

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, September 21st, 2020 ♦ 4 p.m.
Virtual Meeting
AGENDA**

CALL TO ORDER

Gen. Ken Wiggins, Chair

APPROVAL OF MINUTES

TREASURER'S REPORT

REPORT OF THE DIRECTOR

Morgan Miller, Director

1. Library Services Report
 - A. Service Statistics
 - B. Programs and Outreach
2. Library Staff
3. Board Calendar
 - A. North East Rotary Golf Tournament to raise funds for the Business Resource Center at the New NE Branch Library- Thursday, October 15th at 1pm, Chesapeake Bay Golf Club
 - B. Citizens for Maryland Libraries Virtual Conference- Saturday, October 17th from 10-12:30
4. Budget and Financials
 - A. FY20 Audit Update
5. COVID-19
 - A. Operations Update and Phase 4 Reopening
 - B. Expanded Rules of Conduct
6. New North East Branch Library
 - A. Construction Progress
 - B. Staffing and Recruitment
7. Friends Foundation
 - A. Fundraising and Campaign Activities
 - B. Reappointments to the Board of Directors- Bill Dallas, Andrea Pugh, Christine Valuckas (all 3 year terms)
8. Legislative Update
9. Other

Rachel Wright, Associate Director

OLD BUSINESS

1. Bylaws

NEW BUSINESS

1. Election of 2020-2021 Board Officers
2. Vote- Approval of Expanded Rules of Conduct
3. Vote- Reappointments to the Board of Directors of the Friends Foundation of CCPL

CITIZEN COMMENT

CLOSED SESSION As provided in the Annotated Code of Maryland, State Government Article, Section 10-508(a)(1), the Board will meet in a closed session for discussion of a Personnel Matter.

ADJOURNMENT

Next Meeting: October 19th at 4pm, Location to be determined.

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES
Monday, September 21st, 2019 ♦ 4 p.m.
Virtual – Zoom Meeting

ATTENDANCE: Gen. Kennard Wiggins, Phyllis Kilby, Stephen Pearson, Tanya Area, Jonathan Stauffer, Joanne Morton

STAFF: Morgan Miller, Rachel Wright, Adele Cruise, Luz Kolojeski, Amber Schooley

GUESTS:

EXCUSED: Linda Burris

CALL TO ORDER:

Chair Gen. Kennard Wiggins

Chair Kennard Wiggins called the meeting to order at 4:01 p.m.

APPROVAL OF MINUTES

A motion to approve June 15, 2020 minutes was made by Trustee Phyllis Kilby; seconded by Trustee Joanne Morton. Motion passed.

TREASURER’S REPORT

Adele Cruise, Operations Manager

- i. Operations Manager Adele Cruise did not present the treasurer’s report. It was stated that the Cecil County Public Library is currently undergoing the annual audit with the CohnReznick firm. At the next board meeting CohnReznick will present their findings to the board and Ms. Cruise will share the previous three months of financials.

REPORT OF THE DIRECTOR

Morgan Miller, 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 over the past 6 months.
 - 73 CCPL content videos created.
 - 101 virtual programs with 2000 patrons in attendance.
 - 430 online cards created.
 - 90 completed courses with 463,821 minutes of in class instruction through Gale courses, Lynda, Mango (a foreign language program).
 - 65,000 physical materials circulated through contactless pickup.
 - 150,000 total materials circulated.

II. Programs and Outreach

Rachel Wright, Associate Director

- i. Associate Director Rachel Wright discussed the recent installation of the StoryTrail at Calvert Park. Ms. Wright shared photos with the trustees and stated that there were 127 patrons in attendance over the course of 3 hours. Social distancing was practiced. Masks were worn by both patrons and staff. CCPL is waiting on Parks and Recs to install StoryTrail posts at Brantwood Park.
- ii. Associate Director Wright discussed the “Activities to Go” program with the trustees. Activities to Go kits are learning activities for children, teens, and families. Kits are available at all contactless pickup locations and a library card is not needed for participation.

- iii. Director Miller stated that the Cecil County Public Library received a small grant from the American Library Association. With those funds, the bookmobile was outfitted with a mobile hotspot to provide support for the Census and to bring technology to patrons where internet is lacking within the community.

III. Library Staff

- i. Director Miller stated that all CCPL staff are doing well. There have not been any reported cases of Covid-19. CCPL administrative staff is continuing to work with local and state health agencies to manage safety protocols.
- ii. Director Miller is holding weekly Friday Forums on Zoom to communicate with all staff.
- iii. Director Miller stated that she has signed off on another round of tuition reimbursements for staff; many staff are in MLS, Bachelor', and Associate degree programs. It was stated that one staff member has recently finished graduate school.
- iv. Associate Director Rachel Wright shared information about the Project Ready curriculum that the children and teen librarians are participating in. The Project Ready curriculum address gaps that exist in professional development opportunities for youth service library staff. It aims to establish a shared understanding of foundational concepts and issues related to race, racism, and racial equity.

