

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
November 20, 2023
North East Branch Library
AGENDA**

CALL TO ORDER

Joanne Morton, Chair

APPROVAL OF MINUTES

CITIZEN COMMENT

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. CCPL Volunteer Program

Morgan Miller, Library Director

UNFINISHED BUSINESS

1. Board Retreat Planning
2. Board Recruitment

Joanne Morton, Chair

NEW BUSINESS

1. Presentation of Proposed FY25 Capital Improvement Plan
2. Board Holiday Gathering

Morgan Miller

BOARD CALENDAR

1. Holiday Breakfast, Monday, December 11th at 9am at the North East Branch
2. Maryland Library Legislative Day, Tuesday February 13th, details to come

CLOSED SESSION

As provided in the Annotated Code of Maryland, State Government Article, and Section 10-508 (a) (1), the Board will meet in closed session for discussion of an appointment.

ADJOURNMENT

FINAL

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, November 20th 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,

CALL TO ORDER

Joanne Morton, Chair

The meeting was called to order at 4:01PM.

APPROVAL OF MINUTES

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

CITIZEN COMMENT

Brian Hampton, a resident of Perryville and Perryville Branch Library user, shared that the staff at the branch have been doing an excellent job of communicating about the renovation to library visitors. He also shared that he encountered the father of a teen who expressed concern about the library being closed, but that he was able to help him see the bigger picture and benefit for teens and all library users. Mr. Hampton suggested the library post a notice about the branch closure on social media and/or consider an article in the Cecil Whig.

TREASURER'S REPORT

Adele Cruise, Operations Manager

Operations Manager, Adele Cruise, presented the Treasurer's Report. Report data revealed that the budget is 33% through FY2023, and stands at 33.83% revenue towards the budget with 28.86% expenditures. A motion to file the Treasurer's Report for audit was made by Trustee Shirley McCrary-Simmons; seconded by Trustee Ravi Gupta passed. Motion passed.

COMMITTEE REPORTS

1. Finance Committee – Trustee/Chair Ravi Gupta – indicated that there were no updates.
2. Governance Committee – Chair Jonathan Stauffer shared that the committee is focused on planning the annual Board Retreat in winter of 2024. The committee is exploring topics around finance and the school/library partnerships.

EXECUTIVE DIRECTOR'S REPORT

Morgan Miller, Library Director

1. Director Morgan Miller reviewed Library System Data & Impact, focusing on October data. The library saw significant increases in visits to the library, up 21.3% over FY22. The system had 26,746 visits, 1,258 study room reservation, 112 programs hosted and 1,327 program attendees, 327 New Card were made, 58 Outreach Activities were held serving 2,654 Outreach attendees. Director Miller shared that she recently gave a presentation to the County Council to update them on the library and overview the strategic plan and that they were very impressed with the high levels of library usage by the community.

2. Library Staff

- New Hires:

Wendy McMullen –Library Associate II-Adult Services, Perryville Branch

Linda Caccavalla-Library Associate I, Chesapeake City Branch

Colleen France-Library Associate I, Perryville Branch

Ryan Ellis-Library Associate II-Teen Services, Elkton Branch

3. Facilities and Special Projects

- Perryville Branch will close Thursday, November 22, 2023 and open in early July. Perryville staff will be working in various branches during this time and conducting outreach in the Perryville community. Staff are referring families in need of after-school care to the Perryville Police Outreach Center. The Cecil Whig covered the renovation and closure in an article earlier in the month.
- Finalization of furniture selections for the children's room update in Elkton is underway. Installation is planned for this spring. The children's room may be closed for a few days.
- A planning meeting with a civil engineer/landscape architect was recently held regarding the Rising Sun Branch's outdoor space. The project will take into consideration the needs of families with young children as well as the needs of residents from the assisted living facility next door. A spring/summer installation is anticipated.

