

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
April 17th, 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
5. Friends Foundation
6. Budget & Legislative Updates

UNFINISHED BUSINESS

1. Bylaws Review
2. Director's Evaluation Committee

Shirley McCrary-Simmons
Jonathan Stauffer

NEW BUSINESS

BOARD CALENDAR

1. National Library Week, April 23rd-29th
2. Cecil Chamber's Legislative Wrap-Up Breakfast, Monday, April 24th at 8:30-TBD
3. Friends Foundation's Race for the Roses, Saturday, May 6th at 5pm- North East Branch
4. Budget Presentation to Council, Tuesday, May 16th at 4:30pm- County Administration
5. Public Hearing on the FY24 Budget, Thursday, May 18th at 7pm- Elkton High School

CITIZEN COMMENT

ADJOURNMENT

Next Board Meeting: Monday, May 15th at the North East Branch Library

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, April 17th, 2023 ♦ 4 p.m.
North East Branch Library
*Minutes***

ATTENDANCE: Steve Pearson, Ravi Gupta, Jonathan Stauffer, Tanya Area, Shirley McCray-Simmons

EXCUSED: Joanne Morton

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

GUEST: Alexandra Gilbert, Echo Charlton

CALL TO ORDER

Steven Pearson, Chair

The meeting was called to order at 4:06 PM.

APPROVAL OF MINUTES

A motion was made by Trustee Shirley McCray-Simmons to accept the March minutes as presented, seconded by Trustee 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 75% through FY2023, and stands at 78% revenue towards the budget with 65% on expenses. A motion to file the Treasurer's Report for audit was made by Trustee Shirley McCray-Simmons; seconded by Trustee Tanya Area passed. Motion passed.

Ravi Gupta, Trustee shared that the Finance Committee discussed their finance policy. We are adjusting the purchasing policy within the Finance Committee and creating a set of fiscal policies, updating and adding ones we don't have.

YOUTH BOARD OF REPRESENTATIVES

Echo Charlton, Chair

Youth Board Chair, Echo Charlton - Friday we are hosting our second Teen Mental Health night. Scheduled from 5:00p.m. - 8:00 p.m. A guest speaker is coming to talk to the teens about relationships, boundaries and cyber safety online. We will have board games with related topics. Today we are working out the details. Kids at my school are very excited and I know at least 15 people from my school that are coming.

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. Library System Data & Impact Reviewed the Attendance Statistics Library board December 2023.
 - a. Annual Report

2. Facilities and Special Projects Update

- Elkton Branch Renovation
- Bookmobile- anticipated Fall 2023
- Perryville Interior Reconfiguration- finalizing design documents and cost estimates
- Outdoor Learning Spaces:

1. Perryville- civil work planned for April; equipment on-site May 1st
2. Rising Sun kick-off held; design underway
3. StoryTrails- Conowingo has launched; Perryville targeted for May

3. **Staff Updates**

Administration:

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

Cecilton/Chesapeake City:

- 25 Hour Library Associate II-Adult Services

Elkton:

- Full Time Adult Services Supervisor
- 25 Hour Library Associate II-Teen Services

North East:

- Full Time Customer Service/Circulation Supervisor
- Full Time Library Associate II-Adult Services
- Full Time Library Associate II-Teen Services (Megan Moore starting 4.24.2023)
- 25 Hour Library Associate II-Children's Services
- 25 Hour Library Associate I

Rising Sun:

- 25 Hour Library Associate II-Adult Services
- 25 Hour Library Associate II-Adult Services

New Staff:

- Patrick Jones, Library Assistant, Elkton Branch

4. **Strategic Planning**

Construction scheduled to start at the Perryville Library: New furniture – Family Gathering area, New furniture – Teen's & Children's entrances, Teen's – view from SW corner, Teen's – view from NE corner.

5. **Friends Foundation**

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

6. **Budget & Legislative Updates**

State Legislative Outcomes

Passed:

- HB243/SB300 Young Readers Program Expansion Act of 2023
- HB276/SB205 Education- Libraries-Funding
- HB115/SB831- Libraries- Regional Resource Centers
- SB846- Circ Records

Remained in committee:

- HB065/SB352 Collective Bargaining
- HB369/SB348 SLRC Funding
- SB501 & 502- Libraries- Aging Infrastructure Capital Improve Grant

FINAL

UNFINISHED BUSINESS

Shirley McCrary-Simmons

1. Bylaws Review

Review of the Bylaws were completed and adjusted as necessary. Decision was made to invite the Youth Board as needed and will not be consistently on the Board's agenda. This will be initiated September 2023.

2. Director's Evaluation Committee

Jonathan Stauffer

We finalized our evaluation, one for this year and next year. We forwarded onto Morgan and we are looking for feedback. Morgan will return it in May and it will be completed by June.

NEW BUSINESS

None

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CITIZEN COMMENT

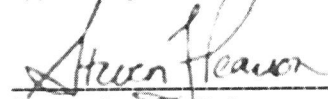
None

ADJOURNMENT

A motion to adjourn by was made by Trustee Shirley McCrary-Simmons and second by Trustee Tanya Area. The meeting was adjourned at 6:09 PM.

Next Board Meeting: Monday, May 15th at the North East Branch Library

Approved by the Board of Trustees on



Stephen Pearson, Chair