

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, October 19th, 2020 ♦ 4 p.m.
Virtual Meeting
AGENDA**

CALL TO ORDER

Steven Pearson, 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. Local Management Board *Foundations* lecture and discussion, October 19th at 6pm
4. Budget and Financials
 - A. FY20 Audit Update
 - B. County Budget Cycle
5. COVID-19
 - A. Phase 4 Reopening Update
6. New Website Overview
7. New North East Branch Library
8. Friends Foundation
9. Legislative Update
 - A. SB0524 Building Lifelong Learners Act
10. Other

Rachel Wright, Associate Director

Erica Jesonis, Technology Services
Manager

OLD BUSINESS

1. Bylaws

NEW BUSINESS

CITIZEN COMMENT

ADJOURNMENT

Next Meeting: November 16th at 4pm, Virtual - Zoom

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

**Monday, October 19th, 2020 ♦ 4 p.m.
Virtual – Zoom Meeting**

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

STAFF: Morgan Miller, Rachel Wright, Adele Cruise, Erica Karmes-Jesonis, Luz Kolojeski, Amber Schooley

GUESTS: Paula Singer

EXCUSED:

CALL TO ORDER:

Chair Gen. Steven Pearson

Chair Steven Pearson called the meeting to order at 4:03 p.m.

APPROVAL OF MINUTES

A motion to approve September 21, 2020 minutes was made by Trustee Phyllis Kilby; seconded by Trustee Linda Burris. Motion passed.

TREASURER’S REPORT

Adele Cruise, Operations Manager

Operations Manager Adele Cruise presented the Treasurer’s Report to the board of trustees. Report data revealed that the budget is 25% through the year. At the end of three months CCPL’s revenues are on target at 25% of budget and expenses are below expected at 14% of budget. The first quarter (July, August, and September) T reports for FY2021 were provided to the Trustees. The budget amounts included the FY20 carryover dollars and prepaid amounts, which will be discussed in more detail during November’s board meeting. A motion to file the treasurer’s report was made by Trustee Tanya Area; seconded by Trustee Phyllis Kilby. Motion passed. The Treasurer’s Report was approved.

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 for the month of September.
 - 4,288 Contactless Pickup Interactions
 - 34, 865 Total Materials Borrowed
 - 11,930 Digital Materials Borrowed
 - 1,283 Activities to Go Kits Distributed
 - 16 Online Programs offered
 - 227 Online Program Attendees
 - 1 In-Person program hosted with 127 attendees (StoryTrail Celebration)
 - 3 Learning Videos Created and Posted
- ii. Director Morgan Miller introduced Paula Singer, principal consultant with the Segal Group, Inc., to the Trustees. Ms. Singer will work with the board to provide training and development sessions throughout the year.

II. Programs and Outreach

Rachel Wright, Associate Director

- i. Associate Director Rachel Wright discussed and outlined the 1000 Books before Kindergarten program. As of current, 628 children have registered for the program. 15 children have already completed their reading of a 1,000 books. Participants receive token gifts when reaching reading milestones e.g. the first 100 books read garner a CCPL tote bag. CCPL staff are working on completing a Spanish version of the 1000 Books Before Kindergarten information booklet.

III. Library Staff

- i. Director Miller reiterated the high number of library staff in graduate and other degree programs.

IV. Board Calendar

- i. The Maryland Library Association's 2020 Virtual Conference launched on October 6th and will be delivered over the course of the next 3 months.

V. Budget and Financials

- i. Director Miller discussed and outlined important dates of the FY2022 Cecil County, Maryland Operating and Capital Budget Development Calendar with the Trustees.
 - February 9, 2021 – County Executive – Public hearing for Citizen Input – 2022 Budget – Elk Room at 6:00 p.m.
 - March 1, 2021 – Receipt of Cecil County Public Schools, Cecil College, and Cecil County Public Library Operation Budget Requests
 - May 20, 2021 Public Hearing on Annual Budget & Appropriation Ordinance of Cecil County, Maryland at Elkton High School at 7:00 p.m.
 - June 1, 2021 – Formal Adoption of Annual Budget & Appropriation Ordinance of Cecil County, to adopt the County Budget consisting of the Current Expense Budget for the June 30, 2022 and to appropriate funds for all expenditures for the fiscal year beginning July 1, 2021 and ending June 30, 2022 - 7pm. Adopt ion date no later than June 15, 2021 per County Charter.

