

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES
Monday, November 15, 2021, at 4 p.m.
North East Branch Library | Virtual – Zoom Meeting

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

STAFF: Morgan Miller, Rachel Wright, Adele Cruise, Luz Sellers, Katelyn McLimans

GUESTS: Andrea Pugh, Keith Amerman

EXCUSED: Tanya Area

CALL TO ORDER:

Chair Gen. Steven Pearson

Chair Steven Pearson called the meeting to order at 4:02 p.m.

TREASURER’S REPORT

Adele Cruise, Operations Manager

Operations Manager, Adele Cruise presented the Treasurer’s Report to the Board of Library Trustees. The operating budget is 33% through FY2021, 35% revenues received, and 32% of expenditures.

A motion to file the treasurer’s report was made by Trustee Ravi Gupta; seconded by Trustee Jonathan Stauffer. Motion passed. The Treasurer’s Report was approved.

APPROVAL OF MINUTES

A motion to approve October 18, 2021, minutes was made by Trustee Phyllis Kilby; seconded by Trustee Joanne Morton. Motion passed.

INTRODUCTION OF YOUTH BOARD REPRESENTATIVES

Phyllis Kilby and Tanya Area, Trustees

Trustees Phyllis Kilby and Tanya Area talked with Trustees about the members from the youth board. Trustee Kilby spoke on the youth board selection process, explaining that the response prompted the committee to form a full youth board rather than picking just one person. Each of the youth representatives in attendance gave a brief introduction to the Trustees and discussed how they saw the Cecil County Library's youth board helping drive the CCPL mission. The Board of Library Trustees greeted the members of the youth board and expressed their eagerness to work with them.

FY2021 AUDIT

Keith Amerman, CohnReznick

The results of the Cecil County Public Library's annual audit were presented to the Board of Library Trustees by Mr. Keith Amerman of CohnReznick. The audit report, which was submitted to Cecil County, offered a summary of the findings after examining the data, processes, and outcomes from CCPL's activities. The report's view is unmodified; it is the highest opinion on accounting policies and procedures. Mr. Amerman spoke on the statement of activities, the general fund, capital expenses, and the liabilities of the pension system. Mr. Amerman discussed the reporting entity and cash position of CCPL. There were no new policies that needed to be implemented. Because of the small size of the accounting department, division of functions is regarded as a significant deficiency. There is no issue, due to the Board and finance committee's capacity to access data and sign checks.

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 other pertinent data of each branch for the month of October.

- 17,289 people visited

- 57,150 total materials borrowed
- 460 study room reservations
- 33 programs hosted with 669 program attendees
- 420 new cardholders
- 42841.2 minutes spent on online learning courses
- 5,252 reference questions answered
- 33,148 total social media interactions

II. Library Programs

Rachel Wright, Associate Director

- i. Rachel Wright, Associate Director, showed the Trustees a slide presentation of children and teenagers doing amazing things at the library. The completion of the Maryland STEM Festival in 2021 was discussed. With 250 people, there was a month's worth of programs. CCPL had 40 outdoor story times scheduled. Most of the story times were successful due to nice weather. A total of 740 parents and children attended the events. Spring Story Time will commence in February and will most likely take place within the CCPL. Ms. Wright talked about the Teens Give Back program, which makes cards for Veterans Day and distributes them to the Perry Point community. At Fair Hill, CCPL took part in the Dia De Muertos celebration to support the Latin community. CCPL is still working with outreach and Port Deposit's Community Connecting Us. Ms. Wright also talked about two Activity-To-Go kits, explaining what they are and how they would be distributed to the community.

III. Staffing Updates

- i. Director Miller shared staffing updates with the Trustees:
 - New Staff
 - Peter Ricker, Library Associate I – North East
 - Laura Krouse, Library Associate II – Adult Services – North East
 - Alley Steadham, Computer Technician – Technology Support Services
 - Promotions
 - Megan Coleman, Adult Services Supervisor at the North East Branch has been promoted to Assistant Branch Manager.
 - Darla Carter, Library Assistant at the Perryville Branch has been promoted to Automated Materials Handling Assistant at the North East Branch.
 - Retirement
 - Kathy Galbreath, Adult Services Supervisor – Perryville effective December 30, 2021.

IV. Library System Operational Updates

- i. Director Miller shared operational updates with the Trustees:
 - Public Meeting Rooms are now open in Chesapeake City, Elkton, North East, Rising Sun, and Perryville Branches.
 - Evening Hours – working to fill position at the North East Branch that will allow CCPL to expand evening service to Monday – Thursday until 8:00 p.m. – Targeted for January.
 - Indoor programs currently targeted to resume late January/early February.

