

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
February 21<sup>st</sup> 4 p.m.  
North East Branch Library  
AGENDA**

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- CALL TO ORDER** Steven Pearson, Chair
- PROCLAMATION** Honoring Trustee Phyllis Kilby
- APPROVAL OF MINUTES**
- TREASURER’S REPORT** Adele Cruise, Operations Manager
- YOUTH BOARD OF REPRESENTATIVES** Echo Charlton, Chair
- REPORT OF THE DIRECTOR** Morgan Miller, Library Director
- 1. Library System Data & Impact
    - a. Annual Report
  - 2. Facilities and Special Projects
  - 3. Staff Updates
  - 4. Strategic Planning
  - 5. Friends Foundation
  - 6. State Legislative Update
- UNFINISHED BUSINESS**
- 1. Board Retreat Tanya Area
  - 2. Bylaws Review Committee Shirley McCrary-Simmons
- NEW BUSINESS**
- 1. Approval of FY24 Operating Budget Proposal
- BOARD CALENDAR**
- 1. Board Retreat- February 25, 2023 from 9-3pm at the North East Branch Library

**CITIZEN COMMENT**  
**ADJOURNMENT**

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

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Tuesday, February 21th 2023 ♦ 4 p.m.  
North East Branch Library  
MINUTES**

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**ATTENDANCE:** Steve Pearson, Shirley McCrary-Simmons, Jonathan Stauffer, Ravi Gupta, Joanne Morton, Tanya Area

**STAFF:** Morgan Miller, Adele Cruise, Rachel Wright, Liz Booye

**GUEST:** Echo Charlton, Alexandra Gilbert

**CALL TO ORDER**

**Steven Pearson, Chair**

The meeting was called to order at 4:10PM.

**PROCLAMATION**

**Honoring Trustee Phyllis Kilby**

Attach presentation sheet to the minutes

**APPROVAL OF MINUTES**

A motion was made by Trustee Tanya Area on to accept the January minutes as presented, seconded Jonathan Stauffer. Motion passed, minutes were approved.

**TREASURER'S REPORT**

**Adele Cruise, Operations Manager**

Operations Manager, Adele Cruise, presented the Treasurer's Report to the Board of Library Trustees. Report data revealed that the budget is 58% through FY2023, and stands at 61% revenue towards the budget with 51% on expenses. A motion to file the Treasurer's Report for audit was made by Trustee Joanne Morton; seconded by Trustee Ravi Gupta passed. Motion passed.

**YOUTH BOARD OF REPRESENTATIVES**

**Echo Charlton, Chair**

Echo Charlton attended the Strategic Planning seminar and suggested that in the future the library provide a second location so that more students would be able to attend. The Youth Board is working with APGFCU to have a financial literacy presentation that will provide skills for independence. The youth will receive a monthly budget where they have to account for taxes, etc. Instagram has completed all the meet the members post.

Below are different programs the Youth Board are planning:

February we posted about teen stress relief, Game on event, service learning opportunity, teens give back programs, working on the spring mental health night, cyber safety, healthy relationships boundaries, keep pause for people, an art room, have a game room that centers around that theme, we are working on Comicon, about late July. Working on cords for graduating board members.

**REPORT OF THE DIRECTOR**

**Morgan Miller, Library Director**

1. Review of SharePoint – Director Morgan Miller reviewed Library System Data & Impact Reviewed the Attendance Statistics Library board December 2023.
  - a. Annual Report
2. Facilities and Special Projects
  - FY 24 Capital Improvement Plan Submitted-Elkton Branch Renovation
  - Bookmobile-On Order
  - Perryville Interior Reconfiguration-Design Meeting 2/23-targeting project to start July 2023
  - Outdoor Learning Spaces
  - Perryville design complete; estimated opening in spring 2023

- Rising Sun design to begin in March, 2023
- Story Trails Planned and funded for Perryville Town Park and Conowingo Park
- Food Pantries-in partnership with NICANOR

3. Staff Updates

New Hires:

- No new hires

Promotions:

- Naomi Copenhaver – Branch Manager, Perryville Branch
- Megan Coleman – Branch Manager, Rising Sun Branch
- Brian Young, Lead Custodian

Branch Vacancies

Administration:

- 25 Hour Custodian-North East
- 20 Hour Custodian – North East

Cecilton/Chesapeake City:

- Full Time Library Associate II-Adult Services

Elkton:

- Full Time Library Associate I
- 25 Hour Library Assistant
- 25 Hour Shelving Clerk

Perryville:

- Full Time Assistant Branch Manager

North East:

- Full Time Assistant Branch Manager-Adult Services Supervisor
- Full Time Library Associate II-Teen Services
- 25 Hour Library Associate II-Children's Services

Rising Sun:

- 25 Hour Library Associate II-Adult Services

4. Strategic Planning:

Projected Timeline:

- March 6, 4-8; March 7<sup>th</sup>, 9-12-need 2-3 board volunteers  
Will attend these meetings: Echo Charlton, Tanya Area
- March – April – Final Plan Draft

5. Friends Foundation

- Race for the Roses- Saturday, May 6<sup>th</sup>

6. State Legislative Update

Trustee Shirley McCrary-Simmons, Rachel Wright Associate Director and Morgan Miller Library Director attended the State Legislative Day.

Priorities for the 2023 Legislative Session

- HB65/SB352 Education-Public Libraries-Collective Bargaining
- HB243/SB300 Baltimore City Young Readers Program- Expansion and Alterations (Young Readers Program Expansion)
- HB369/SB348 Education-State Library Resource Center-Funding
- HB1115/S8831 Libraries-Regional Resource Centers-Governance
- S8501 Libraries-Aging Infrastructure Capital Improvement Grant Program-Established
- S8846 Libraries-Circulation Records-Inspection, Use, or Disclosure Requirement Revision

FINAL

## UNFINISHED BUSINESS

### Coming Events

Rachel Wright

1. We received a \$15,000.00 Mental Health Initiative grant that will be used to educate staff, called Mental Health First Aid Training course. We are working with the Mental Health Association of MD and they will be sending instructors. There are two curriculum, one is for adults and the second is for youth. We are training three of our staff to help provide that training.
2. We had 41 that attended our Lawyer Library Program for the Legal Aid Program we had at the North East branch. We are looking to schedule this class at the Elkton branch as well. Legal Aid are ready to come back and assist us again. The lawyers set up one on one meetings with patrons.

### Board Retreat

Tanya Area

Forward your meal selections on over to Liz Booye so we can order your meal for our Board Retreat. Also, forward your book selection to Liz, as well.

### Bylaw Review Committee

Shirley McCrary-Simmons

By parliamentary procedure we need to study the Bylaw by paragraph at a time. We will have the Bylaws ready to review soon, everything that was kept has been highlighted.

## NEW BUSINESS

1. Approval of FY24 Operating Budget Proposal.

### COLA

#### Health Insurance increase

- Staffing Requirements
- Expand hours in Chesapeake and Cecilton
- Open 4 night in Perryville
- Staffing support Rising Sun
- Open 4 nights in Elkton
- YA services support due to volume North East
- Expanded outreach services support

Motion to approve of FY24 Operating Budget proposal made by Trustee Shirley McCrary-Simmons; seconded by Trustee Tanya Area. Motion passed.

## BOARD CALENDAR

1. Chamber of Commerce is sponsoring a Cecil County meeting at the Red Red Wine Bar 189 Main Street Ste B Annapolis, MD 21401, if you are interested in attending email Morgan and she will get you registered.

FINAL

**CITIZEN COMMENT**

None

**ADJOURNMENT**

Motion to adjourn made by Trustee Shirley McCrary-Simmons; seconded by Trustee Jonathan Stauffer at 5:40PM. Motion passed; meeting adjourned.

**Next Board Meeting: Monday, March 20<sup>th</sup> at the North East Branch Library**

A handwritten signature in black ink that reads "Stephen Pearson". The signature is written in a cursive style with a large, stylized initial 'S'.

Stephen Pearson, Chair