4. CCPL Volunteer Program

- In support of the strategic plan, the library system as relaunched the volunteer program. Associate Director Rachel Wright, Branch Services Manager Christy Reynolds, Youth Services & Outreach Manager Katelyn McLimans, and Elkton Branch Circulation Supervisor/Volunteer Coordinator Cindy Reeser have done an excellent job of envisioning the volunteer program and developing new processes to recruit and onboard volunteers. Three volunteer opportunities were outlined-Branch Buddies, Reading Buddies, and Tees Give Back. All programs are accepting applications and a few have already been received. The system will look for additional opportunities to engage volunteers in the future.

5. Friends Foundation of CCPL

- 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-10:00pm. There are a number of ways these contributions may be used to enhance both facilities, including initiatives such as Story Trails and a lending Kiosks.

UNFINISHED BUSINESS

1. Board Retreat Planning-Ideas for topics were shared during the Governance committee's report. Board members will be surveyed for their availability.
2. Board Recruitment-The board interview 11 applicants for consideration of appointment and concluded interviews last week. Chair Joanne Morton thanked Director Miller and Administrative Assistant Liz Booye for their support and assistance. The Board will meet in closed session to discuss the interviews.

NEW BUSINESS

1. Presentation of Proposed FY25 Capital Improvement Plan-Director overviewed CCPL’s proposed submission for consideration by the County Administration for the FY25 CIP. In alignment with the strategic plan, CCPL continues to seek county and state support for a full renovation of the Elkton Branch Library. The building is nearly 40 years old and in addition to various layout changes that are needed to modernize the facility and improve the delivery of services, infrastructure improvements and mechanical replacements, including a new roof, need to be made. The project is spread over a 3 year period from FY25-FY27 and the total cost is \$6,185,000 with the majority of funding coming through a potential state library capital matching grant. Bancroft Construction review the initial project estimate from 2019 and updated costs based on constructional escalation for FY25.

Trustee Shirley McCrary-Simmons inquired how the library would approach the need for a new roof if it became an emergency and had not yet been funded by the county. Director Miller state that a portion of the approved FY24 fund balance has been set aside for a Elkton Branch construction contingency and any emergency repairs that are needed in the mean time and that there sufficient funding to replace the roof, if the need became critical.

A motion was made by Trustee Shirley McCrary Simmons to approve proposed FY25 Capital Improvement Plan for submission to the County, seconded by Trustee Ravi Gupta. Motion Passed.

2. Board Holiday Dinner-The Board Holiday Dinner will be held on December 18th following the monthly board meeting. Trustees would like to return to the Chesapeake Inn. The December board meeting will be held at the Elkton Branch. Additionally, the Board discussed returning to their practice of holding monthly board meetings in various branches, prioritizing the south county branches. Director Miller will coordinate with branches to relocate these meetings.

BOARD CALENDAR

1. The CCPL Staff Holiday Breakfast scheduled for December 11, 2023, at the North East Branch at 9:30am.
2. Maryland Library Legislative Day is scheduled for February 13, 2024 in Annapolis. Director Miller asked the Trustees to consider attending and supporting legislative visits.

CLOSED SESSION

- I. As provided in the Annotated Code of Maryland, State Government Article, Section 10-508 (a)(1), the Board will meet in Closed Session to discuss an appointment. At 5:30, Chair Joanne Morton called for a motion to meet in closed session. Trustee Jonathan Stauffer made a motion to meet in closed session; seconded by Trustee Alexandra Gilbert. All were in favor. The board met in closed session at 5:30pm.
Open session resumed at 6:20pm.

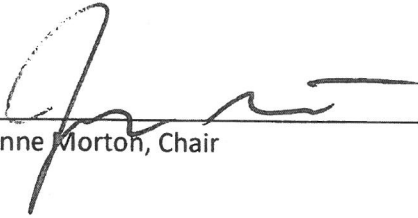
ADJOURNMENT

There being no further business, a motion to adjourn was made by Trustee Steve Pearson; seconded by Trustee Ravi Gupta. Motion passed; the meeting adjourned at 6:20pm.

