

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Monday, September 19, 2022 ♦ 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

**YOUTH BOARD OF REPRESENTATIVES**

Echo Charlton, Chair

**REPORT OF THE DIRECTOR**

Morgan Miller, Library Director

1. Library System Data & Impact
2. Fall Hours Expansion
3. Facilities and Special Projects Update
4. Strategic Planning Update
5. FY23 Funding Overview

**PRESENTATIONS**

1. Board Assessment Review

Tanya Area and Shirley McCrary Simmons

**DISCUSSIONS**

1. FY23 Goals and Work Plan
2. Book Challenges in Public Libraries

Steve Pearson

**UNFINISHED BUSINESS**

**NEW BUSINESS**

1. Election of Board Officers for Fiscal Year 2022
2. Assignment of FY23 Carryover Funds

**BOARD CALENDAR**

1. Citizens for Maryland Libraries Annual Conference- Saturday, October 15<sup>th</sup> at the Michael E. Busch Library, Annapolis
2. Finance Committee Meeting- Monday, October 17<sup>th</sup> at 3pm
3. Branch Tours- TBD

**CITIZEN COMMENT**

**ADJOURNMENT**

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

**CECIL COUNTY PUBLIC LIBRARY  
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Monday, September 19, 2022 ♦ 4 p.m.  
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MINUTES**

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**ATTENDENCE:**

Steve Pearson; Tanya Area; Phyllis Kilby; Shirley McCrary Simmons; Jonathan Stauffer; Ravi Gupta

**STAFF:** Morgan Miller; Adele Cruise; Rachel Wright; Frazier Walker **GUEST:** Echo Charlton

**CALL TO ORDER – 4:05 PM**

Steven Pearson, Chair

**APPROVAL OF MINUTES**

No edits to the minutes suggested. The minutes were approved unanimously.

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

Final details for the audit for FY2022 are being wrapped up. The fund balance and distribution recommendations will be shared for the Board's review. One the recommendations are approved by the Board, a Treasurer's Report will be shared for July and August. Currently 16% through the year.

**YOUTH BOARD OF REPRESENTATIVES**

Echo Charlton, Chair

The Youth Board is working to find new members to get up to seven members, the deadline to submit an application is today. Echo will be a part of the interview team. The Board is considering hosting a Halloween party to start the year off. They are also planning a Mental Health Night and planning to launch for the holiday season. They are still thinking about an Instagram account and working on developing content.

**REPORT OF THE DIRECTOR**

Morgan Miller, Library Director

1. Review of SharePoint – Director Morgan Miller reviewed the new SharePoint Portal that was developed for the Board of Library Trustees. This will be a “one-stop-shop” for Board information, resources and statistics. Director Miller also overviewed the newly developed, interactive statistics app.
2. Library System Data & Impact; overview summer success infographic – Director Miller overviewed the statistics from July and August, including an impressive infographic, which highlighted the impact of the Summer Reading and Learning Program.
3. Fall Hours Expansion – Director Miller overviewed the planned expansion of hours for Library branches, beginning Monday, October 3. A public announcement will be shared the week of September 26.  
Cecilton Branch: Monday: 12 PM - 8 PM; Tuesday: 10 AM - 6 PM; Wednesday: 10 AM - 6 PM; Thursday: 1 PM - 6 PM; Friday: 10 AM - 6 PM; Saturday: Closed - Chesapeake City Branch: Monday: Closed; Tuesday: 12 PM - 8 PM; Wednesday: Closed; Thursday: 10 AM - 6 PM; Friday: Closed; Saturday: 9 AM - 5 PM - Elkton Branch: Monday, Wednesday, Friday: 10 AM - 6 PM; Tuesday, Thursday, Saturday: 9 AM - 5 PM - North East Branch: Monday: 9 AM - 8 PM; Tuesday: 9 AM - 6 PM; Wednesday: 9 AM - 8 PM; Thursday - Friday: 9 AM - 6 PM; Saturday: 9 AM - 5 PM - Perryville Branch: Monday: 10 AM - 8 PM; Tuesday: 10 AM - 8 PM; Wednesday: 10 AM - 6 PM; Thursday: 10 AM - 6 PM; Friday: 10 AM - 6 PM; Saturday: 9 AM - 5 PM - Rising Sun: Monday: 10 AM - 8 PM; Tuesday: 10 AM - 6 PM; Wednesday: 10 AM - 8 PM; Thursday: 10 AM - 6 PM; Friday: 10 AM - 6 PM; Saturday: 9 AM - 5 PM
4. Facilities and Special Projects Update Friends Foundation – Frazier Walker, Friends Foundation Director, overviewed the recent recommendations from the Finance Committee to prepare for CCPL's needs over the next few fiscal years, including updates for North East, a contribution to the upcoming renovation of the Perryville Branch and future reimagining of the Elkton Branch Library.
5. Strategic Planning Update – Director Morgan Miller shared that the Library had received multiple, highly qualified responses to the RFP for strategic planning. The committee, consisting of Trustees Phyllis Kilby and Shirley McCrary-Simmons and CCPL Staff Morgan Miller, Adele Cruise, Rachel Wright and Frazier Walker will

