

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
October 16th, 2023  
North East Branch Library  
AGENDA**

---

**CALL TO ORDER**

Joanne Morton, Chair

**APPROVAL OF MINUTES**

**PROCLAMATION IN RECOGNITION OF TANYA AREA**

**CITIZEN COMMENT**

**REVIEW OF AGENDA**

**PRESENTATION OF AUDIT**

Robert Diss, Lindsey & Assoc.

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

**PRESENTATION**

1. Review of CCPL Materials Selection Policy and Practices

Nikki Bigley, Materials Manager

**COMMITTEE REPORTS**

1. Finance
2. Governance

Ravi Gupta, Treasurer  
Jonathan Stauffer, Chair

**EXECUTIVE DIRECTOR'S REPORT**

1. System Data & Impact
2. Library Staff Updates
3. Facilities Updates
4. Friends Foundation of CCPL

Morgan Miller, Library Director

**UNFINISHED BUSINESS**

1. Board Retreat Planning
2. Board Vacancies

**NEW BUSINESS**

1. FY24 Fund Balance Allocation Recommendation
2. Contract Award- Perryville Branch Selective Renovation

**BOARD CALENDAR**

1. Citizens for Maryland Libraries Annual Conference- Saturday, October 21<sup>st</sup> at the Bowie Branch
2. Cecil County Branch NAACP Annual Reception, Saturday, November 4<sup>th</sup> at 12pm, Schaffer's Canal House

**ADJOURNMENT**

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Monday, October 16th 2023 ♦ 4 p.m.  
North East Branch Library  
MINUTES**

---

**ATTENDANCE:** Steve Pearson, Joanne Morton, Alexandra Gilbert, Tanya Area & Ravi Gupta

**STAFF:** Morgan Miller, Adele Cruise, Rachel Wright & Nicole Bigley

**EXCUSED:** Shirley McCrary-Simmons, Jonathan Stauffer

**GUESTS:** Robert Diss

**CALL TO ORDER**

**Joanne Morton, Chair**

The meeting was called to order at 4:18PM.

**APPROVAL OF MINUTES**

A motion was made by Trustee Steve Person to accept the minutes as presented, seconded by Trustee Alexandra Gilbert. Motion passed, minutes were approved.

**PROCLAMATION IN RECOGNITION OF TANYA AREA**

**Morgan Miller, Director**

The Trustees recognized outgoing Trustee Tanya Area with a selection of books that will be added to the collection in her honor and with a proclamation that is attached to the minutes.

**CITIZEN COMMENT**

No comment

**PRESENATION OF AUDIT**

**Robert Diss, Lindsey & Assoc.**

Mr. Diss reviewed the audit ending June 30, 2023. The Opinion letter gives CCPL an unmodified opinion, which is the best level to attain. CCPL's management practices and financial position overall are strong. A motion was made by Trustee Alexandra Gilbert to accept the FY23 Audit as presented, seconded by Trustee Steve Pearson. Motion passed, FY23 Audit was approved.

**TREASURER'S REPORT**

**Adele Cruise, Operations Manager**

Operations Manager, Adele Cruise, presented the Treasurer's Report. Report data revealed that the budget is 25% through FY2023, and stands at 26.45% revenue towards the budget with 22.2% expenditures. A motion to file the Treasurer's Report for audit was made by Trustee Steve Pearson; seconded by Trustee Alexandra Gilbert passed. Motion passed.

**PRESENTATION**

**Nikki Bigley, Materials Manager**

Nikki Bigley, Material Manager, provided an overview of the CCPL Materials Selection Policy and Practices in Response to the Materials Challenges. This document is intended to help employees and the general public understand the criteria CCPL uses to select materials. The overarching purpose of collections is to ensure that everyone and their experiences are represented in the library. The

Board of Trustees has ultimate authority for the reconsideration of materials process. Procedures were reviewed and discussion ensued.

**COMMITTEE REPORTS**

**Joanne Morton, Chair**

1. Finance Committee – Trustee Ravi Gupta – No Update
2. Governance Committee – Trustee Jonathan Stauffer- The committee is focused on the annual Board Retreat in 2024, which will be discussed later in the meeting.

