

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, December 20, 2021 ♦ 4 p.m.
North East Branch Library
AGENDA**

CALL TO ORDER

Steven Pearson, Chair

APPROVAL OF MINUTES

TREASURER'S REPORT

Adele Cruise, Operations Manager

PRESENTATIONS

Recognition of Kathy Galbreath for
Eight Years of Service

Youth Board of Representatives,
Echo Charlton, Chair

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. FY21 Annual Report
2. Monthly Impact
3. Library Programs
4. Library Staff
5. Library System Operations
 - a. Facilities & Special Projects
6. FY23 Budget Planning
7. Advocacy & Legislative Updates

Rachel Wright, Associate Director

BOARD CALENDAR

- January 6th, 8:30-10am Chamber of Commerce, Cecil 22 Legislative Session Event (Virtual)
- January 17th, Martin Luther King, Jr. Community Prayer Breakfast, Wright's AME
- January 24th, 8-10am, Annual State of the County Breakfast
- February 21st, CCPL Staff Day, North East Branch Library

DISCUSSIONS

1. Meeting Room Policy Update
2. Responding to Materials' Challenges

Nikki Bigley, Materials Mgr.
Frazier Walker,
Communications Mgr.

OLD BUSINESS

1. Director's Evaluation Committee

Joanne Morton, Vice Chair

NEW BUSINESS

1. Vote- Meeting Room Policy Update

CITIZEN COMMENT

ADJOURNMENT

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES
Monday, December 20, 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, Nikki Bigley

GUESTS: Eco Charlton

EXCUSED:

CALL TO ORDER:

Chair Gen. Steven Pearson

Chair Steven Pearson called the meeting to order at 4:30 p.m.

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 the budget is 42% through FY2021, 44.5% revenues received, and 44% 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 with an amendment request.

APPROVAL OF MINUTES

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

RESOLUTION OF APPRECIATION | KATHY GALBREATH

Director Morgan Miller

Ms. Kathy Galbreath, Adult Services Supervisor in the Perryville Branch, was honored with a Resolution of Appreciation by the Board of Library Trustees of Cecil County Public Library, along with Director Morgan Miller, in gratitude of exceptional service. The Trustees congratulated Ms. Kathy Galbreath on her retirement and praised her hard work, dedication, and outreach service to the community’s military veterans and to the Cecil County Library System.

YOUTH BOARD PRESENTATION

Chair Echo Charlton

Echo Charlton, Chair of the Youth Board, presented a report to the Trustees. Miss. Charlton provided an update on teen activities to the members. The youth board members hosted a teen action group, similar to the Teens Give Back initiative, during September and November. Both the North East and Rising Sun branches hosted the Teen Action program. An anime and manga group was formed in the Northeast Branch, and it is proving to be quite popular among the teens. In addition, a Zoom session for teens to design cards for veterans was organized. The youth board is now working on DIY (do it yourself) gift box kits for all of the branches. There are plans for more teen volunteer opportunities and assisting with teen mental health issues.

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 November.
 - 17,289 people visited
 - 57,150 total materials borrowed
 - 460 study room reservations

- 33 programs hosted with 669 program attendees
- 420 new cardholders
- 42,841 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. As a result of not being able to host in-person programs, Rachel Wright, Associate Director, explained that staff created activity kits for patrons. For the benefit of the families, 456 gingerbread house making kits were supplied. In addition, librarians prepared a YouTube video to assist families in recreating the gingerbread home. That proved to be a huge hit. The community received 200 DIY gift box kits, which were in high demand. CCPL is hoping that the programing will return to indoors in January and February.
- ii. Ms. Wright mentioned that CCPL is assisting in the distribution of COVID home quick testing kits in collaboration with the local health department. In the last several weeks, CCPL has distributed approximately 1600 test kits. CCPL is now out of kits and is working with the health department to obtain more.

III. FY2021 Annual Report

- i. The Annual Report was discussed and reviewed by Director Miller with the trustees. This year's theme is "Singling a New Future." An annual report, it was noted, is a document that public entities are required to produce on a yearly basis. This thorough report summarizes CCPL's actions throughout the previous year and includes data on the library system's operations and financial performance.

