

**CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES**

**Monday, April 19, 2021 ♦ 4 p.m.**

**Virtual – Zoom Meeting**

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**ATTENDANCE:** Phyllis Kilby, Stephen Pearson, Tanya Area, Jonathan Stauffer, Joanne Morton, Linda Burris, Ravi Gupta

**STAFF:** Morgan Miller, Rachel Wright, Adele Cruise, Luz Sellers, Laura Metzler, Ellie Jones

**GUESTS:** John Barteld

**EXCUSED:**

**CALL TO ORDER:**

Chair Steven Pearson

Chair Steven Pearson called the meeting to order at 4:03 p.m.

**APPROVAL OF MINUTES**

A motion to approve the March 15, 2021 minutes was made by Trustee Linda Burris; seconded by Trustee Joanne Morton.

Motion passed.

**TREASURER’S REPORT**

Adele Cruise, Operations Manager

The Treasurer's Report was presented to the Board of Library Trustees by Operations Manager Adele Cruise. The report data showed that CCPL is 75% through the budgeted year and 59% has been expended. Director Morgan Miller overviewed the main line items of the FY2021 operating budget and discussed areas for potential savings as the library system heads into a difficult budget year.

A motion to file the treasurer’s report for audit was made by Trustee Jonathan Stauffer; seconded by Trustee Ravi Gupta.

Motion passed. The Treasurer’s Report was approved.

**PRESENTATION**

Laura Metzler & Ellie Jones  
Business Librarians

CCPL’s Business Information Center librarians, Laura Metzler, Senior Business Research Librarian and Business Services Coordinator, and Ellie Jones, Business and Marketing Specialist, gave a presentation BIC, which offers a variety of free, high-quality programs that can help local businesses or nonprofits. From marketing to technology to basic accounting and more, CCPL provides expertise to help entrepreneurs learn the necessary skills and gain access to the information they need to succeed. Clients can get one-on-one guidance from the business librarians with things like refining business plans, discovering industry-specific information, and marketing techniques. The Cecil County Public Library is a member of the Cecil Business Resource Partners (CBRP) which is comprised of organization who provide free assistance and resources to support the business community in Cecil County. The presentation highlighted the ways in which the BIC librarians have delivered new information and virtual services to clients during the pandemic and how they will be using the Business Commons and Digital Media Lab spaces at the new North East Branch Library to further advance entrepreneurship and economic development in the county.

**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 March.

- 5,665 People Visited
- 1,760 Contactless Pickup Interactions
- 48,192 Materials Borrowed
- 12,142 Juvenile Materials Borrowed

- 1,357 Activities to Go Kits distributed
- 17 Online Programs Attended with 370 Program Attendees
- 35,066 Total Social Media Interactions
- 89,651 Minutes Spent on Online Learning Courses
- 4,391 reference questions answered

## II. Library System Operations Update

- i. Director Miller shared that The StoryTrail is now up at Brantwood Park. The StoryTrail has a QR code that community members can use to share their family's experience. Director Miller announced that CCPL is working with the Downtown Elkton Alliance to bring a StoryTrail to the Elkton business district in the near future.
- ii. Director Miller briefed the trustees on the status of Reopening and COVID-19 operations
  - CCPL's adopted travel policy required staff who visited a hot zone location to have a Covid test before returning to work. In March, Governor Hogan lifted travel restrictions, and CCPL followed suit. CCPL does, however, encourage employees avoid travel to hot zone locations and to get tested before returning to work if they do.
  - Since the onset of the pandemic, CCPL has been quarantining all returned materials. The Center for Disease Control (CDC), recently, announced that libraries are no longer required to quarantine library materials. As a result, CCPL is no longer keeping any library materials under quarantine. This frees up much needed space in the library branches' meeting rooms so that programs and community room use can resume in the future.

## III. New North East Branch Library

- i. Director Miller discussed the schedule of North East Branch Library dedication ceremony and the grand opening with the trustees. The dedication ceremony will be held at 1 p.m. on April 23, 2021 and the Grand Opening with ribbon cutting will be held on April 24, 2021.
- ii. CCPL administration staff have been busy providing tours of the branch to the County Executive, County Council, and local groups, according to Director Miller. Conducting tours, it was said, offered a good opportunity discuss library advocacy. The new branch of CCPL has received a lot of positive feedback.

