

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

**May 15, 4 p.m.**

**North East Branch Library**

**AGENDA**

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**CALL TO ORDER**

Steven Pearson, Chair

**APPROVAL OF MINUTES**

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

**YOUTH BOARD OF REPRESENTATIVES**

Echo Charlton

**REPORT OF THE DIRECTOR**

Morgan Miller, Library Director

1. Library System Data & Impact
2. Facilities and Special Projects
3. Staff Updates
4. Strategic Planning
5. Friends Foundation
6. Budget & Legislative Updates

**UNFINISHED BUSINESS**

1. Bylaws Review
2. Director's Evaluation Committee

Shirley McCrary-Simmons  
Joanne Morton, Vice Chair

**NEW BUSINESS**

1. Rules of Conduct Updates
2. Adoption of Revised Bylaws (Voting)

**BOARD CALENDAR**

1. Budget Presentation to Council, Tuesday, May 16<sup>th</sup> at 4:30pm- County Administration
2. Public Hearing on the FY24 Budget, Thursday, May 18<sup>th</sup> at 7pm- Elkton High School
3. FY24 Budget Adoption, Tuesday, June 6<sup>th</sup>
4. Finance Committee Meeting, Monday, June 19<sup>th</sup> at 3pm

**CITIZEN COMMENT**

**ADJOURNMENT**

***Next Board Meeting: Monday, June 19th at the North East Branch library***

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Monday, May 15<sup>th</sup>, 2023 ♦ 4 p.m.  
North East Branch Library  
*Minutes***

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

**EXCUSED:** Echo Charlton, Tanya Area

**STAFF:** Morgan Miller, Adele Cruise, Rachel Wright, Liz Booye

**CALL TO ORDER**

**Steven Pearson, Chair**

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

**APPROVAL OF MINUTES**

A motion was made by Trustee Shirley McCray-Simmons to accept the April minutes as presented, seconded by Trustee Jonathan Stauffer. 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 83% through FY2023, and stands at 85% revenue towards the budget with 70% on expenses . The Audit has started. A motion to file the Treasurer's Report for audit was made by Trustee Shirley McCray-Simmons; seconded by Trustee Ravi Gupta passed. Motion passed.

**YOUTH BOARD OF REPRESENTATIVES**

**Echo Charlton, Chair**

Associate Director Rachel Wright shared in Echo Charlton absence. Teen Mental Health night had 32 attendees and it was a success. They had different stations: gardening, Yoga, animals, art station and a great speaker Dr. Alex Chan from the University of Cooperative Extension. Dr. Chan spoke at the beginning on relationships, boundaries and cyber safety online . The teens then broke out into breakout sessions and followed up with ice cream at the end. They are considering doing an activity in the summer. The original three Teen Board members will be graduating and no longer on the Teen Youth Board . The library is now recruiting new board members from the 11<sup>th</sup> and 12<sup>th</sup> grade students' applications . Morgan Miller, Library Director suggested that we recognize the teen board representatives that are graduating for their service .

**REPORT OF THE DIRECTOR**

**Morgan Miller, Library Director**

**1. Library System Data & Impact**

- a. Director Morgan Miller highlighted data that shows circulation and daily attendance have increased approximately 25% over the previous year, which corresponds with increased usage at all branches.

**2. Facilities and Special Projects Update**

- Elkton Branch Renovation- pursuing various stages
- Bookmobile- anticipated Fall 2023 ; outreach department planning underway
- Perryville Interior Reconfiguration- finalizing design documents and cost estimates ; planned for fall/winter
- Outdoor Learning Spaces:
  - Perryville- civil work completed; equipment installation later this month and complete early June.
  - Rising Sun kick-off held; design underway
  - StoryTrails- Conowingo has launched ; Perryville targeted for May

**3. Staff Updates**

**Cecilton/Chesapeake City:**

- 25 Hour Library Associate II-Adult Services

**Elkton:**

- Full Time Adult Services Supervisor
- 25 Hour Library Associate II-Teen Services

**North East:**

- Full Time Library Associate II-Adult Services
- Full Time Library Assistant
- 25 Hour Library Associate II-Children's Services
- 25 Hour Library Associate I

**Rising Sun:**

- Full Time Library Associate II-Adult Services

**New Staff:**

CCPL has hired three staff member since last month's Board of Trustees meeting

- Megan Moore, Library Associate II-Teen Services, North East
- Jake Crutchfield, Custodian, North East
- Irmgarde Brown, North East

**4. Strategic Planning**

Director Miller is working to finalizing 'draft from Rethinking Libraries Strategic Planning. Library staff will work on developing the plan over the summer and be able to launch with the next fiscal year, following adoption by the board.

The board discussed adding a phrase to the library's mission statement to Champion Reading, Build Knowledge, Inspire Curiosity and- proposed- Connect Community. Board members agreed that this is a valuable addition that reflects the library's reach and impact throughout the county .

**5. Friends Foundation**

- Race for the Roses was a success, netting approximately \$7,000 in unrestricted revenue.
- Currently recruiting new directors.

**6. Budget & Legislative Updates**

- County Budget: The County Executive has proposed funding for a 4% COLA for library staff in the FY24 budget. Director Miller proposed that the board extend a merit increase of 2.5% to eligible staff as well. She is working with Ms. Cruise to incorporate this into the FY24 operating budget, which will be presented at the June meeting.

**SUMMER READING**

**Rachel Wright, Associate Director**

Cecil County Libraries will continue summer reading and the theme this year is "All Together Now" . The overall theme is around community building, & collaboration . CCPL is partnering with CCPS to provide the summer lunch program at multiple branches.

**UNFINISHED BUSINESS**

**Shirley McCrary-Simmons, Trustee**

**1. Bylaws Review**

A motion was made by Trustee Jonathan Stauffer to accept the updated Bylaws, seconded by Trustee Joanne Morton . Motion passed.

**2. Director's Evaluation Committee**

**Joanne Morton, Trustee**

Trustee Joanne has the updated Director's Evaluation in a PDF format and will send out for all review once it is complete . Trustee Shirley McCrary-Simmons suggested that Trustees Joanne Morton, Alexandra Gilbert and Jonathan Stauffer form the inaugural Personnel and Government committee, which is responsible for soliciting nominations for board officers. The election of officers will take place at the June meeting.

**NEW BUSINESS**

**Morgan Miller, Director**

The Library's Rules of Conduct are under review and a proposed draft will be sent to board members prior to the June meeting. Multiple factors, including language and compliance with state and federal laws, need to be updated .

**BOARD CALENDAR**

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2. Public Hearing on the FY24 Budget, Thursday, May 18<sup>th</sup> at 7pm- Elkton High School
3. FY24 Budget Adoption, Tuesday, June 6<sup>th</sup>
4. Children's Book Festival, Saturday, June 10<sup>th</sup> from 10-2 at the North East Branch
5. Community Juneteenth Celebration, Monday, June 19<sup>th</sup> at 10:30am, Elkton Community Center

**CITIZEN COMMENT**

None

**ADJOURNMENT**

A motion to adjourn the meeting was made by Trustee Shirley McCrary-Simmons and second by Trustee Alexandra Gilbert. The meeting was adjourned at 6:09 PM .

**Next Board Meeting: Tuesday, June 20th at the North East Branch Library**

Approved by the Board of Trustees on

  
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Stephen Pearson, Chair