

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Monday, June 21, 2021 ♦ 4 p.m.  
North East Branch Library  
AGENDA**

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**CALL TO ORDER**

Steven Pearson, Chair

**APPROVAL OF MINUTES**

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

**REPORT OF THE DIRECTOR**

Morgan Miller, Library Director

1. Monthly Impact Overview
  - a. Outreach Services Update
  - b. Staffing Updates
2. Library System Operations
  - a. Expanded Phase 4
  - b. Library Facility Enhancement Projects in Development
3. Friends Foundation of CCPL
  - a. Trustees and Foundation Alumni Event- September 2021
  - b. Save the Date- Crab Crawl, Saturday, September 11th

Rachel Wright, Associate Director

**BOARD CALENDAR**

1. Staff Appreciation Picnic at the North East Branch Library- tentatively Sunday, August 22nd

**OLD BUSINESS**

1. Director's Evaluation Committee

Joanne Morton, Vice Chair

**NEW BUSINESS**

1. Presentation of the FY2022 Operating Budget (Voting)
2. Proposed FY2022 Holiday Closings (Voting)
3. Proposed FY2022 Board Meeting Schedule
4. Summer Board Projects

**CITIZEN COMMENT**

**CLOSED SESSION**

As provided in the Annotated Code of Maryland, State Government Article, Section 10-508 (a)(1), the Board will meet in closed session to consider the investment of public funds.

**ADJOURNMENT**

**CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY  
TRUSTEES**  
**Monday, June 21, 2021, 2020 ♦ 4 p.m.**  
**North East Branch Library | Virtual – Zoom Meeting**

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**ATTENDANCE:** Stephen Pearson, Tanya Area, Jonathan Stauffer, Linda Burris, Ravi Gupta

**STAFF:** Morgan Miller, Rachel Wright, Adele Cruise, Luz Sellers

**GUESTS:**

**EXCUSED:** Joanne Morton, Phyllis Kilby

**CALL TO ORDER:**

Chair Steven Pearson

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

**APPROVAL OF MINUTES**

A motion to approve the May 17, 2021 minutes was made by Trustee Tanya Area; seconded by Trustee Ravi Gupta.

Motion passed. The minutes of May 17, 2021 board meeting was approved.

**TREASURER’S REPORT**

Morgan Miller, Director

Operations Manager Adele Cruise presented the Treasurer’s Report to the Board of Library Trustees. Report data revealed that the budget is 92% through FY2020, 92% revenues received, and 74% of expenditures.

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

**REPORT OF THE DIRECTOR**

Morgan Miller, Director

I. Library Services Report | Statistical Analysis

i. Director Morgan Miller presented the service statistics to the board of trustees and discussed physical circulation, digital circulation, and contactless pickup of each branch for the month of May.

- 404 contactless pickup interactions
- 14,056 people visited
- 59,752 materials borrowed
- 1,252 activities to Go Kits distributed
- 14 online programs hosted with 259 program attendees
- 11,954 digital materials borrowed
- 60,034 minutes spent on Online Learning Courses
- 6,032 reference questions answered

II. Outreach Services

Rachel Wright, Associate Director

i. Rachel Wright, Associate Director, gave the Trustees a presentation on CCPL’s outreach services.

The Bookmobile and its resumption of operations were discussed. Throughout the county, the bookmobile is making stops at local schools and camps. The Upper Shore Regional Council awarded CCPL a grant to purchase technology for the Bookmobile. CCPL was able to turn the bookmobile into a Mobile Tech lab as a result of this. The bookmobile can assist with job search and resume assistance with the support of librarians. Computers, Wi-Fi, and printers will be available to the community. Patrons will be able to look for jobs and apply for them, prepare resumes and cover letters, learn about new career pathways, and develop the skills needed to start, grow, or extend a business.

The SPARK Program (Students' Progress and Achievement with Reading Kits) was also discussed. Over 2,400 books were distributed to 814 rising seventh-graders as part of the program. This year, CCPL was able to include virtual students.

In response to lost learning due to COVID-19 pandemic restrictions, the Cecil County Public School System has established a summer learning program. By utilizing the bookmobile, CCPL is collaborating with CCPS in six elementary schools. The CCPL summer reading program is now included into the summer curriculum at CCPS. Every elementary school classroom received large Summer Reading Program posters from CCPL, allowing teachers and children to keep track of their reading.

