

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
March 20th, 4 p.m.
North East Branch Library
AGENDA**

- CALL TO ORDER** Steven Pearson, Chair
- 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
 2. Facilities and Special Projects
 3. Staff Updates
 4. Strategic Planning
 - a. Findings Playbook and Retreat
 5. Friends Foundation
 6. Legislative Updates
- UNFINISHED BUSINESS**
1. Bylaws Review Shirley McCrary-Simmons
- NEW BUSINESS**
1. Director’s Evaluation Committee Joanne Morton, Vice Chair
 2. Friends Foundation of CCPL Appointment
Requesting the appointment of Keith Amerman to the Board of Directors of the Friends Foundation for a three year term.
- BOARD CALENDAR**
1. Finance Committee, Monday, April 17th at 3pm- North East Branch
 2. National Library Week, April 23rd-29th
 3. Cecil Chamber’s Legislative Wrap-Up Breakfast, Monday, April 24th at 8:30-TBD
 4. Friends Foundation’s Race for the Roses, Saturday, May 6th at 5pm- North East Branch
 5. Budget Presentation to Council, Tuesday, May 16th at 4:30pm- County Administration
 6. Public Hearing on the FY24 Budget, Thursday, May 18th at 7pm- Elkton High School
- CITIZEN COMMENT**
- ADJOURNMENT**
- Next Board Meeting: Monday, April 17th at the North East Branch Library
We are a 501c(3) organization*

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Monday, March 20th 2023 ♦ 4 p.m.

**North East Branch Library
MINUTES**

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

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

GUEST: Alexandra Gilbert

EXCUSED: Echo Charlton

CALL TO ORDER

Steven Pearson, Chair

The meeting was called to order at 4:09PM.

APPROVAL OF MINUTES

A motion was made by Trustee Jonathan Stauffer on to accept the February minutes as presented, seconded Trustee Tanya Area. 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 67% through FY2023, and stands at 61% revenue towards the budget with 58% 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

Rachel Wright, Associate Director CCPL presented the Youth Board information on behalf of Echo Charlton. The Youth Board is planning on the Spring Teen Mental Health night scheduled tentatively for April 21st. Dr. Alex Chan from University of Maryland Extension will be the keynote speaker. The Youth Board are looking into using therapy dogs. The Youth Board are also looking to have 50 teens attend and talk about mental health. APGFCU will be working to provide financial literacy for the teens. They are still doing Teens Give Back. The teens are interested in hydroponic gardening, so the grant funds are providing funds to purchase a hydroponic garden which will be located here at the North East Branch.

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; will learn status this week
 - Bookmobile-anticipated Fall 2023
 - Perryville Interior Reconfiguration-finalizing design documents and cost estimates
 - Outdoor Learning Spaces;
 - Perryville-civil work planned for April; equipment on-site May 1st
 - Rising Sun Kick-off held; design underway
 - Story Trails for Perryville Town Park and Conowingo Park-going in now

3. Staff Updates

Branch Vacancies

Administration:

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

Cecilton/Chesapeake City:

- Full Time Library Associate II-Adult Services (offer accepted; 4.1.2023)

Elkton:

- Full Time Library Associate II-Adult Services
- 25 Hour Library Assistant (verbal offer accepted; waiting for signed off letter)
- 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
- 25 Hour Library Associate I

Rising Sun:

- 25 Hour Library Associate II-Adult Services

New Staff

August Campbell-Shelving Clerk Elkton Branch

Values Award Winner:

