

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Monday, December 14th, 2020 ♦ 4 p.m.  
Virtual Meeting  
AGENDA**

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**CALL TO ORDER**

Steven Pearson, Chair

**APPROVAL OF MINUTES**

**TREASURER'S REPORT**

**REPORT OF THE DIRECTOR**

Morgan Miller, Library Director

1. Monthly Impact Review
2. Library Operations Update
3. New North East Branch Library
4. State Legislative Update
5. Friends Foundation of CCPL

**BOARD DEVELOPMENT**

1. Vacancy Recruitment
2. Advocacy

**BOARD CALENDAR**

1. Rescheduled Site Tour- mid January
2. Wright's AME 30<sup>th</sup> Annual Rev. Martin Luther King, Jr. Community Service- January 18<sup>th</sup> from 8-9:15 (Virtual)
3. **Next Board of Trustees Meeting: Tuesday, January 19<sup>th</sup> via Zoom**

**OLD BUSINESS**

1. Bylaws

**NEW BUSINESS**

**CITIZEN COMMENT**

**ADJOURNMENT**

**CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES**  
**Monday, December 14<sup>th</sup>, 2020 ♦ 4 p.m.**  
**Virtual – Zoom Meeting**

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

**STAFF:** Morgan Miller, Rachel Wright, Adele Cruise, Luz Sellers

**GUESTS:** Karrie Wagner and Ellie Jones

**EXCUSED:** Linda Burris

**CALL TO ORDER:**

Chair Steven Pearson

Chair Steven Pearson called the meeting to order at 4:01 p.m.

**APPROVAL OF MINUTES**

A motion to approve November 16, 2020 minutes was made by Trustee Phyllis Kilby; seconded by Trustee Jonathan Stauffer. Motion passed.

**TREASURER’S REPORT**

Adele Cruise, Operations Manager

Operations Director Adele Cruise presented the Treasurer’s Report to the board of trustees. The budget is 42% through the year. Year to date percentages for all revenue and expenses, except CIP funds stand at 42% and 25% respectively.

A motion to file the treasurer’s report was made by Trustee Jonathan Stauffer; seconded by Trustee Ken Wiggins. 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 November.

- 4,075 patrons visited branches
- 1,820 contactless pickup interactions
- 43,278 materials borrowed
- 1,710 Activities to Go Kits distributed
- 9 online programs attended with 187 program attendees
- 12,235 digital materials borrowed
- 59,665 minutes spent on Online Learning Courses
- 4,692 reference questions answered

II. Library Operations Update

i. Director Miller discussed the ongoing Covid-19 pandemic with the trustees. Due to the increasing positivity rates within the county, CCPL has suspended all in-person services at the Elkton, Chesapeake, and Perryville Branches. Director Miller is working closely with Dr. Lauren Levy, Health Officer for Cecil County in monitoring the situation. Patrons will still be able to access materials at branches offering Contactless Pickup and utilize the new CCPL website for digital materials.

III. New North East Branch Library

- i. Director Miller shared photos of the new North East Branch library and defined spaces within the building to the trustees. The contractor is now pursuing the Temporary Certificate of Occupancy in early January, which will allow CCPL to begin the move-in and set-up process.
- ii. Chair Steven Pearson recently toured the new building and shared his excitement with the trustees. It was stated that the design of the building is great, everything flowed, and it allows for movement of all ages. Chair Pearson is looking forward to all of the trustees having the chance to tour the new library.

#### IV. State Legislative Update

- i. Director Miller discussed the Maryland Library Legislative two week virtual event. It is an opportunity to connect with Maryland delegates and senators to advocate for library issues.
- ii. The state’s library legislative panel is seeking to override Governor Hogan’s veto of SB524/HB1000, the Building Lifelong Learners Act. Director Miller stated that there is a lot of support to pass the act as it mandates fine-free borrowing for minors, increases state formula funding, and increases the state library capital grant funding program.

#### FRIENDS FOUNDATION OF CCPL

- i. Director Miller discussed the Friends Foundation’s fundraising campaign for the new North East Branch Library. Director Miller thanked the trustees for their dedication to the campaign and for developing advocacy.

#### BOARD DEVELOPMENT

- i. Director Miller discussed the board vacancy recruitment. The vacancy was posted to the CCPL website with the deadline of January 22, 2021.
- ii. Director Miller and the trustees discussed advocacy and social media outreach. Discussion ensued around “Why I Serve on the Library Board,” an outreach statement written by Brig. Gen. Kennard Wiggins to promote library board service.

#### ADVOCACY

- i. Director Miller stated CCPL is working on finalizing the annual report. The theme of the report is “Charting New Waters in the Era of Covid.”

#### BOARD CALENDAR

- i. Rescheduled Site Tour – Mid January
- ii. Wright’s AME 30<sup>th</sup> Annual Rev. Martin Luther King, Jr. Community Service will be held virtually on January 18, 2021 from 8 a.m. - 9:15 a.m.

#### OLD BUSINESS

- iii. Bylaws

#### NEW BUSINESS

- i. None.

#### CITIZEN COMMENT

- i. None.

**CLOSED SESSION**

- i. None.

**ADJOURNMENT**

Motion to adjourn made by Trustee Tanya Area; seconded by Trustee Joanne Morton at 5.23p.m. Motion passed; meeting adjourned.

**Note:** Next Meeting- Tuesday, January 19, 2021 at 4:00 p.m., Virtual – Zoom.

Approved by the Board of Trustees on December 14, 2020



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Stephen Pearson, Chair