

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, May 16, 2022 ♦ 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

Youth Board of Representatives,
Echo Charlton, Chair

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. Monthly Impact Data
2. Library Staff
3. Library System Operations
4. Facilities & Special Projects
5. Library Programs
6. Advocacy & Legislative Updates
7. Friends Foundation of CCPL

Rachel Wright, Associate Director

- a. New Appointment to the Friends Foundation Board of Directors, Meredith Boas

BOARD CALENDAR

1. Wednesday, May 18th at 7pm, Public Hearing on the FY23 Budget, Elkton High School
2. Monday, May 23rd at 2pm, Board Assessment Work Group
3. Saturday, June 11th, CCPL Children's Book Festival
4. Tuesday, June 21st at 3pm, Board Finance Committee

DISCUSSIONS

1. *Keeping Governance on Track*- United for Libraries

OLD BUSINESS

NEW BUSINESS

1. Approval of Revised Attendance and Remote Work Policies
2. Adoption of FY2023 Holiday Calendar
3. Appointment to the Friends Foundation's Board of Directors

CITIZEN COMMENT

ADJOURNMENT

Next Board Meeting: Monday, June 21st at the North East Branch Library

CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, May 16, 2022 ♦ 4 p.m.
North East Branch Library
MINUTES

ATTENDANCE: Joanne Morton, Jonathan Stauffer, Phyllis Kilby, Steven Pearson, Ravi Gupta, Shirley McCray-Simmons **GUEST:** Echo Charlton **STAFF:** Morgan Miller, Rachel Wright, Adele Cruise, Amber Schooley, Frazier Walker

EXCUSED: Tanya Area

CALL TO ORDER 4:05pm

Steven Pearson, Chair

APPROVAL OF MINUTES

A motion to approve the April 18, 2022 minutes was made by Trustee Phyllis Kilby and seconded by Trustee Jonathan Stauffer. 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 FY2022, 86.44% revenues received and 79.62% of expenditures.

The Finance Committee will meet after the County Budget is approved on Tuesday, June 7 and will send an updated FY2023 budget to the Board for discussion at the Tuesday, June 21 meeting.

A motion to file the Treasurer’s Report for audit was made by Trustee Jonathan Stauffer and seconded by Trustee Ravi Gupta. Motion passed.

PRESENTATIONS

**Youth Board of Representatives,
Echo Charlton, Chair**

Ms. Charlton reported that the Youth Board decided to postpone their planned Mental Health Summit, as the Cecil County Public Schools were hosting a similar event on the same night. Youth Board members will attend. She explained this gives more time to set up an Instagram and get more attention for their event. They plan to post photos of the youth board, Teens Give Back: Brantwood Blooms where Jude helped run the workshop. Ms. Charlton shared that art shows at the Library to sell work also could help with big increase in mental health issues for local teens. A few members will be graduating high schools, so they want to recruit for new members before the end of the school year.

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. Monthly Impact Data: visits are down slightly from the previous month; year-to-date checkouts are tracking at record levels over the course of the past few months- as of today 973,547 checkouts this year.
2. Library Staff – The Facilities Maintenance Technician, Iszac Kennedy, started today.
3. Library System Operations – In anticipation of issuing the Board new Library emails to access a Trustee Portal, members will need to set up multi-factor authentication. For security purposes, Board members will no longer be able to forward library emails to their personal addresses.
4. Facilities & Special Projects – Progress is continuing for the fence project of the North East Branch back yard and patio furniture has been delivered. The playground spaces for Perryville and Rising Sun continue to develop. Finalizing the concept for the new bookmobile which will include more

technology and desks, potentially with TV screens inside. The new “Techmobile” will take technology and job services into the community. There’s the potential to work with partners such as the health department, SWN and neighborhoods. Continuing to look for grants and sponsorships.

5. Library Programs

Rachel Wright, Associate Director

- a. Actively planning for Summer Reading and other programs over the past month, we’ve recruited for teen summer reading volunteers; and free summer lunches will resume in Elkton again this year (Monday – Thursday at from 12pm – 12:30pm). Volunteers will be needed to work alongside a CCPL staff member from June 20 – August 31.

6. Advocacy & Legislative Updates

- a. Cecil County will receive a \$28,000 increase in the state per capita.

7. Friends Foundation of CCPL

- a. The Friends Foundation Board of Directors has nominated new member, Meredith K. S. Boas, who resides in Elkton and owns the Design firm Grungemuffin Designs.
- b. The Friends Foundation has voted on a new slate of officers; Christine Valuckas, Chair; John Barteld, Vice Chair and Paul Miller, Treasurer.
- c. Carol Starzmann is retiring from the Board effective 6/30/2022.
- d. The Friends Foundation’s bylaws have a provision for a Library Trustee liaison.

BOARD CALENDAR

1. Thursday, May 19th at 7pm, Public Hearing on the FY23 Budget, Elkton High School
2. Monday, May 23rd at 2pm, Board Assessment Work Group
3. Saturday, June 11th, CCPL Children’s Book Festival
4. Tuesday, June 21st at 3pm, Board Finance Committee

DISCUSSIONS

1. *Keeping Governance on Track*- United for Libraries – Director Morgan Miller and Trustee Shirley McCray-Simmons attended the training hosted by United for Libraries, a division of the American Library Association. The training was specifically about the proper way to apply Robert’s Rules of Order. The Board watched the first half of the training and will watch the second half at the June meeting. Director Miller suggested reviewing the Bylaws, especially regarding electronic meetings and to review the open meeting rules to be sure this Board is in compliance. There are modified Robert’s Rules of Order for smaller boards that could be considered.

UNFINISHED BUSINESS

NEW BUSINESS

1. The Board reviewed the Revised Attendance and Remote Work Policies. A motion to accept the new policy was made by Trustee Phyllis Kilby and seconded by Trustee Joanne Morton. The motion passed.
2. The Board reviewed the FY2023 Holiday Calendar. A motion was made by Trustee Joanne Morton and seconded by Trustee Jonathan Stauffer. The motion passed.
3. Trustee Phyllis Kilby made a motion to appoint Meredith S. K. Boas to the Friends Foundation’s Board of Directors. Trustee Ravi Gupta seconded. The motion passed.

CITIZEN COMMENT

There was no citizen comment.

ADJOURNMENT

Trustee Jonathan Stauffer made a motion to adjourn the meeting, which was seconded by Trustee Joanne Morton. The motion passed and the meeting closed at 6:11pm

Next Board Meeting: Tuesday, June 21st at the North East Branch Library

Approved by the Board of Trustees on June 21, 2022

A handwritten signature in black ink that reads "Steven Pearson". The signature is written in a cursive style with a large, looped initial 'S'.

Steven Pearson, Chair