

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Monday, September 20, 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
2. Library Programs
3. Library Staff
4. Library System Operations
  - a. Facilities & Special Projects
5. Friends Foundation of CCPL
  - a. New Strategic Development Plan
6. Advocacy & Legislative Updates

Rachel Wright, Associate Director

**BOARD CALENDAR**

1. Trustee Alumni Event- Friday, October 1<sup>st</sup>, 6:30pm at the North East Branch
2. Citizens for Maryland Libraries- Saturday, October 16<sup>th</sup> at the Michael E. Busch Library, Annapolis

**DISCUSSIONS & PRESENTATIONS**

1. Annual Work Calendar
2. Strategic Plan Check-In

**OLD BUSINESS**

1. Director's Evaluation Committee

Joanne Morton, Vice Chair

**NEW BUSINESS**

1. Election of Board Officers for Fiscal Year 2022
2. Board Recruitment- New Vacancy and Student Representative

**CITIZEN COMMENT**

**ADJOURNMENT**

**Next Board Meeting: Monday, October 18<sup>th</sup> at the North East Branch Library**

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

**Monday, September 20 2021, 2021 ♦ 4 p.m.**

**North East Branch Library | Virtual – Zoom Meeting**

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**ATTENDANCE:** Stephen Pearson, Tanya Area, Jonathan Stauffer, Ravi Gupta, Joanne Morton, Phyllis Kilby

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

**GUESTS:**

**EXCUSED:**

**CALL TO ORDER:**

Chair Steven Pearson

Chair Steven Pearson called the meeting to order at 4:10 p.m.

**APPROVAL OF MINUTES**

A motion to approve the June 21, 2021 minutes was made by Trustee Tanya Area; seconded by Trustee Ravi Gupta. Motion passed. The minutes were approved.

**TREASURER’S REPORT**

Adele Cruise, Operations Director

Operations Manager Adele Cruise did not presented the Treasurer’s Report to the Board of Library Trustees due to the ongoing audit process. Treasurer’s reports for the months of June and September will be presented at the October Board of Library Trustees meeting.

**REPORT OF THE DIRECTOR**

Morgan Miller, Executive 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 months of June, July, and August.

a. June

- 585 new cardholders
- 17,142 people visited
- 68,161 materials borrowed
- 190 study room reservations
- 29 programs hosted with 248 program attendees
- 6,841 reference questions answered
- 56,487 minutes spent on Online Learning Courses
- 38,073 total social media interactions

b. July

- 543 new cardholders
- 19,733 people visited
- 71,239 materials borrowed
- 291 study room reservations
- 48 programs hosted with 1,050 program attendees
- 7,144 reference questions answered
- 40,950 minutes spent on Online Learning Courses
- 64,000 total social media interactions

c. August

- 444 new cardholders
- 19,084 people visited
- 67,998 materials borrowed

- 378 study room reservations
- 27 programs hosted with 1,902 program attendees
- 7,144 reference questions answered
- 37,285 minutes spent on Online Learning Courses
- 95,001 total social media interactions

## II. Library Programs | Outreach Services

Associate Director, Rachel Wright

- i. Teens Give Back Program Tobacco Prevention Activity Book project was highlighted by Rachel Wright, Associate Director. The Teens Give Back Program collaborated with the Cecil County Health Department and Drug Free Cecil. Teens and CCPL Librarians collaborated to create a tobacco prevention activity books. The numerous protective aspects regarding how to attempt to guarantee that children and teenagers do not start using tobacco was incorporated into each kit. This project was made possible through grant funding.
- ii. Associate Director Wright discussed that the Maryland STEM Festival is coming this fall. The Festival emphasizes science's educational, cultural, and economic value in this state. The festival involves a wide range of public audiences while inspiring future generations through hands-on activities, seminars, natural experiences, exhibitions, and performances.

