

FINAL

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, April 18th ♦ 4 p.m.
North East Branch Library**

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 Data
2. Library Staff
3. Library System Operations
4. Facilities & Special Projects
5. Library Programs
6. Advocacy & Legislative Updates
 - a. FY23 County Budget Update
7. Friends Foundation of CCPL

Rachel Wright, Associate Director

BOARD CALENDAR

1. Saturday, April 23rd- One Year Anniversary Celebration, North East Branch Library
2. Thursday, April 28th at 8:30am, Chamber of Commerce’s Legislative Wrap-Up at Schaeffer’s
3. May 4th-May 6th, Maryland Library Association Conference, Cambridge Hyatt
4. Saturday, May 7th, Race for the Roses, Friends Foundation Fundraising event
5. Thursday, May 19th at 7pm, Public Hearing on the FY23 Budget, Elkton High School
6. Tuesday, June 21st at 3pm, Board Finance Committee

DISCUSSIONS

1. Employee Handbook Review- Attendance and Remote Work Policies

OLD BUSINESS

1. FY2023 Board Assessment

NEW BUSINESS

1. Approval of Revised Attendance and Remote Work Policies

CITIZEN COMMENT

ADJOURNMENT

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

FINAL

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Monday, April 18th ♦ 4 p.m.
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ATTENDANCE: Tanya Area, Jonathan Stauffer, Phyllis Kilby, Ravi Gupta, Joanne Morton, Steven Pearson, Shirley McCrary-Simmons **STAFF:** Morgan Miller, Rachel Wright, Adele Cruise, Amber Schooley, Frazier Walker

CALL TO ORDER

Steven Pearson, Chair

Steve Pearson called the meeting to order at 4:09 p.m.

APPROVAL OF MINUTES

A motion to approve the March 21, 2022 minutes as corrected was made by Trustee Phyllis Kilby and seconded by Trustee Tanya Area. Motion passed.

TREASURER'S REPORT

Adele Cruise, Operations Director

Operations Manager, Adele Cruise, presented the Treasurer's Report to the Board of Library Trustees. Report data revealed that the budget is 75% through FY2022, 78.96% revenues received and 72.38% of expenditures.

A motion to file the Treasurer's Report for audit was made by Trustee Joanne Morton and seconded by Trustee Jonathan Stauffer. Motion passed.

PRESENTATIONS

**Rachel Wright, Associate Director
for Echo Charlton, Youth Board of Representatives, Chair**

The teen board was planning a mental health summit for May, but learned that the Cecil County Public Schools was planning a similar event on the same evening. CCPL will postpone and attend the CCPS event instead and will take activity kits to share. The Board will plan for a summit to coincide with back-to-school.

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. Monthly Impact Data

Director Miller showed a comparison of statistics from February 2022 to March 2022, showing an increase of 5000 visits month over month which is about 200 more per day.

At 75% through the year, the system has checked out more than 838,000 items, getting close to 1 million checkout at a very early stage compared to previous years and a tremendous increase since 2021.

Study Rooms have opened with 4,121 users and we've created 3,395 new library cards in FY22.

2. Library Staff

We are pleased to introduce the following new hires:

- Hannah Walters- Shelving Clerk, North East 3.15.2022
- Zach Jameson- 25 hour Library Associate II- Adult Services, Rising Sun 3.21.2022

We currently have 9 vacancies and have extended 2 offers.

CCPL is pleased to recognize the following staff accomplishments:

Summer Rosswog was elected President of the Children's Services Division of MLA

Katelyn McLimans was elected Vice President of the Children's Services Division of MLA

Frazier Walker was named to the Cecil Whig's Women to Watch list

Morgan Miller was selected for the Daily Record's Top 100 Women Award

CCPL will plan a staff appreciation picnic for the end of the summer, probably as Sunday in August.

3. Library System Operations

While still monitoring Covid metrics, we are working to plan for more evening programs later this spring and into summer.

Our goals for FY23, provided that there is additional funding:

Reestablish more evening hours and meeting room access at the North East, Elkton, and Perryville branches.

Reestablish more operating hours at the Chesapeake and Cecilton branches.

Increased county-wide support for citizens who need assistance with employment and small business development.

Improved after-school and weekend services to teens in Chesapeake City, Cecilton, and Perryville, where daily library usage by teens is high but the branches are understaffed to support these needs.

4. Facilities & Special Projects

We are working to order and install fencing around the back yard of the North East Library and to purchase patio furniture for outside.

We are finalizing purchase of a new bookmobile, which is more expensive than the previous vehicle, however, we have funds set aside as well as grant awards from the Upper Shore Regional Council. We need to get the vehicle under contract as it will take up to a year to complete the project.

5. Library Programs

Rachel Wright, Associate Director

We've returned to in-person programs, including afterschool program and Kids' Academy. The North East Branch has welcomed numerous elementary school group tours.

We are looking forward to upcoming programs such as Jim Gill on Saturday, 4/23, which will highlight and celebrate the 1st anniversary of the North East Branch and is hosted in conjunction with CCPS and the Striving Readers grant, which has supported 1,000 Books Before Kindergarten.

The Summer Reading and Learning program is being finalized and we're pleased to bring back our teen volunteer program at North East, Rising Sun, Perryville and Elkton, for students to earn service hours.

6. Advocacy & Legislative Updates

Maryland e-book legislation is halted. Opposition to the bill proved it was a copyright issue. It should be taken up at the Federal level and MLA will continue to work with the American Library Association.

- a. FY23 County Budget Update

FY23 County budget presentation went well – showing strong community use of our services and spaces as well as strong fiduciary use of our fund balance. Most of the budget increase will fund a 6% cola increase for staff. Of the 6 part-time staff needed, 4 were funded. The strong voices from the south county community made an impact in the Executive’s decision to increase Library funding. As Elkton’s renovation was removed from the CIP’s planning years, it was a good opportunity to remind the council that building the North East Branch was a 2 for 1 project that included the renovation of the Elkton branch that the community expects and deserves.

7. Friends Foundation

The Friends Foundation are working to nominate new Board members as Director Carol Starzmann’s term is finished on 6/30/2022. They are also planning the Race for the Roses Derby event on Saturday, May 7.

BOARD CALENDAR

Director Miller and Trustee McCrary-Simmons attended a “Good Governance” webinar discussing best practices for keeping a meeting running smoothly. A copy of Roberts Rules will be purchased for all Trustees and can be discussed at the next meeting.

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DISCUSSIONS

HR Manager, Amber Schooley reviewed the Attendance and Remote Work policies with suggested updates. Discussion ensued. Policy will have final review and vote at the May meeting.

OLD BUSINESS

Trustee Tanya Area and Trustee Shirley McCrary-Simmons volunteered to serve on the FY23 Board Assessment Taskforce to plan a Board retreat for the Fall.

NEW BUSINESS

Chair Steve Pearson mentioned a recent article in the Washington Post about censorship. Director Miller will send it to the Board of Trustees.

CITIZEN COMMENT

None.

ADJOURNMENT

A motion to adjourn was made by Trustee Phyllis Kilby and seconded by Trustee Ravi Gupta. Motion passed. Meeting adjourned at 5:34 p.m.

Note: Next meeting is Monday, May 16 at 4:00 p.m. at the North East Branch Library.

Approved by the Board of Trustees on May 16, 2022

A handwritten signature in cursive script that reads "Stephen Pearson".

Stephen Pearson, Chair