

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
June 20th, 4 p.m.
North East Branch Library
AGENDA**

CALL TO ORDER

Steven Pearson, Chair

APPROVAL OF MINUTES

RECOGNITION OF OUTGOING YOUTH BOARD MEMBERS

CITIZEN COMMENT

REVIEW OF AGENDA

TREASURER'S REPORT

Adele Cruise, Operations Manager

COMMITTEE REPORTS

1. Finance
2. Governance

Ravi Gupta, Treasurer

EXECUTIVE DIRECTOR'S REPORT

Morgan Miller, Library Director

UNFINISHED BUSINESS

1. Strategic Planning

NEW BUSINESS

1. Review FY24 Holiday Calendar (vote)
2. Review of FY24 Operating Budget (vote)
3. Review of Proposed Update to Rules of Conduct (vote)
4. Election of FY24 Board Officers (vote)

CLOSED SESSION

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

ADJOURNMENT

BOARD CALENDAR

1. Dedication of the Perryville Branch's Music & Play Garden- Wednesday, July 12th at 4:30pm

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**
Monday, June 20th, 2023 ♦ 4 p.m.
North East Branch Library
Minutes

ATTENDANCE: Steve Pearson, Ravi Gupta, Jonathan Stauffer, Shirley McCray-Simmons, Alexandra Gilbert, Joanne Morton, Tanya Area

EXCUSED:

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

CALL TO ORDER

Steven Pearson, Chair

The meeting was called to order at 4:09 PM.

APPROVAL OF MINUTES

A motion was made by Trustee Tanya Area to accept the May minutes as presented, seconded by Trustee Ravi Gupta. Motion passed, minutes were approved.

RECOGNITION OF OUTGOING YOUTH BOARD MEMBERS

Morgan Miller, Library Director

Director Morgan Miller shared that the Youth Board members are not able to attend because of summer jobs. The library will let the Youth Board select new books for the library and will put an honor plaque in the book to recognize their two years commitment to the Library Board. Steven Pearson, Chair and Morgan Miller, Director will draft a letter to send the Youth Board members to thank them for their time served.

CITIZEN COMMENT

None

REVIEW OF AGENDA

Shirley McCrary-Simmons, Trustee

Trustee Shirley McCrary-Simmons commented that "Review of Agenda" gives the opportunity for the Library Board members to adjust the agenda if items discussed at the previous meeting were not added.

No adjustments were made to the June agenda.

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 92% through FY2023, and stands at 94.79% revenue towards the budget with 80.49% on expenses. A motion to file the Treasurer's Report for audit was made by Trustee Shirley McCrary-Simmons; seconded by Trustee Alexandra Gilbert passed. Motion passed.

COMMITTEE REPORTS

Ravi Gupta, Treasurer

1. Finance – Trustee Ravi Gupta - No comments.
2. Governance – Trustee Jonathan Stauffer commented that when we select the officers we can decide on the members for the Governance committee at that time.

1. Library System Data & Impact

- a. Director Morgan Miller highlighted data that shows daily attendance increased approximately 20,000 more visits a month and circulation is up approximately 16%, by the end of the year circulation will come in around 90,000.
- b. The Book Festival had 1,200 attendees and we gave out about 800 books.
- c. Summer lunch program needs volunteers for the Elkton branch. On the first day of the program, 18 children were served lunch at the North East Branch.
- d. We are looking to create home literacy packets, which will help parents work with their children to strengthen reading skills throughout the summer. We are looking to develop a program for youth to come and receive free reading assistance year around.
- e. Rachel Wright, Associate Director shared that Perryville opened the Music and Play Garden last Saturday. The Perryville Park Story Trail will be going in this week.

2. Facilities and Special Projects Update

Elkton Branch Renovation, FY24 Priorities Identified

- Reconfiguring Children's Room Layout, replacing furniture and early learning toys (planned for November)
- Replacing exterior signage
- Assessing and addressing roof leaks
- Addressing courtyard infrastructure
- Improving entryway/book drop safety

Bookmobile- anticipated Fall 2023; outreach department planning underway.

Perryville Interior Reconfiguration- finalizing design documents and cost estimates; planned for late fall/winter

Outdoor Learning Spaces:

- Perryville- opened!
- Rising Sun kick-off held; design underway
- StoryTrails- Conowingo and Perryville installed

3. Staff Updates

- Katelyn McLimans, Youth Services and Outreach Manager, is the new President of the MLA's Children's Services Division.
- Summer Rosswog, Lead Children's Librarian at the Perryville Branch, has been elected Vice President/President elect of the Children's Services Division.
- Matt Lowder, Outreach Librarian, was elected Vice President/President Elect of MLA's Leadership Develop Division
- Tracy Alexander, Children's Book Selector and Materials Supervisor, and Katelyn McLimans gave an awesome presentation at the recent MLA Annual Conference called, "Book Festivals and Other Author Events, Big & Small."
- Megan Coleman, Rising Sun Branch Manager, earned her MLS degree from the University of Alabama.
- Jenny Martin, Adult Services Supervisor at the Elkton Branch, earned her MLS degree from the University of Maryland.
- Pam Wiseman, Purchasing Specialist, earned her Bachelor's Degree from the University of Maryland Global Campus.

UNFINISHED BUSINESS

- **Strategic Planning** (Targeting for September)
Director Morgan Miller gave an overview of the results of the ReThinking Libraries study for FY2024 to FY2026 High-Level Strategic Plan and discussed next steps for finalizing the plan. **Strengthen Operational Effectiveness**

NEW BUSINESS

Morgan Miller, Director

- **Review FY24 Holiday Calendar.** A motion was made by Trustee Ravi Gupta to accept the FY24 Holiday Calendar as presented, seconded by Trustee Jonathan Stauffer. Motion passed.
- Review of proposed FY24 Operating Budget Director Miller overviewed the proposed budget and its goals, which

FINAL

are primarily to reward and retain staff with a 4% COLA for all staff and Merit increase (2.5%) for eligible staff, and 5 Paid Holidays for Part-Time Staff (Thanksgiving Holidays, Christmas Holidays, New Year's Day); to increase operational and organizational effectiveness with an increase staffed hours in Outreach, Children's and Teen Services, as well as the provision Back-up coverage support with the addition of 3 Contracted positions to work scheduled and flex hours in set geographic locations (Cecilton/Chesapeake City & Elkton, North East, Perryville & Rising Sun), and hours changes that would add additional evenings and close all libraries on Monday mornings to allow for professional development activities and program development.

A motion was made by Trustee Shirley McCray-Simmons to accept the FY24 Operating Budget as presented, seconded by Trustee Ravi Gupta. Motion approved.

- **Review of Proposed Update to Rules of Conduct.** A motion was made by Trustee Shirley McCray-Simmons to accept the Rules of Conduct as presented, seconded by Trustee Tanya Area. Motion passed.
- **Election of FY24 Board Officers.** Joanne Morton was elected Chair, Shirley McCray-Simmons was elected Vice Chair, Ravi Gupta was elected Treasurer. A Governance Committee was established to include Alexandra Gilbert, Jonathan Stauffer and Tanya Area. A motion was made by Trustee Tanya Area to accept the Election of FY24 Board Officers, seconded by Trustee Alexandra Gilbert. Motion passed

CLOSED SESSION

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 discussion of a Personnel Matter.

ADJOURNMENT

Approved by the Board of Trustees



Joanne Morton