

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, November 16th, 2020 ♦ 4 p.m.
Virtual Meeting
AGENDA**

CALL TO ORDER

Steven Pearson, Chair

APPROVAL OF MINUTES

TREASURER'S REPORT

SPECIAL PRESENTATION

CML Outstanding Employee Award

Lynn Wheeler, Executive Director,
Citizens for Maryland Libraries
Anita Delp, Elizabeth Drummond,
Elizabeth Mayer, Alysia VanLooy,
Ida Zago

FY2020 AUDIT PRESENTATION

Keith Amerman, CohnReznick, LLC

REPORT OF THE DIRECTOR

Morgan Miller, Director

1. Monthly Impact Review
2. Reopening Update
3. New North East Branch Library
4. Proposed FY2022 Capital Improvement Plan Request
5. Legislative Updates- SB524/HB1000

BOARD EDUCATION

Paula Singer, Segal Co.

1. Effective Board Development
2. Board Member Recruitment

FRIENDS FOUNDATION OF CCPL

BOARD CALENDAR

1. Rescheduled Hard Hat Tour- December, date and time TBD
2. Cecil County Inauguration, Virtual Event- Monday, December 7th from 12-2pm

OLD BUSINESS

1. Bylaws

NEW BUSINESS

1. Vote- Proposed FY2022 Capital Improvement Plan Request

CITIZEN COMMENT

ADJOURNMENT

Next Meeting: December 14th, 4pm, Zoom Meeting

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES
Monday, November 16th, 2020 ♦ 4 p.m.
Virtual – Zoom Meeting

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

STAFF: Morgan Miller, Rachel Wright, Luz Kolojeski, Anita Delp, Alysia Van Looy, Katelyn McLimans, Elizabeth Mayer, Elizabeth Drummond, Anita Delp, Ida Zago

GUESTS: Lynn Wheeler- Citizens for Maryland Libraries, Paula Singer & Lauralee Adams- Seagal Consulting, Keith Amerman-CohnReznick, LLC

CALL TO ORDER:

Chair Steven Pearson

Chair Steve Pearson called the meeting to order at 4:04 p.m.

APPROVAL OF MINUTES

A motion to approve October 6, 2020 minutes was made by Trustee Phyllis Kilby; seconded by Trustee Tanya Area. Motion passed.

TREASURER’S REPORT

Morgan Miller, Library Director

Director Morgan Miller presented the Treasurer’s Report to the board of trustees on behalf of Operations Director, Adele Cruise. We are 33% through the year. Overall revenues are at 33.1% of budget and overall expenditures are at 19.2% of budget.

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

SPECIAL PRESENTATION

Lynn Wheeler, Executive Director Citizens for Maryland Libraries

- I. Director Morgan Miller introduced Lynn Wheeler, Executive Director for the Citizens for Maryland Libraries. Ms. Wheeler stated that the Citizens for Maryland Libraries (CML) is a statewide network that was formed to create greater public awareness of the need for and services of libraries of all kinds. Ms. Wheeler discussed the Outstanding Library Employee award that was presented to the Cecil County Public Library Young Adult staff members, Anita Delp, Elizabeth Drummond, Elizabeth Mayer, Alysia Van Looy, and Ida Zago. A \$100 check and award letter was given to the YA Staff and Ms. Wheeler congratulated the staff for diligent work to empower teens through engagement.
 - Trustee Phyllis Kilby thanked the YA team for making CCPL an important place in the community.
 - Trustee Joanne Morton stated that she and her family have interacted with the teen specialists and gave her appreciation to the team.
 - CCPL staff member Katelyn McLimans showed the award to the board members and congratulated the YA Team.
 - Chair Steve Pearson congratulated the teen specialists.

FY2020 AUDIT PRESENTATION

Keith Amerman, CohnReznick, LLC

- I. Director Miller introduced Keith Amerman of CohnReznick, LLC to the board members. Mr. Amerman presented the annual audit report findings to the board of trustees and the opinion was unmodified. It was reported that there were no issues with the audit.

- II. Director Miller outlined and discussed CCPL's carryover allocations with the Trustees. Funds have been allocated for additional North East construction costs, Elkton renovation costs, collections, necessary technology upgrades, facilities improvements and equipment replacement, and an additional outreach vehicle for workforce services to adults. CCPL is remaining cautious and conservative throughout a difficult budget year.