**EXECUTIVE DIRECTOR’S REPORT**

**Morgan Miller, Library Director**

1. Director Morgan Miller reviewed Library System Data & Impact, focusing on September data and Summer Reading program outcomes. The library saw significant increases in visits to the library, up 22% over FY22. Overall for the month CCPL were up 29.4% over the previous month. We had 28,149 visits, 1,161 study room reservation, 66 programs hosted and 1,291 program attendees. Online Learning Courses had 36,818 minutes spent online, 386 New Card holders, 54 Outreach Activities and 2,491 Outreach attendees.

Cecilton Branch visits have increased significantly, without the addition of hours. The Perryville Branch is serving double the number of monthly users since last year, many of them teens.

2. Library Staff Updates

New Hires:

Wendy Haase –Library Assistant, North East

Ryan Ellis – Library Associate II – Teen Services, Elkton

3. Facilities and Special Projects

- The configuration of the Elkton Branch’s children’s room is underway and other opportunities for improvement are being evaluation. Bancroft Construction is reviewing construction estimates for the full renovation as part of the county’s CIP process.
- Perryville Branch will close November 22, 2023, for renovations. Packing and moving is scheduled from November, 27<sup>th</sup>– December 31<sup>st</sup>. The construction begins January 1, 2024 and the building will reopen in early summer.

During the renovation, staff will be hosted in the North East, Elkton, and Rising Sun branches. Outreach will be held at the Perryville Middle School & High School, Perryville Police Outreach, Perry Point VA Center, and Community Connecting Us. We will be adding additional early childhood, school-age and homeschool programs at the North East and Rising Sun branches this winter and spring to accommodate Perryville families.

4. Friends Foundation of CCPL

- The next fundraiser for the Friends Foundation will be the Book Lover’s Market scheduled for November 11th at the Elkton Branch. We have sixteen authors coming to the Book Lover’s Market. Friends Foundation Chair, Dr. Christine Valuckas, will give their Annual Report at the November Board of Library Trustees meeting.

FINAL

### UNFINISHED BUSINESS

1. Board Retreat Planning – Suggestions for the next retreat were discussed, including finance training, Freedom of Information, policy development and review, and advocacy. The Board Governance committee will organize the event, supported by Director Miller. Trustee Shirley McCrary Simmons indicated her interest in helping as well.
2. Board Vacancies – The Board will interview potential Board candidates on November 2<sup>nd</sup>, 6<sup>th</sup> & 16<sup>th</sup>. Interview questions and procedures were reviewed and discussed.

### NEW BUSINESS

1. FY24 Fund Balance Allocation Recommendation - Adele Cruise, Operations Manager, presented the Fund Balance Allocation Recommendation Report to the Board of Library Trustees. The majority of the fund balance is dedicated to facilities projects and improvements, as well as supplementing the Collections Budget. A motion was made by Trustee Alexandra Gilbert to accept the Fund Balance Allocation Recommendation Report as presented, seconded by Trustee Steve Pearson. Motion passed, FY24 Fund Balance approved.
2. Perryville Renovation Contract Award- Director Miller overviewed the process for reviewing responses to the RFP for construction services for the Perryville Branch. Bancroft Construction has been selected as the preferred bidder with an overall bid of \$843,222. Director Miller recommended awarding the contract to Bancroft Construction. A motion was made by Trustee Steve Pearson to award the project to Bancroft Construction, seconded by Trustee Alexandra Gilbert. Motion passed.

### BOARD CALENDAR

1. Citizens for Maryland Libraries Annual Conference – Maryland Libraries Annual Conference will be held Saturday, October 21, 2023. A save-the-date has been sent and registration should be made available soon.
2. Cecil County Branch NAACP Annual Reception – The NAACP Annual Reception will be held Saturday, November 4<sup>th</sup> at 12pm, at Schaffer's Canal House.

### ADJOURNMENT

Motion to adjourn made by Trustee Steve Pearson; seconded by Trustee Ravi Gupta at 6:00pm. Motion passed; meeting adjourned.

**Next Board Meeting: Monday, November 20th at the North East Branch Library**

Approved by the Board of Trustees



Joanne Morton