be the best time for a half-day session. A taskforce was created with Trustee Tanya Area and Trustee Shirley Simmons to explore a self-reflection assessment for Board members and the timing and location of the retreat.

OLD BUSINESS

1. Director's Evaluation Form Feedback

Joanne Morton

Trustee Joanne Morton updated the Board that she and Steve Pearson had met with Director Miller to overview the updates to the Director's evaluation. She will incorporate the Board's suggestions and send out an updated evaluation for review.

NEW BUSINESS

- I. Trustee Phyllis Kilby reminded the Board members they need to fill out the County's Ethics Form.

CITIZEN COMMENT

- I. None.

ADJOURNMENT

Motion to adjourn made by Trustee Phyllis Kilby; seconded by Trustee Joanne Morton at 5:36 p.m.
Motion passed; meeting adjourned.

Note: Next Meeting - Monday, April 18, 2022 at 4:00 p.m., North East Branch Library.

Approved by the Board of Trustees on April 18, 2022



Stephen Pearson, Chair