REPORT OF THE DIRECTOR

Morgan Miller, Director

I. Library Services Report | Statistical Analysis

- i. Director Morgan Miller presented the services statistics to the board of trustees and discussed physical circulation, digital circulation, and contactless pickup of each branch for the month of October.

- 1,895 patrons visited branches
- 4,651 Contactless Pickup Interactions
- 41,102 Total Materials Borrowed
- 12,140 Digital Materials Borrowed
- 2,115 Activities to Go kids Distributed
- 4,319 Reference Questions Answered
- 23 Online Programs Hosted with 472 online program attendees
- 70,820 Minutes Spent on Online Learning Course
- 49,704 Total Social Media Interactions

ii. Reopening Update

- Director Miller shared that reopening is going well. It was stated that Director Miller is working closely with Dr. Lauren Levy to continuously assess community and operating conditions. It was stated that CCPL is updating its travel policy for staff in light of new state guidance.
- Associate Director Rachel Wright stated the Chesapeake City Branch reopened this morning and welcomed 30 patrons. Patrons were excited to be back in the library and CCPL is enthusiastic to be there for the community. Director Miller shared a drafted e-mail from Mr. John Barteld, a Friends Foundation board member regarding his delight to the safe reopening of the Chesapeake City Branch.

iii. New North East Branch Library

- Director Miller stated that the new North East Branch is back up and running after a number of positive COVID cases on site and that good safety protocols have been implemented. Director Miller shared updated photos of the construction from her visit on Thursday, November 13th and outlined different areas of the new library to the board members.
- Director Miller shared hiring updates with the trustees. Katie Zang has been promoted to the Assistant Branch Manager position, Megan Coleman has been promoted to Adult Services Supervisor; Katelyn Ennis, a former employee, was hired as Customer Service and Circulation Manager. Recruitment for the Branch Manager is ongoing. The next round of recruitment for Library Associates will begin late November.
- Director Miller discussed the Proposed FY2022 Capital Improvement Plan with the Trustees, which includes the renovation of the Elkton Branch Library.

- Director Miller shared legislative updates with the Trustees and discussed the Lifelong Learners Act, SB524/HB1000, which was vetoed at the state level. There is discussion that the veto will be overridden and will bring more capita spending to the library system.
- I. Ms. Paul Singer and Ms. Lauralee Adams discussed effective board development. It was stated that there are six characteristics of an effective board; contextual, educational, interpersonal, analytical, political, and strategic. Discussion ensued around each Trustees' skillset and their personal interests on serving as Trustee to the library board.
- II. Ms. Paul Singer discussed board recruitment with the Trustees and prioritizing diversity. It was stated that building a diverse and inclusive board is critically important to shaping how the Cecil County Public Library interact and serve the community. By diversifying the Board of Library Trustees, Cecil County Public Library will be able to enhance strategies and action plans that can advance the mission.

FRIENDS FOUNDATION OF CCPL

- I. No Updates

BOARD CALENDAR

- II. December, date and time TBD The Hard Hat Tour of the New North East Library for the Trustees will be rescheduled for a later date.
- III. The Cecil County Inauguration will be held virtually on Monday, December 7, 2020 at 12 p.m.

OLD BUSINESS

- i. Bylaws – will focus on this next month

NEW BUSINESS

- i. Vote – Proposed FY2022 Capital Improvement Plan Request.
 - Motion to approve the Capital Improvement Plan Request was made by Trustee Tanya Area; seconded by Trustee Jonathan Stauffer. Motion passed. The Capital Improvement Plan was approved.

CITIZEN COMMENT

- i. None.

CLOSED SESSION

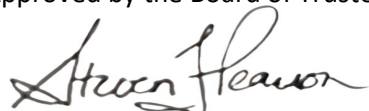
- i. None.

ADJOURNMENT

Motion to adjourn by Trustee Tanya Area; seconded by Trustee Joanne Morton at 6:59 p.m.

Note: Next Meeting- Monday, December 14, 2020 at 4:00 p.m., Virtual - Zoom.

Approved by the Board of Trustees on November 16, 2020



Steven Pearson, Chair