

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
December 18, 2023
Elkton Branch Library
AGENDA**

CALL TO ORDER

Joanne Morton, Chair

APPROVAL OF MINUTES

CITIZEN COMMENT

RECOGNITION OF JESSA GILLIS AND PAMELA WISEMAN FOR THEIR SERVICE TO CCPL

REVIEW OF AGENDA

PRESENTATION

Friends Foundation of CCPL, Annual Update

Dr. Christine Valuckas, FF Chair

TREASURER'S REPORT

Adele Cruise, Operations Manager

COMMITTEE REPORTS

1. Finance
2. Governance

Ravi Gupta, Treasurer
Jonathan Stauffer, Committee Chair

EXECUTIVE DIRECTOR'S REPORT

1. System Data & Impact
2. Library Staff Updates
3. Facilities Updates
4. Strategic Plan, Second Quarter Progress Report

Morgan Miller, Library Director

UNFINISHED BUSINESS

None

Joanne Morton, Chair

NEW BUSINESS

1. Board Policy Development- Conflict of Interest and Public Comment Joanne Morton, Chair

BOARD CALENDAR

1. County Executive's Hearing on the FY25 Budget- Thursday, January 4th at 6pm, County Building
2. Maryland Library Legislative Day, Tuesday February 13th, details to come
3. CCPL Staff Day, Monday February 19th, details to come
4. Annual Trustee Retreat, Saturday March 9th from 9am-3pm, North East Branch Library

ADJOURNMENT

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES
Monday, December 18th 2023 ♦ 4 p.m.
North East Branch Library
MINUTES

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

STAFF: Morgan Miller, Adele Cruise, Rachel Wright, Frazier Walker

GUEST: Dr. Christine Valuckas

CALL TO ORDER

Joanne Morton, Chair

The meeting was called to order at 4:04PM.

APPROVAL OF MINUTES

A motion to approve November 15, 2023 minutes was made by Vice Chair Shirley McCrary-Simmons; seconded by Trustee Alexandra Gilbert. Motion passed.

CITIZEN COMMENT

- i. None.

RECOGNITION OF JESSA GILLIS AND PAMELA WISEMAN FOR THEIR SERVICE TO CCPL

The Trustees recognized retiring CCPL staff Pam Wiseman 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.

The Trustees recognized retiring CCPL staff Jessa Gillis with a selection of books that will be added to the collection in her honor and with the proclamation that is attached to the minutes.

REVIEW OF AGENDA

PRESENTATION-FRIENDS FOUNDATION OF CCPL

Dr. Christine Valuckas, FF Chair

- I. Dr. Christine Valuckas attended the Board of Trustees to give an overview of the Friends Foundation's Activities and contributions for the past year.

TREASURER'S REPORT

Adele Cruise, Operations Manager

- I. Operations Manager, Adele Cruise, presented the Treasurer's Report. Report data revealed that the budget is 42% through FY2023, and stands at 43.21% revenue towards the budget with 35.78% expenditures. A motion to file the Treasurer's Report for audit was made by Trustee Jonathan Stauffer; seconded by Trustee Ravi Gupta. Motion passed.

COMMITTEE REPORTS

Joanne Morton, Chair

- I. Finance Committee – Trustee/Treasurer Ravi Gupta – indicated that there were no updates.
- II. Governance Committee – Trustee/Chair Jonathan Stauffer- shared that the Trustees' Retreat will take place Saturday, March 9th, and overviewed the agenda for the retreat.

EXECUTIVE DIRECTOR'S REPORT

Morgan Miller, Library Director

- I. Library Services Report | Statistical Analysis
 - i. Director Morgan Miller reviewed Library System Data & Impact, focusing on November data. The library saw significant increases in visits to the library, up 17.4% over FY23. We had 24,469 visits, 1,120 study room reservation, 79 programs hosted and 1,476 program attendees. Online Learning Courses had 59,985 minutes spent online, 265 New Card holders, 52 Outreach Activities and 1,221 Outreach attendees.
- II. Library Staff Updates
 - i. Pat Jones - promoted to Purchasing Specialist
 - ii. Alley Steadham - promoted to Data Analyst
 - iii. Kaitlyn Ennis, Assistant Branch Manager, Perryville - earned her MLIS degree
 - iv. Morgan Morrison, Teen Specialist, Cecilton and Chesapeake City Branches - earned her MLIS degree
 - v. Deja Gomez, Children's Specialist, North East Branch - graduated from the Library Associate Training Institute
- III. Facilities Update
 - i. Perryville Branch closed Thursday, November 22, 2023, and all the furnishing are being at a storage facility. Bancroft Construction are projecting there should not be any unforeseen issues with supply chain or labor. Progress pictures will be sent out to the Board of Trustees as the project progresses.
- IV. Friends Foundation of CCPL
 - i. The Chesapeake City Chamber of Commerce is creating an annual gala to benefit a different community organization each year. Funds raised through the inaugural event will benefit the Chesapeake City and Cecilton branch libraries. The event will be held Saturday, January 20, 2023, from 6:00pm-10pm.
- V. Strategic Plan, Second Quarter Progress Report
 - i. Director Morgan Miller gave an overview second quarter progress report of the FY24-FY26, High-Level Strategic Plan.

UNFINISHED BUSINESS

- I. None.

NEW BUSINESS

- I. Board Policy Development-Conflict of Interest and Public Comment Joanne Morton, Chair
 - i. Board discussed a Conflict of Interest policy for the CCPL Trustee Board and a Public Comment policy. Shirley McCrary-Simmons will work with the Governance Committee to help develop the Public Comment policy. The Public Comment policy is more of a priority.
 - ii. Shirley McCrary-Simmons shared that she is in need of a name tag for her position as CCPL Vice Chair. Morgan will put in a request to have a name tag created for Shirley.

BOARD CALENDAR

- I. County Executive’s Hearing on the FY25 Budget-Thursday, January 4th at 6pm, County Building
- II. Maryland Library Legislative Day, Tuesday February 13th, starting at 8am at the Governor Calvert House for a reception.
- III. CCPL Staff Day, Monday February 19th, details to come
- IV. Annual Trustee Retreat, Saturday March 9th from 9am-3pm, North East Branch Library.

ADJOURNMENT

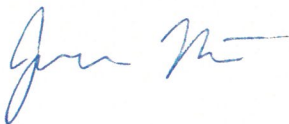
Motion to adjourn by Trustee Steve Pearson; seconded by Vice Chair Shirley McCrary-Simmons at 6:00pm.

Note: Next Board Meeting: Monday, January 16, 2023 at the Chesapeake City Branch Library

Respectfully Submitted,

Liz Booye
Executive Assistant

Approved by the Board of Trustees on January 16, 2023



Joanne Morton, Chair