meet next week to review the proposals and select a consultant.

6. FY23 Funding Overview – Operations Manager Adele Cruise shared that due to the pandemic last year, there was a higher fund-balance than normal, but have allocated the savings to various Capital projects such as the Perryville Refresh and Rising Sun outdoor area.. The Library's contingency is now up to \$800,000 for emergency funding. The Finance Committee will meet next month. Trustee Ravi Gupta asked for data to make decisions such as determining leases and developing a purchasing policy.

## **PRESENTATIONS**

Board Assessment Review

Tanya Area and Shirley McCrary Simmons

Trustees Tanya Area and Shirley McCrary Simmons overviewed the Board Survey and Assessment, drawing together some goals from the results, such as developing a Board Retreat and setting its agenda. The Board would like to continue learning about Library finances and Library law at the State level.

## **DISCUSSIONS**

1. FY23 Goals and Work Plan

Steve Pearson

Chair Steve Pearson stated the Board needs to have follow up with the board to have a deeper dive into the work and presentation that Trustees Area and McCrary-Simmons worked on. To be effective board members, we have a responsibility to be educated, however, don't want to overwhelm any board member with work/committees, etc. Chair Pearson thanked Trustees Area and McCrary-Simmons for the time they spent and look forward to having continued discussion. Trustee Shirley McCrary-Simmons shared that this is a building plan/strategic plan for the Board to learn over time, such as building a policy review calendar. Discussion ensued regarding planning for the education retreat. Director Miller can also present more education at each board meeting to share information

2. Book Challenges in Public Libraries

Director Miller sent an article about book challenges in communities. Right now, local challenges are focused on school libraries. Possible changes to the school board could create additional challenges. Frazier Walker has developed a draft "emergency communication" for book challenges. A potential challenge could focus on student library cards due to the fact that if books are removed from school libraries due to content students could then get them in the Library. Students can opt out of any book at the public schools and they or their families can opt out of student virtual library card. The role of the parent is to be involved and make decisions – to that end, a parent can see anything on a student's card and can make decisions about what is best for their family. CCPL will follow up with CCPS to confirm that students can opt out of the student virtual cards. Another frequently used tool by librarians is a website [www.commonsemmedia.org](http://www.commonsemmedia.org) which has rating systems by other parents and staff, and rates such things as violence, language and graphic content.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

1. Election of Board Officers for Fiscal Year 2023. Trustee Tanya Area nominated Trustee Phyllis Kilby for Treasurer, Trustee Joanne Morton seconded. Motion passed. Trustee Joanne Morton was nominated by Trustee Phyllis Kilby to remain Vice Chair, seconded by Trustee Jonathan Stauffer. Motion passed. Trustee Tanya Area nominated Steve Pearson for Chair, seconded by Trustee Shirley McCrary Simmons. Motion passed.
2. Assignment of FY23 Carryover Funds – A motion to accept the report and assign FY23 carryover funds was made by Trustee Phyllis Kilby and seconded by Trustee Tanya Area. Motion passed.

## **BOARD CALENDAR**

1. Citizens for Maryland Libraries Annual Conference- Saturday, October 15<sup>th</sup> at the Michael E. Busch Library, Annapolis
2. Finance Committee Meeting- Monday, October 17<sup>th</sup> at 3pm
3. Branch Tours for the Trustees – a schedule is still to be determined.

#### **4. CITIZEN COMMENT**

Trustee Shirley McCrary Simmons asked that board assessment and selection of a retreat date be included in the agenda for October's meeting.

#### **ADJOURNMENT**

Trustee Tanya Area made a motion to adjourn; seconded by Trustee Shirley McCrary Simmons. The meeting adjourned at 6:57 PM.

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

Approved by the Board of Trustees on

  
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Stephen Pearson, Chair