

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Monday, December 19th 2022 ♦ 4 p.m.  
North East Branch Library  
MINUTES**

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**ATTENDANCE:** Steve Pearson; Tanya Area; Phyllis Kilby; Shirley McCrary-Simmons; Jonathan Stauffer; Ravi Gupta, Joanne Morton

**STAFF:** Morgan Miller; Adele Cruise; Rachel Wright; Frazier Walker

**GUEST:** Echo Charlton

**CALL TO ORDER – 4:05 PM**

Steven Pearson, Chair

The meeting was called to order at 4:05PM.

**APPROVAL OF MINUTES**

A motion was made by Trustee Tanya Area to accept the November minutes as presented, seconded by Trustee Joanne Morton. Motion passed, minutes were approved.

**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 42% through FY2023, and stands at 43% revenue towards the budget with 36.99% on expenses. A motion to file the Treasurer’s Report for audit was made by Trustee Tanya Area; seconded by Trustee Joanne Morton passed. Motion passed.

**YOUTH BOARD OF REPRESENTATIVES**

Echo Charlton, Chair

The Youth Board has launched their Instagram account. They have started with “Board Member Monday” so far they have introduced Jeanne and Nora. They are working on introducing the rest of the staff to “Board Member Monday”. The Youth Board are developing their projection for the FY2023 and also working on expanding their presence on Instagram.

**REPORT OF THE DIRECTOR**

Morgan Miller, Library Director

Director Miller shared that by giving the staff an additional day of leave per year it will not affect the budget in any way. The time off must be arranged through their manager making sure their hours are covered with the necessary staff. There will be a neutral effect on the personnel budget, the only impact would be staff coverage.

Review of SharePoint – Director Morgan Miller reviewed Library System Data & Impact Reviewed the Attendance Statistics Library board November 2022.

**Staff Updates**

- Brynne Granger- Library Assistant, Perryville
- Mercedes Forrester- Library Assistant, Perryville
- Jen Meyers- Shelving Clerk, North East
- Olivia Oikemus- Library Assistant, North East
- Makayla Whitehead- Library Assistant, North East

**Promotions**

- Caitlin Rossiter, Library Associate II Part-time North East to Full Time-Library Associate II Children’s, Elkton
- Hannah Walters, part-time Library Assistant to full-time Library Assistant, Elkton
- Mattie Yoncha, part-time Library Associate I to part-time Library Associate II Young Adult Services,

## Perryville

### Branch Vacancies

- Cecilton/Chesapeake- 1 full-time
- Elkton- 2 full-time; 2 part-time
- North East- 1 part-time
- Perryville- 1 part-time
- Rising Sun- 1 part-time

### Facilities and Special Projects

- FY24 Capital Improvement Plan Submitted – Elkton Branch Renovation
- Bookmobile – On Order
- Perryville Interior Reconfiguration – Initial Planning Meeting Held – targeting project to start July 2023

### Outdoor Learning Spaces:

- Perryville design complete; estimated opening Spring 2023
- Rising Sun design to begin in early 2023
- Story Trails Planned and Funded for Perryville Town Park and Conowingo Park

### Strategic Planning

- Preparing to launch community survey early January

### Projected Timeline:

- January- Community Survey •
- February-In-person sessions with staff, board, and community
- March 6-7
- March-April- Final Plan Draft

### Friends Foundation

- Recruiting new Board Member (Trustees will appoint)
- Annual Appeal
- Canal Crawl – Saturday, April 29<sup>th</sup>
- Race for the Roses – Saturday, May 6<sup>th</sup>

### State Legislative

Director Miller distributed the 2022 Edition “Laws of Maryland Relating to Public Libraries” and discussed changes to the updated version.

A legislator from Aberdeen put through a bill that would unionize Cecil County Library’s. With our lobbyist we were able to kill the bill. We were asked to write a single legislative bill that would be driven from within the library and not from outside unions, that way the libraries can unionize if they want but it’s not mandatory.

## UNFINISHED BUSINESS

### Board Retreat

Tanya Area

1. The Board Retreat scheduled a speaker to discuss “Diversity and Equality” on December 25<sup>th</sup> 9:00AM-2:00PM. Some of our librarians will be giving an overview of technology that our library offer. Continental breakfast and lunch will be provided for this event.
2. Bylaws Review Committee  
Trustee Shirley-McCrary-Simmons shared they will break the bylaws into sections then add to the bylaws as needed. Then forwarding onto Joanne Morton to get her feedback, hopefully we will have something to present at the next meeting.

Shirley McCrary-Simmons

## **NEW BUSINESS**

No new Business

## **BOARD CALENDAR**

1. Finance Committee- January 23, 2023 at 3pm
2. State of the County Breakfast- January 23, 2023 at 8am, Schaeffer's Canal House
3. Maryland Library Legislative Day- February 15, 2023, Annapolis; tbd
4. Staff Day – Monday, February 20<sup>th</sup>, North East Branch Library
5. February 25<sup>th</sup> Board of Trustees retreat

## **CITIZEN COMMENT**

None

## **CLOSED SESSION**

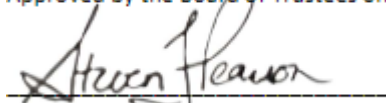
Pursuant to General Provisions Art. § 3-305(b) of the Maryland Annotated Code, the Trustees will hold a closed session to discuss the appointment of appointees over whom this public body has jurisdiction.

## **ADJOURNMENT**

Trustee Joanne Morton made a motion to go into a Closed Session; seconded by Trustee Phyllis Kilby.

**Next Board Meeting: Tuesday, January 17th at the North East Branch Library**

Approved by the Board of Trustees on

A handwritten signature in black ink, appearing to read "Stephen Pearson", is written over a horizontal line.

Stephen Pearson, Chair