VI. Reopening Update

- i. Director Miller updated the Trustees on the CCPL Phase 4 Reopening and shared photos of opening day. It was stated that staff did an exceptional job of reopening and CCPL received praise and approval from Dr. Laruen Levy of the health office of Cecil County for its thorough, diligent planning. Director Miller and other administrators greeted patrons as they returned to the Elkton Central and Perryville Branches throughout the week. The Elkton branch saw roughly 80 patrons and Perryville welcomed 37 as of the start of the board meeting.
- ii. Director Miller informed the Trustees that CCPL confirmed its first Covid-19 positive staff member within the system. CCPL was immediately in contact with the health department for guidance and contact tracing support. Custodians completed a thorough cleaning of the branch and due to the protocols that were developed and implemented, the spread or additional contact was mitigated. The branch was not open to the public at the time. All staff felt comfortable returning to work the following day.

VII. New Website Overview

Erica Karmes-Jesonis, Technology Services Manager

- i. Technology Services Manager Erica Jesonis presented the new CCPL website to the Trustees. It was stated that the new website would make navigation for the patrons much easier and optimize CCPL's services

online. Staff have also worked to update the design of the CCPL logo. Ms. Jesonis overviewed key areas of the new site with the Trustees. The site will launch to the public later this fall.

VIII. New North East Branch Library

- i. Director Miller discussed shared an important update – two sub contactors tested positive for covid-19. Continuing interior and exterior. Site was closed as more contractors contracted Covid-19 and was shut down for the rest of the week. The problem seems to be coming from the subcontractors. Was not an outbreak that started onsite? Wohlsen will be having a serious meeting with subcontractors. Nurse will be onsite to screen all contractors and safety contractors will be stationed on site. Not a significant impact for CCPL. Timeline for reopening remains intact. Wohlsen is covering cost. Will provide an update to trustees after meeting on Friday. Delayed hard hat tour – No CCPL staff was on site or affected.
- ii. Director Miller shared that multiple subcontractors working at the new North East Branch Library construction site tested positive for COVID-19. The site was closed to for a week for deep cleaning and to reduce the possibility of spread. Wohlsen will be implementing stricter measures for anyone working at the site. A nurse and safety officer will be on site going forward to ensure compliance. CCPL staff have not been on site and therefore have not had any exposure. A discussion of schedule impact will be forthcoming. The new library is still on track to open in April 2021.

IX. Friends Foundation

- i. Director Morgan Miller thanked the Trustees for confirming the Friend’s Foundation appointments at the previous board meeting.

X. Legislative Update

- i. Director Miller discussed the SB0524 Building Lifelong Learns Act with the Trustees. The Act prohibits a public library from charging a fine for overdue library materials on a minor’s library materials, in addition to providing a per capita increase for libraries in FY22 and an expansion of the state capital grant program. The bill was vetoed by Governor Hogan at the end of session due to the pandemic; Senator Elfreth is pursuing a veto override as there is wide support.

XI. Other

- i. None.

OLD BUSINESS

- i. A copy of the bylaws has been located. Director Miller will work with Chair Pearson to finalize the Bylaws.

NEW BUSINESS

- i. None.

CITIZEN COMMENT

- i. None.

CLOSED SESSION

- i. None.

ADJOURNMENT

Motion to adjourn by Trustee Kennard Wiggins; seconded by Trustee Phyllis Kilby at 5:48 p.m.

Note: Next Meeting- Monday, November 16, 2020 at 4:00 p.m., Virtual – Zoom.

Approved by the Board of Trustees on October 19, 2020

A handwritten signature in cursive script that reads "Steven Pearson". The signature is written in black ink and is positioned above a horizontal line.

Steven Pearson, Chair