

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

Monday, May 17, 2020 ♦ 4 p.m.

North East Branch Library | Virtual – Zoom Meeting

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

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

GUESTS: Ken Wiggins, Citizen

CALL TO ORDER:

Chair Steven Pearson

Chair Steven Pearson called the meeting to order at 4:00 p.m.

APPROVAL OF MINUTES

A motion to approve the April 19, 2021 minutes was made by Trustee Ravi Gupta; seconded by Trustee Tanya Area. Motion passed.

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 83% through FY2020, 82.7% revenues received, and 66.7% of expenditures.

A motion to file the treasurer’s report was made by Trustee Tanya Area; seconded by Trustee Phyllis. 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 April.

- 512 contactless pickup interactions
- 50,478 materials borrowed
- 1,050 Activities to Go Kits distributed
- 15 online programs hosted with 222 program attendees
- 11,549 digital materials borrowed
- 57,814 minutes spent on Online Learning Courses
- 4,203 reference questions answered

II. Library Operations Update

i. Director Miller discussed library operations with the trustees. Staff scheduling became a topic of discussion as a result of the inconsistency of activity and patron visit patterns across the board. The two branches that have been affected the most are the Chesapeake City Branch and the Cecilton Branch. Between its branches, CCPL offers ten service days. Because CCPL does not have enough staff to handle the existing operation hours of those branches that number will most likely be reduced. Director Miller will update the Trustees with recommended hours adjustments.

ii. CCPL staff are still required to wear masks, according to Direct Miller. Following further review, CCPL has decided to follow state standards and not mandate patrons to wear masks. In addition, CCPL has relaxed the restriction imposed on visit times and eliminated item quarantining. STEM kits and Sprout Backpacks have been reintroduced, and all fines have been lifted. Throughout the library system, some furniture and chairs will be reinstalled by the end of June, 201 and all study rooms have been opened. CCPL is working toward

reopening meeting rooms. The earliest targeted date for resuming indoor programming and reinstating fines for adults will be in the fall.

III. New North East Branch Library – The First Three Weeks of Service

- i. The new North East Branch Library opened on April 24, 2021, according to Director Morgan Miller. By May 15, 2021, there have been 6,149 visitors. The library's top activity was 50 visits per hour, which is comparable to the Elkton Branch's peak traffic prior to the COVID pandemic. Since CCPL began limited reopening on March 8, total branch visits have nearly doubled, with 22,136 visits between March 8 and March 22. Outside of Perryville's Drive-Thru Window, the number of Contactless Pickup Requests has dropped dramatically.

IV. Federal and State Legislative Update

- i. Build America's Libraries Act and ARPA Funding
 - Director Morgan Miller spoke about the Building America's Libraries Act and ARPA Funding, which includes \$200 million for the Institute of Museum and Library Services (IMLS) and billions more for library-eligible initiatives, including more than \$7 billion for Internet and devices. This has the potential to deliver \$86 million in funding for library construction and renovation in Maryland. The renovation of the Elkton Branch has been postponed until 2024 under the CIP. These monies, however, are expected to assist in resuming the project.

V. FY2022 Operating Budget

- i. Director Miller and Chair Pearson recently met with County Executive Danielle Hornberger to review the CCPL operating budget and services that would be impacted by the imposed budget reduction. The library has received a lot of support from the community and is continuing to petition the county administration for support.
- ii. The county will adopt the budget on June 1, 2021, and CCPL will adopt the operating budget as a board on June 21, 2021, according to Director Miller. Chair Pearson, Vice Chair Morton, and Treasurer Kilby, members of the executive board, and Director Miller will participate in work sessions on the operating budget and submit outcomes to the rest of the board.

VI. Friends Foundation of CCPL

- i. Director Miller discussed the Friends Foundation Advocacy Task Force with the Trustees. The Friends Foundation is working to create video contact on topics of "How to be a Library Advocate", "Why I give, Support, and/or Serve the library".
- ii. The Crab Crawl will be held in-person on Saturday, September 11, 2021 in the Town of North East.

BOARD CALENDAR

- I. Public Hearing on the FY2022 County Operating and CIP Budgets – Thursday, May 20, 2021 at 7:00 p.m. at Elkton High School
- II. FY2022 Budget Adoption – Tuesday, June 1, 2021
- III. Board of Library Trustees Meeting - Monday, June 21, 2021 at 4:00 p.m.

OLD BUSINESS

- I. Director’s Evaluation Committee Vice Chair, Joanne Morton
 - i. Vice Chair Joanne Morton discussed the Director’s Evaluation Committee with the Trustees and Director Morgan Miller. It was stated that by September there should be a finalized version of process and procedures.

NEW BUSINESS

- I. Maryland Library Association Annual Conference
 - i. Director Morgan discussed the Maryland Library Association's Annual Conference. Attendees discussed their findings and ideas for lobbying for the value of libraries and other aspects of the library system.

CITIZEN COMMENT

- I. None.

CLOSED SESSION

- I. As provided in the Annotated Code of Maryland, State Government Article, Section 10-508 (a)(1), the Board will meet in closed session to consider the investment of public funds.
 - i. Motion to move meeting into a closed session made by: Trustee Joanne Morton; seconded by Trustee Tanya Area. Motion passed. The meeting was moved into closed session.

ADJOURNMENT

Motion to adjourn made by Trustee Tanya Area; seconded by Trustee Linda Burris at 6:00 p.m. Motion passed; meeting adjourned.

Note: Next Meeting- Monday, June 21, 2021 at 6:02 p.m., at the North East Branch Library and Virtual – Zoom.

Approved by the Board of Trustees on June 21, 2021



Stephen Pearson, Chair