## III. Staffing Updates

- i. Director Miller shared staffing updates with the Trustees.
  - a. Director Miller shared information on new hires:
    - Jenny Martin, Library Associate I, Elkton Branch
    - Carlos Sailes, Library Associate I, North East Branch
    - Christopher Borroughs, Library Associate II, North East Branch
  - b. Director Miller outlined current unfilled roles as well as new ones being established to support facilities and organize the maintenance department.
  - c. Larry Lunsford, Facilities Supervisor, is retiring and will be honored at the next board meeting with a proclamation.
  - d. Associate Director, Rachel Wright and Human Resource Manager, Amber Schooley are collaborating with the Segal team on a performance development project. CCPL has about 30 employees who have been given the opportunity to learn more about performance development and have been tasked with working with Rachel and Amber to construct the project's framework.

## IV. Library System Operations

- i. Facilities and Special Projects
  - a. Director Morgan Miller outlined facilities and special projects with the Trustees. The service extension goals for fall include:
    - North East Branch Library to be open 4 nights a week, Monday through Thursday
    - North East, Elkton, Rising Sun, and Chesapeake City Branch meetings rooms will be open for community booking. Perryville will follow due to the need for further reconfiguration
    - Port Deposit Community Connecting Us Library Outreach - all shelving and items have moved; working on technology and MOU development will implemented this fall.

## BOARD CALENDAR

- I. Trustee Alumni Event, North East Branch Library – Friday, October 1, 2021 at 6:30 p.m. at
- II. Citizens for Maryland Libraries, Michael E. Busch Library, Annapolis – Saturday, October 16, 2021

## OLD BUSINESS

- I. Director's Evaluation Committee Vice Chair, Joanne Morton
  - i. Vice Chair Joanne Morton reported on the director's evaluation progress. Joanne Morton, Tanya Area, and Jonathan Stauffer, trustees, have been working with the Segal Team to put in place a more structured director's evaluation that may be utilized in the future. It was mentioned that director evaluations are an important supplement to a board's overall success. Vice Chair Joanne will keep the board members up to date and discuss additional progress.

## NEW BUSINESS

- I. Elections of Board Officers for Fiscal Year 2022
  - i. Motion to reappoint Trustee Stephen Pearson to the position of Chair of the Cecil County Public Library Board of Library Trustees was made by Trustee Phyllis Kilby; seconded by Ravi Gupta. Motion passed.
  - ii. Motion to reappoint Trustee Joanne Morton to the position of Vice Chair of the Cecil County Public Library Board of Library Trustees was made by Trustee Tanya Area; seconded by Trustee Phyllis Kilby. Motion passed.
  - iii. Motion to reappoint Trustee Phyllis Kilby to the position of Treasurer of the Cecil County Public Library Board of Library Trustees was made by Trustee Joanne Morton; seconded by Trustee Jonathan Stauffer. Motion passed.
- II. Board Recruitment
  - i. New Vacancy
    - a. Chair Steven Pearson addressed the board's recent vacancy, which was caused by Trustee Linda Burris' departure. Recruitment, timeframes, and future targets were all discussed. Members of the board also talked about how to engage the community and how to use inclusive strategies to recruit more people to the board. Director Miller will seek to publicize the vacancy and forward applications to the board members for review.
  - ii. Student Representative
    - a. The Trustees discussed the student candidate representation to the board with Director Miller. Juniors and seniors of Cecil County Public Library are eligible for this position and interviews are being conducted. Collaboration with teen librarians for reporting reasons and attendance at monthly Board Meetings will be among the responsibilities of the Student Trustee. This effort has been coordinated by Associate Director Rachel Wright, Trustee Tanya Area, Trustee Phyllis Kilby, and Youth Services Manager Katelyn McLimans.

**CITIZEN COMMENT**

I. None.

**CLOSED SESSION**

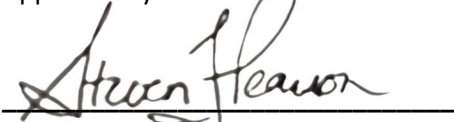
I. None

**ADJOURNMENT**

Motion to adjourn made by Trustee Phyllis Kilby; seconded by Trustee Tanya Area at 6:11 p.m. Motion passed; meeting adjourned.

**Note:** Next Meeting- Monday, October 18, 2021 at 4:00 p.m., at the North East Branch Library and Virtual – Zoom.

Approved by the Board of Trustees on

A handwritten signature in black ink, appearing to read "Stephen Pearson", is written over a horizontal line.

Stephen Pearson, Chair