- Harriet Circulation, Perryville
"Harriet is one of the hardest-working CCPL employees I know. She interacts with every community member that comes through the door at PER. She treats each one with kindness. When I think of the Circulation team in Perryville, the true heart of our team is Harriet Adams"
- Megan Branch Manager, Rising Sun
"Megan excels in accountability, flexibility, customer service and critical thinking and management. She developed many relationships with customers and the community, providing insight into community demand and was open to developing new programs to fulfill those requests."
- Kaitlyn Manager, Circulation, North East
"Kaitlyn has excellent customer service, internally and externally. She is willing to go above-and beyond to help staff or patrons. She wants every interaction to be a positive one. Kaitlyn consistently models the library's core values in her day-to-day interactions with staff and patrons"
- Megan Circulation, North East
"Megan greets every patron with a warm smile and enthusiastic greeting and leads the North East Circulation team with pride. It's clear Megan loves working for CCPL and I'm forever grateful to have her on my team."
- Stephanie Children's, Cecilton & Chesapeake City
"I believe that Stephanie really embodies all of our values but based on her Story Time, outreach, and passive programming, her sense of "Community" really shines as she is creating highlights and joyful moments for our families, both in branch and out"

4. Strategic Planning Retreat-Brainstorming

- Target programs for underserved groups
- Expanding multi-lingual resources
- Social Services & Resources support promotion Strategies Outside of Building
- Drive Word of Mouth Promotion
- Segmented Target Marketing
- 20-30 Year old programs & fun
- Expand Homeschooling Support
- New approaches to adult programming
- Integrating outside presenters to expand programming
- Tech Classes Skills development classes
- Engagement & Promotion via Partnerships
- Expand Volunteer Utilization
- Adult partnership outreach
- After school initiatives
- Mobile Pop-up libraries
- Expand services outside the library
- Increased staffing in specific areas
- Updated Staff policies
- Staff training
- Broaden staff involvement in hiring
- More study rooms throughout system
- Evolve early literacy & youth spaces at all locations
- Expand & rethink 8-12 programs
- Expand early literacy program
- Increase hours
- Build & improve spaces
- Develop outdoor spaces
- More \$\$ for staffing #s & comp
- Develop speaker program
- Develop outdoor spaces
- Increase marketing & Advertising
- Innovative Youth programs
- Expand outreach & mobile services
- Creative/Maker Space
- Add merchant or expand food sales
- More library of things
- Increase cooking programming

5. Friends Foundation

- Race for the Roses- Saturday, May 6th at 5pm
- Currently recruiting new directors for their board

6. State Legislative Updates

Today is cross over day at the state level which means if a bill is in either the Senate or the House it has to be cross filed. Most all of the library bills have crossed over except Senate bill 501 which is info structure. The Collective Bargaining bill is continuing to work through amendments with the Senate subcommittee and right now it's in the Senate Sub Committee. County level, they are taking a conservative approach with the budget but they do know the need for the libraries. The county executive has to give her budget to the council by the end of this month.

- County Executive will be speaking April 5th to overview her budget
- Morgan Miller's budget presentation to the council is May 16th
- Public hearing on the budget is May 18th at Elkton High School

FINAL

UNFINISHED BUSINESS

Bylaws Review

Shirley McCrary-Simmons

Review of the Bylaws were completed and adjusted as necessary.

NEW BUSINESS

- Director's Evaluation Committee
- Friends Foundation of CCPL Appointment Requesting the appointment of Keith Amerman to the Board of Directors of the Friends Foundation for a three year term.
A motion was made by Trustee Joanne Morton to accept Keith Amerman as candidate for the Friends Foundation Board of CCPL, seconded Trustee Tanya Area. Motion passed.
- Committee created to work on updating the Director Reviewing form is Trustee Alexandra Gilbert and Trustee Joanne Morton. Tyler Koch will assist in updating the form.
- If you are interested in attending the MLA Training let Morgan Miller know by the end of the week.

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CITIZEN COMMENT

None

ADJOURNMENT

Motion to adjourn made by Trustee Shirley McCrary-Simmons; seconded by Trustee Tanya Area at 6:30PM.
Motion passed; meeting adjourned.

Next Board Meeting: Monday, April 17th at the North East Branch Library

Approved by the Board of Trustees on



Stephen Pearson, Chair