ii. Director Miller spoke on the action items for the next month

- FY2023 Operating Budget, Preliminary Projections
- Meeting Room Policy Update
- New Analytics Dashboard
- Board File/Calendar sharing platform

iii. Facilities and Operations

- i. The Elkton Branch renovations were reviewed with the Trustees by Director Miller. The project is currently funded in the county's FY24 CIP. Mechanical improvements, Study spaces and technology will be among the areas of attention. This month, CCPL had the opportunity to collaborate with AOE on some preliminary space concepts. By the end of the year, the study rooms should be finished and staff spaces currently in the public area will be moved to the former administrative area. Outdoor library spaces in Perryville and Rising Sun are two projects that CCPL is eager to collaborate on. CCPL has obtained funding from grants and sponsorships to build reading gardens, Wi-Fi hotspots, and programming areas. CCPL is currently in the planning and development stages.
- ii. The Chesapeake City Branch Library building's lease is up for renewal in April. Director Miller indicated that the county's financial support as well as CCPL's existing operations will need to be discussed at a later date. Library usage in Chesapeake City is being closely examined.
- iii. Director Miller Discussed the OSHA Vaccination and Testing Requirements for organizations that have 100 or more employees. This policy mandates that all employees be either vaccinated or submit to weekly testing. This mandate is currently halted and is under review. It was stated that 95% of CCPL has been vaccinated. CCPL will continue to keep a watch for any changes with the mandate.

V. Friends Foundation of CCPL | Annual Update

Chair Andrea Pugh, Friends Foundation

- i. Ms. Andrea Pugh, Chair of the Friends Foundation, gave the Board of Library Trustees an annual update. Ms. Pugh spoke on the Friends Foundation's 21st Century Child campaign, which helped fund the enhancements to the second floor of the new North East Branch Library. Members of the Friends Foundation were able to exceed the fundraising goal established by CCPL Director Morgan Miller. The additional monies have been reallocated and targeted to help the Elkton Branch Library's impending improvements. To manage restricted and nonrestricted money, a tiered investment approach is being examined by members of the Friend's Foundation.
- ii. Ms. Pugh spoke about The Crab Crawl. Ms. Pugh noted that the event was well-received and that more funds were raised to assist children's reading initiatives and a book festival. According to Ms. Pugh, the Friends Foundation is adjusting and establishing future goals to continue to assist the Cecil County Public Library System. The Friends Foundation and Ms. Pugh's efforts to help CCPL were praised by the Board of Trustees.

VI. Advocacy and Legislative Updates

- i. Director Miller indicated that work on securing additional state funding for capital projects is Maryland Libraries is currently ongoing. These funds will be used to improve infrastructure and renovate library buildings. Over the next couple of years, the state legislative group is trying to enhance the per capita funding formula for libraries.
- ii. Director Miller will meet with County Executive Danielle Hornberger to talk about the budget cycle. Efforts will be made to ensure that COLA increases are provided to library personnel, as well as the addition of new staff that will allow the library to expand its services.

BOARD CALENDAR

- I. Cecil County First Responders Appreciation Dinner | Friday, November 19, 2021, at 5:00 p.m., Minker Banquet Hall, Perryville, Maryland.

DISCUSSIONS

- I. With the Trustees, Director Miler addressed the FY2023 Proposed Capital Improvement Plan. Ms. Miller provided an overview of capital projects, which includes the Elkton Branch Renovation, as well as a planning timetable and funding possibilities. Ms. Miller gave a quick overview of the State of Maryland, County, and Friends Foundations' data and allocations. Director Miller requested that the Trustees vote on the proposed capital improvement plan for FY2023.

OLD BUSINESS

- I. Director's Evaluation Committee
 - i. Trustee Joanne Morton spoke about the Director of the Library System's annual evaluation. A draft copy of the Executive Director – Annual Performance Review was supplied by Trustee Morton. The draft's competences, goals, and results/outcomes components were all outlined. Ms. Morton solicited comments from the other Trustees, stating that the intention is that this form would be able to be used online by all the Trustees.
- II. Trustee Vacancy
 - i. The interview process for the empty position on the Board of Library Trustees was described by Chair Steve Pearson. Six applications are presently being evaluated, with a final selection expected soon. Each candidate will get a letter of notice in the mail.

NEW BUSINESS

- I. Vote – Adoption of Proposed FY2023 Capital Improvement Plan
 - i. A motion to approve the Adoption of the Proposed FY2023 Capital Improvement Plan was made by Trustee Joanne Morton; seconded by Trustee Jonathan Stauffer. Motion passed. The Proposed FY2023 Capital Improvement Plan was approved.
- II. Holiday Celebrations for Board and Staff
 - i. The Trustees were asked whether they wanted to host an annual board Christmas dinner. Due to covid constraints, the event was canceled last year. Director Miller requested that the Trustees let her know what they desire for this year.

- ii. Director Miller talked about the Holiday breakfast for the staff. As a gift of appreciation for the workers, CCPL would like to have breakfast delivered from Panera Bread. Trustees were asked to contribute some funds to this cause.

CITIZEN COMMENT

- i. None.

CLOSED SESSION

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

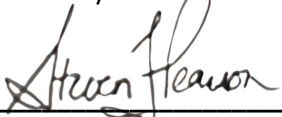
- i. A motion to move into closed session was made by Trustee ; seconded by Trustee . Motion approved. The board moved into closed session at

ADJOURNMENT

Motion to adjourn made by Trustee; seconded by Trustee at 6:00 p.m. Motion passed; meeting adjourned.

Note: Next Meeting - Monday, December 13, 2021 at 4:00 p.m., North East Branch Library and Virtual – Zoom.

Approved by the Board of Trustees on November 15, 2021



Stephen Pearson, Chair