IV. Board Calendar

- i. North East Rotary Golf Tournament will be held on Thursday, October 15th at 1:00 p.m. at the Chesapeake Bay Golf Club. Trustees were invited to attend. Proceeds will help support the CCPL business commons at the new North East Branch Library.
- ii. Citizens for Maryland Libraries will hold a virtual conference via Zoom on Saturday, October 17, from 10:00 a.m. to 12:30 p.m. Trustees were invited to attend.
- iii. The Maryland Library Association will hold a virtual conference that will begin on October of 2020 and end in January of 2021. Trustees were invited to attend.

V. Budget and Financials

- i. Director Miller shared information on the annual audit being conducted by CohnReznick. It was stated that the Friends Foundation completed their audit as well. At next month's meeting the financial statements and audit will be discussed. There will also be a proposal for budget allocation.

VI. COVID-19

- i. Director Miller updated the Trustees on operations and the phase 4 reopening plan. Reopening is tentatively scheduled for Mid-October with limited capacity. CCPL has made great progress with internal readiness and staff will undergo training on how to deal with issues related to Covid-19.
- ii. Director Miller discussed and outlined the new Expanded Rules of Conduct with the Trustees. Trustees were asked to review and vote to approve the document.

VII. New North East Branch Library

- i. Director Morgan Miller discussed and outlined progress on the construction of the new North East Library and share photos with the Trustees.
 - 10 weeks left to substantial completion
 - September 2020 – Begin Move-In/Fit Coordination
 - December 2020 – Substantial Completion
 - January through March 2021 – Move-In/Fit Out
 - April 2021 – Branch Opening

VIII. Friends Foundation

- i. Director Miller discussed the Friends Foundation’s efforts to support the new North East Library project. Ms. Miller stated that the Friends Foundation has fulfilled all goals set by the Cecil County Public Library. It was also stated that any additional money raised would be used to maintain, replace, and purchase materials that are needed in the future.
- ii. The Crab Crawl was canceled this year due to Covid-19 concerns. The Friends Foundation instead created a Un-crab crawl campaign and was able to bring in additional funds for children’s literacy programs.
- iii. The Friends Foundation contributed the first half of funds to begin fabrication of the Our Town Early Literacy Center and has put a down payment on the Stem Wall.
- iv. Director Miller shared that the Friends Foundation’s Chair Andrea Pugh, Vice Chair Bill Dallas, and Treasurer Christine Valuckas positions are up for reappointment. Ms. Miller asked the trustees to vote and approve member’s reappointments.

IX. Legislative Update

- i. Director Miller shared a brief overview of library legislative priorities for the state this year. It is likely that the annual Maryland Library Legislative Day event in Annapolis (February 2021) will be virtual.

X. Other

- i. None.

OLD BUSINESS

- i. Chair Wiggins stated that there has not been any progress made with the by-laws update. Director Miller offered assistance.

NEW BUSINESS

- i. Vote to elect Board of Library Trustees Board Officers for 2020-2021
 - a. Motion to appoint Trustee Stephen Pearson to the position of Chair of the Cecil County Public Library Board of Library Trustees was made by Trustee Kennard Wiggins; seconded by Trustee Phyllis Kilby. Motion passed.
 - b. Motion to appoint Trustee Joanne Morton to the position of Vice Chair of the Cecil County Public Library Board of Library Trustees was made by Trustee Phyllis Kilby; seconded by Trustee Tanya Area. Motion passed.

- c. 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 Stephen Pearson. Motion passed.
- ii. Vote to Approve the Expanded Rules of Conduct
 - a. Motion to approve the Expanded Rules of Conduct was made by Trustee Jonathan Stauffer; seconded by Trustee Phyllis Kilby. Motion passed.
- iii. Vote to approve reappointments of the board of directors of the Friends Foundation of Cecil County Public Library.
 - a. Motion to reappoint board of directors of the Friends Foundation of the Cecil County Public Library was made by Trustee Tanya Area; seconded by Trustee Joanne Morton. Motion passed.

CITIZEN COMMENT

- i. None.

CLOSED SESSION

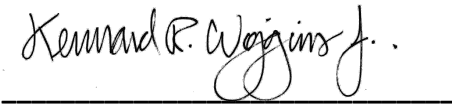
- i. As provided in the Annotated Code of Maryland, State Government Article, and Section 10-508 (a) (1), the Board will meet in closed session for the discussion of a personnel matter. Motion to move into closed session made by Trustee Phyllis Kilby; seconded by Trustee Steven Pearson at 6:07 p.m. Motion passed.
 - a. Motion to move out of closed session made by Trustee Phyllis Kilby; seconded by Trustee Joanne Morton. Motion passed.

ADJOURNMENT

Motion to adjourn by Trustee Stephen Pearson; seconded by Trustee Tanya Area at 6:17 p.m.

Note: Next Meeting- Monday, October 19, 2020, at the North East Branch Library

Approved by the Board of Trustees on October 19, 2020



Kennard Wiggins, Chair