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  

Tanya Area

1. Board Retreat

2. Bylaws Review Committee  

Shirley McCrory-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
ATTENDANCE: Steve Pearson, Shirley McCravy-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
The meeting was called to order at 4:10PM.

Steven Pearson, Chair

PROCLAMATION
Honoring Trustee Phyllis Kilby

APPROVAL OF MINUTES
A motion was made by Trustee Tanya Area on to accept the January minutes as presented, seconded by 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 need to see the budget and account for taxes, etc. Instagram has completed all the meet the members post.

Below are different programs the Youth Board are planning:
- February: Week of stress relief, Game on event, service learning opportunity, teens give back programs, working on the spring mental health night, cyber safety, healthy relationships bounders, 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

   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
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 7th, 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 6th

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/SB883 Library-Regional Resource Centers-Governance
   - S8501 Libraries-Aging Infrastructure Capital Improvement Grant Program-Established
   - S8846 Libraries-Circulation Records-Inspection, Use, or Disclosure Requirement Revision
UNFINISHED BUSINESS

Rachel Wright

1. We received a $15,000.00 Mental Health Initiative grant that will be used to educate staff, called Mental Health First Add 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.

Tanya Area

Board Retreat
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.

Shirley McCrary-Simmons

Bylaw Review Committee
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 Converse 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.
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 20th at the North East Branch Library

[Signature]

Stephen Pearson, Chair