### III. Staffing Updates

#### i. Director Miller shared staffing updates with the Trustees.

##### a. New Hires

- Jamie Allen - North East, Custodian
- Austin Bennett - North East, Library Associate I Bennett, Austin
- Christopher Burroughs - North East, Library Associate II – Adult Services
- Emily Cowan - Technology Services, Computer Technician
- Deja Gomez- North East, Library Associate II – Children's
- Morgan LaMonica - Elkton, Library Associate II – Children's
- Jacob Lester- North East, Library Associate I

##### b. Promotions

- Kevin Urian, Building Systems and Support Services Manager

### IV. Library System Operations

- i. Director Morgan Miller discussed the expanded phase 4 reopening with the Trustees. All materials in circulation including Sprout and Stem Kids, play items, and activities returned to children's space, seating and tables returned to branches. Virtual program is continuing and outdoor programs are being offered. Public computers and study rooms are available. All fines are still waived and Wi-Fi access is available to parking lots in all library locations.
- ii. Director Miller gave an update on the library facilities improvements that are currently under development. These projects, it was asserted, will help CCPL achieve its goals and objectives. Grants for funding and facilities that might benefit from improvements were outlined.

### V. Friends Foundation of CCPL

- i. Director Miller shared information about the Trustees and Foundation Alumni Event. The event is tentatively scheduled for September of 2021. It was stated that this is a good opportunity to get past board members together in the new library.

## BOARD CALENDAR

- I. Staff Appreciation Picnic at the North East Branch Library – Tentatively Scheduled for Sunday, August 22, 2021.
- II. Crab Crawl, Hosted by the Friends Foundation – Saturday, September 11, 2021.

## OLD BUSINESS

I. Director's Evaluation Committee

Vice Chair, Joanne Morton

- i. Trustee Joanne Morton will share information and/or updates at a later date.

**NEW BUSINESS**

I. Presentation of the FY2022 Operating Budget – Vote

- i. With the Trustees, Director Miller presented and discussed the proposed FY2022 Operating Budget. The proposed FY22 operating revenues reflect the 5.7% cut that was originally enacted. The county approved appropriations on June 1, 2021. Upon the passage of the Executive's Budget Amendment bringing an additional \$190,000 to the CCPL operating budget, Director Miller will issue a revised budget that reflects the added dollars. Offsets and supplements with carryover were examined.
- ii. A motion to approve the Proposed FY2022 Operating Budget was made by Trustee Tanya Area; seconded by Linda Burris. Motion passed. The Proposed FY2022 Operating Budget was approved.

II. Proposed FY2022 Holiday Closing Schedule - Vote

- i. The proposed FY2022 Closing Schedule was reviewed by Director Miller and the Trustees. President Day, it was pointed out, was not on the calendar. The schedule will be adjusted as a result of the missed holiday, according to Director Miller.
- ii. A motion to approve the Proposed Holiday Closing Schedule with the amendment to add President's Day, February 21, 2021 was made by Trustee Tanya Area; seconded by Linda Burris. Motion passed. The Proposed Holiday Closing Schedule was approved.

III. Proposed FY2022 Board Meeting Schedule - Vote

- i. Both the Trustees and the CCPL staff looked over the proposed FY2022 Board Meeting Schedule. The location of the meetings was the subject of discussion. The notion of continuing to use a virtual platform for members and citizens was also considered and agreed upon.
- ii. A motion to approve the Proposed Board Meet Schedule was made by Trustee Ravi Gupta; seconded by Trustee Tanya Area. Motion passed. The Proposed Board Meeting Schedule was approved.

IV. Summer Board Projects

- i. Director Miller and the Trustees discussed allocation of roles to board committees. Discussion ensued around advocacy, finance, and youth representation. Committees, it was said, can be a useful approach to structure and manage the board's work.

**CITIZEN COMMENT**

- I. None.

**CLOSED SESSION**

- I. None

**ADJOURNMENT**

Motion to adjourn made by Trustee Tanya Area; seconded by Trustee Linda Burris at 5:41 p.m. Motion passed; meeting adjourned.

**Note:** Next Meeting- Monday, June 21, 2021 at 6:02 p.m., at the North East Branch Library and Virtual – Zoom.

Approved by the Board of Trustees on June 21, 2021

  
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Stephen Pearson, Chair