IV. Staffing Updates

- i. Director Miller shared staffing updates with the Trustees:
 - New Staff
 - Brian Young, Custodian at the North East Branch
 - Bruce Barrick, Maintenance Mechanic, Support Services
 - Promotions
 - Melissa Mannering, formerly Library Associate I, was promoted to Library Associate II – Adult Services at the Elkton Branch
 - Retirement
 - Kathy Galbreath, Adult Services Supervisor – Perryville, effective December 31, 2021.
 - New Vacancies
 - Adult Services Supervisor - Perryville
 - Children’s Library Associate, Full Time
 - Library Associate II, Part-Time
 - Business Specialist, Full Time – North East

V. 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, Perryville, and Rising Sun Branches.
 - Extension of hours to 4 nights a week is still on track for 1/17/202.
 - Indoor Programs are targeted to resume in February
 - Public health metrics over the next 3-4 weeks and the impact of COVID-19 on staff is critical.
- ii. CCPL is still in the early stages of design for the Perryville and Rising Sun outdoor spaces, according to the director. The new book mobile is currently being designed. Completion is expected next year due to supply chain difficulties. A lot of progress has been done in the Elkton Branch. Children's offices, as well as the Branch Manager and other personnel, have been relocated from the children's room to the back. We are currently trying to transform the two rooms into study rooms and equip them with technology. The Friends Foundation has provided funding to the CCPL for the acquisition of technical equipment.
- i. Action Items | Next Month:
- FY2023 Operating Budget will be up for Vote
 - New Analytics Dashboard
 - Board File / Calendar sharing platform
 - Employee Handbook Policies

VI. Advocacy and Legislative Updates

- i. Libraries around the state are collaborating with the government to increase per capita library funding. As new information and updates become available, Director Miller will share with the Trustees.
- ii. Maryland, the first library system to establish laws requiring Amazon and other publishers to set reasonable terms and rates, is being sued. To prevent this from happening, the Publishers Association filed a lawsuit against the Maryland Legislature, bringing the issue back to copyright and copyright infringement. Libraries do not want to own digital content. Instead the goal is to establish sustainable collections.

VII. Friends Foundation

- i. Director Miller shared that the Chair Andrea Pugh of the Friends Foundation along with her husband Mike, the campaign manager, are going to be awarded the Maryland Library Associations Outstanding Volunteer Award this year.
- ii. The Friends Foundation is currently wrapping up their Annual Appeal and their Holiday Cheers initiative. The Foundation is also helping CCPL to produce an advocacy digital story that will be shared with the trustees at a later date.

BOARD CALENDAR

- I. 11/19/2021 - Cecil County First Responders Appreciation Dinner to be hold at the Minker Banquet Hall in Perryville at 5:00 p.m.
- II. Staff Day will be held in the North East Branch Library. Trustees will be sent an invitation.

DISCUSSIONS

- I. Director Miller addressed the need for modifications to the Meeting Room policy as well as clarifications. The Meeting Room Policy lays out the guidelines for using the Library's meeting rooms. Director Miller indicated that the previous policy was very restrictive, and a discussion occurred on how to clarify the policy's language. Ms. Miller asked the Trustees to approve the proposed Meeting Room Policy by a vote.
- II. Nikki Bigley, Material Manager, provided an overview of the Material Selection Policy in response to the Materials Challenges. This document is intended to help employees and the general public understand the criteria CCPL uses to select materials. The overarching purpose of collections is to ensure that everyone and their experiences are represented in the library. Patrons can file a request for reconsideration of library materials using the processes outlined by Director Miller. The form has been amended to reflect a 15-working-day deadline and updates to language.

OLD BUSINESS

- I. None.

NEW BUSINESS

- I. Vote – Adoption of Proposed FY2023 Capital Improvement Plan
 - i. A motion to approve the Meeting Room Policy Update was made by Trustee Ravi Gupta; seconded by Jonathan Stauffer Trustee. Motion passed. The Meeting Room Policy Update was approved.

CITIZEN COMMENT

- I. None.

CLOSED SESSION

- I. None.

ADJOURNMENT

Motion to adjourn made by Trustee Joanne Morton; seconded by Trustee Jonathan Stauffer at 5:32 p.m. Motion passed; meeting adjourned.

Note: Next Meeting - Monday, January 18, 2021 at 4:00 p.m., North East Branch Library and Virtual – Zoom.

Approved by the Board of Trustees on December 20, 2021



Stephen Pearson, Chair