

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Tuesday, June 21, 2022 ♦ 4 p.m.  
Library Headquarters at the North East Branch  
AGENDA**

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**CALL TO ORDER**

Steven Pearson, Chair

**APPROVAL OF MINUTES**

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

**PRESENTATIONS**

Youth Board of Representatives

Echo Charlton, Chair

Youth Services and Outreach Update

Katelyn McLimans, Youth Services  
and Outreach Manager

New Board Collaboration Platform

Erica Jesonis, Technology Services  
Manager

**REPORT OF THE DIRECTOR**

Morgan Miller, Library Director

1. Monthly Impact Data
2. Library Staff
3. Library System Operations
  - a. New Strategic Planning Process Overview
4. Facilities & Special Projects
5. Library Programs
6. Friends Foundation of CCPL
  - a. Reappointments to the Friends Foundation:
    - i. Alycia Cloud for a three-year term to end 6/30/2025
    - ii. Pat Folk for a three-year term to end 6/30/2025

Rachel Wright, Associate Director

**BOARD CALENDAR**

1. Board Assessment Work Group, Thursday, July 28<sup>th</sup> at 1:30pm
2. Staff Appreciation Picnic, Sunday, August 21<sup>st</sup> at 1pm at the North East Branch
3. Friends Foundation Crab Crawl, Saturday, September 10, 2022

**UNFINISHED BUSINESS**

1. Annual Board Assessment

Tanya Area and Shirley McCrary-Simmons

**NEW BUSINESS**

1. Presentation and Adoption of the FY23 Operating Budget
2. Appointments to the Friends Foundation's Board of Directors

**DISCUSSIONS**

1. *Keeping Governance on Track, Part II-* United for Libraries

**CITIZEN COMMENT**

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**ATTENDANCE:** Steve Pearson, Joanne Morton, Ravi Gupta, Jonathan Stauffer, Tanya Area, Shirley McCray-Simmons

**STAFF:** Morgan Miller, Adele Cruise, Rachel Wright, Erica Jesonis, Katelyn McLimans, Frazier Walker

**ABSENT:** Phyllis Kilby

**CALL TO ORDER Time: 4:10 pm**

Steven Pearson, Chair

The meeting was called to order at 4:10pm.

**APPROVAL OF MINUTES**

A motion was made by Trustee Joanne Morton to accept the May minutes as presented, seconded by Trustee Ravi Gupta. Motion passed, minutes were approved.

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

The Library is 92% through the fiscal year and the base vs actual is 96% revenue and 88.38% expenses. The Board will approve the base budget this evening. The Finance Committee met earlier today. This fall, the Board will design a structure to codify fiscal policy for continuity, such as which officers always serve, length of term, etc. A motion to file the Treasurer's Report for audit was made by Trustee Shirley McCray-Simmons and seconded by Trustee Ravi Gupta. Motion passed

**PRESENTATIONS**

Youth Services and Outreach Update

Katelyn McLimans, Youth Services  
and Outreach Manager

Ms. McLimans overviewed the Book Festival and the launch of the 2022 Summer Reading and Learning program. Two weeks into the program, sign ups are higher than the entire summer of 2021.

New Board Collaboration Platform

Erica Jesonis, Technology Services  
Manager

Ms. Jesonis toured the Board through the new Board Portal, showing its capabilities, such as hosting minutes and statistical information, board interview packets, links to helpful resources and a shared calendar. Ms. Jesonis asked Board members to review the site and to ask questions and give feedback.

**REPORT OF THE DIRECTOR**

Morgan Miller, Library Director

1. Monthly Impact Data

On track to circulate over 800,000 items by the end of June. The Library was closed for 5 different days due to staffing issues in May.

2. Library Staff

- Colleen France- Library Associate II-Adult Services, Perryville Branch (May 23, 2022)
- Maia Gafes- Library Associate II-Teen Services, Rising Sun Branch (June 1, 2022)
- Kip Pheasant- Library Associate I, North East Branch (June 13, 2022)

### 3. Library System Operations

- New Strategic Planning Process Overview. Director Miller shared that the Library's next plan strategic needs to be developed and planned and that a "rolling plan" model is under consideration. Worked with the State for a grant to hire a consultant to lead the work for the plan. Director Miller reviewed the timeline for developing and implementing the plan. A consultant selection committee and a strategic planning committee for board members to serve will be organized.

### 4. Facilities & Special Projects

A fence should be installed within the next few weeks at the North East Branch. The Perryville playground project is making progress, but it is complicated. The Library is close to completing the Bookmobile project, and within the next 30 days, CCPL will be ready to make a purchase order and will send an email vote for approval to make the purchase. Director Miller reported they are working with Quinn Evans architects to review proposals for Elkton and Perryville branch locations. Work will begin in Perryville in late September, early October and will update the layout of the branch to better accommodate the many teens who visit after school. CCPL will work with the County to bring the Elkton Library project back into the CIP. Director Miller plans to show high quality renderings to engage and get buy-in from the community.

### 5. Library Programs

Rachel Wright, Associate Director

Rachel Wright overviewed a number of programs that happened in May and early June, including the grant-funded John Parra illustration demonstration program and programs for children about sharks.

### 6. Friends Foundation of CCPL

- The following board members requested reappointments to the Friends Foundation:
  - i. Alycia Cloud for a three-year term to end 6/30/2025
  - ii. Pat Folk for a three-year term to end 6/30/2025

## BOARD CALENDAR

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## UNFINISHED BUSINESS

Annual Board Assessment

Tanya Area and Shirley McCrary-Simmons

Trustee Tanya Area overviewed the committee's process – starting with the last board assessment done.

The committee will send another assessment soon, including planning for a Board retreat in the fall.

## NEW BUSINESS

Presentation and Adoption of the FY23 Operating Budget

Motion to approve the FY23 baseline budget was made by Trustee Ravi Gupta and seconded by Trustee Tanya Area. Motion passed.

Director Miller overviewed the proposed budget summary. Projected revenue is \$7,964,417 million. Morgan Miller and Adele Cruise will present the carryover budget for a vote in the fall.

Appointments to the Friends Foundation's Board of Directors

Trustee Tanya Area made a motion to reappoint Pat Folk and Alycia Cloud for a 3 year term to the Friends Foundation Board. The motion was seconded by Trustee Jonathan Stauffer. Motion passed.

## **DISCUSSIONS**

- *Keeping Governance on Track, Part II-* United for Libraries – The Board of Trustees watch the second half of the webinar about Robert’s Rules of Order.

## **CITIZEN COMMENT**

None.

## **ADJOURNMENT**

Motion to adjourn the meeting was made by Trustee Tanya Area and seconded by Trustee Joanne Morton. The meeting ended at 6:12pm.

The next meeting of the Library Board of Trustees is Monday, September 19, 2022 at the North East Branch Library.

Approved by the Board of Trustees on September 19, 2022

A handwritten signature in cursive script that reads "Steven Pearson". The signature is written in black ink and is positioned above a horizontal line.

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Steven Pearson, Chair