Respectfully Submitted,

Liz Booye, Administrative Assistant

Approved by the Board of Trustees on December 18, 2023.

A handwritten signature in black ink, appearing to read 'Joanne Morton', is written over a horizontal line.

Joanne Morton, Chair

RESOLUTION OF APPRECIATION

December 18, 2023

WHEREAS, Jessa Gillis began her career with the Cecil County Public Library as a substitute in March 2005, eventually being promoted to ILS Administrator and the library's first Data Librarian; and

WHEREAS, during her successful career, she supported the implementation of many important community initiatives that aimed to break down barriers to library access, including fine-free borrowing for minors through the state's adoption of the Building Lifelong Learners Act as well as the Virtual Student Library Card partnership with Cecil County Public Schools ; and

WHEREAS, during the COVID-19 pandemic, she exhibited the utmost ingenuity and commitment to our community by creating CCPL's first online card, allowing thousands of people to access critical library resources from home; and

WHEREAS, she successfully developed data reporting systems and new products, such as Power BI, to empower and inform both the staff and Board of Trustees in their decision-making and analysis, in addition to supporting the Library Director by providing compelling data sets for public presentations, budget requests, and planning projects; and

WHEREAS, during her time on staff, the Cecil County Public Library has received many awards and accolades, including the IMLS National Medal, local and state Chamber of Commerce awards, the NAACP Freedom Fund Award, and the MACO Champion in Innovation award; and

WHEREAS, throughout her career and through the spearheading of many technology projects that have significantly advanced the library system, she has been exemplary in modeling organizational values around customer service, access, and responsiveness to both her colleagues and the community; and therefore be it

RESOLVED that the Board of Trustees, the Library Director, and the staff extend their sincere thanks to Ms. Gillis for her service to the library and thus to Cecil County during her career by placing books in the collection in her honor; and that a copy of this resolution be attached to the minutes of the meeting of December 18, 2023.

For the Trustees

For the Staff

Joanne Morton
Chair

Morgan Miller
Library Director

RESOLUTION OF APPRECIATION
December 18, 2023

WHEREAS, Pam Wiseman began her career with the Cecil County Public Library as a shelver in December 2009, eventually being promoted to the system's Purchasing Specialist; and

WHEREAS, she has thrived in her roles in procurement and vendor coordination, supporting both daily operations and the successful completion of many capital projects, including the new North East Branch Library and Headquarters, the renovation of the Rising Sun and Perryville Branches, numerous interior and exterior improvements to the Elkton Branch, as well as vehicle replacements; and

WHEREAS, during the COVID-19 pandemic, she worked tirelessly to plan and procure the supplies the library system needed to operate safely for both the staff and public; and

WHEREAS, her work to support the success of core library programs such as Summer Reading and Learning by procuring prizes and other incentives has made all the difference in community engagement and satisfaction; and

WHEREAS, she has successfully and admirably pursued higher education, earning her Associate's and Bachelor's Degree with honors from the University of Maryland Global Campus, exemplifying our values around continuous learning and leadership, thus inspiring several of our staff to pursue their own educations; and

WHEREAS, during her time on staff, the Cecil County Public Library has received many awards and accolades, including the IMLS National Medal, local and state Chamber of Commerce awards, the NAACP Freedom Fund Award, and the MACO Champion in Innovation award; and

WHEREAS, she has performed all of her duties with a strong commitment to customer service toward both her colleagues and the community, in addition to being an excellent marketer of library services and programs, be it therefore

RESOLVED that the Board of Trustees, the Library Director, and the staff extend their sincere thanks to Mrs. Wiseman for her service to the library and thus to Cecil County during her career by placing books in the collection in her honor; and that a copy of this resolution be attached to the minutes of the meeting of December 18, 2023.

For the Trustees

For the Staff

Joanne Morton
Chair

Morgan Miller
Library Director