## IV. State Legislative Update

- i. Director Miller outlined the following bills that are set to be signed by Governor Larry Hogan.
  - HB 436/SB 477 – Enoch Pratt Free Library Hours and Funding | Requiring an annual appropriation of \$3,000,000 to be used for branches of the Enoch Pratt Free Library that extend operating hours and services above those in effect as of January 1, 2016; declaring that it is the intent of the General Assembly to utilize increased operating hours and services to advance the library's commitment to equity, inclusion, and greater access to library resources, programs, and services; etc.
  - HB 518/SB432 – Public Libraries – Electronic Book Licenses – Access | Requiring a publisher who offers to license an electronic literary product to the public to also offer to license the product to public libraries in the State on reasonable terms that would enable public libraries to provide library users with access to the electronic literary product; authorizing the terms of a license authorizing public libraries to provide access to electronic literary products to include certain limitations; defining an electronic literary product; etc.

V. Friends Foundation of CCPL

- i. Mr. John Barteld, chair of the Friends Foundation Advocacy task force, was introduced by Director Miller. The task force is expanding its advocacy efforts in light of the budget impasse and the curtailment of library services in Cecil County. Mr. Barteld discussed both short and long-term strategies for putting a voice behind the community advocacy for the library system. Mr. Barteld is collaborating with CCPL to ensure that advocacy activities are focused appropriately. Many community members are concerned about the consequences of the budget cuts and access to library services, according to Mr. Barteld. The Friends Foundation will lead a citizen advocacy training scheduled tentatively for May 5, 2021. Mr. Barteld's readiness to lead advocacy efforts in the community was appreciated by Director Miller.

**BOARD CALENDAR**

- I. Dedication Ceremony and Board Member Photos: Friday, April 23, 2021 at 1 p.m.
- II. North East Branch Ribbon Cutting and Grand Opening: Saturday, April 24, 2021 at 11 a.m.
- III. Maryland Library Association Virtual Conference: May 3-7, 2021
- IV. May Board of Library Trustees Meeting – Monday, May 17, 2021 at 4 p.m.

**OLD BUSINESS**

- I. None

**NEW BUSINESS**

- I. FY22 Operating Budget Discussion
  - i. Director Miller and the trustees discussed the proposed 5.7% cut to the library's operating funds from the county. The operating deficit for FY22 is \$1.632 million as a result of the cut, lack of funding for new North East staffing and operations, and lack of funding for FY2022 operational increases. CCPL acknowledges that it will be challenged by a variety of budget constraints. The FY22 Operating Budget Impacts were outlined:
    - Personnel - No COLAs or Merit increases for library employees; County health insurance plan increase for employees and employer underfunded | Maintenance and custodial shortages | Limited personnel to staff and operate the new North East Branch Library
    - Facilities and Technology - Reduce hours and services at all library branches, including the New North East Branch Library | Limited equipment replacements and improvements
    - Collections - Reduced capability to purchase high demand digital content and services for the community | Restricted purchasing of materials – reduced collections and long wait time for materials.

Discussion around funding and advocacy strategies ensued. Citizen attendees Kennard Wiggins and Danny DeMarinis offered support and ideas for advocacy.

- II. Re-appointment of Friends Foundation Directors: John Barteld, Jamie Daley, Doug Hill, Josh Lewis, and Paul Miller

- i. A motion to approve the re-appointment of Friends Foundation Directors for a three-year term: John Barteld, Jamie Daley, Doug Hill, Josh Lewis, and Paul Miller made by Trustee Jonathan Stauffer; seconded by Trustee Tanya Area. Motion passed. The re-appointments were approved.

**CITIZEN COMMENT**

- I. Mr. DeMarinis inquired about the library’s fiscal year and praised the library’s SBIC staff on their work in the community.
- II. Mr. Wiggins commented on the budget cut and discussed his eagerness to start advocacy efforts in the community.

**CLOSED SESSION**

- I. None.

**ADJOURNMENT**

Motion to adjourn made by Trustee Tanya Area; seconded by Trustee Linda Burris at 6:08 p.m. Motion passed; meeting adjourned.

**Note:** Next Meeting - Monday, May 17, 2021 at 4:00 p.m., Virtual – Zoom.

Approved by the Board of Trustees on April 19, 2021



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Stephen Pearson, Chair