

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, October 17, 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

YOUTH BOARD OF REPRESENTATIVES

Echo Charlton, Chair

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

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

PRESENTATIONS

1. FY22 Financial Audit
2. New Data Platform

Robert Diss, Lindsey & Assoc.
Erica Jesonis, Technology Mgr.

UNFINISHED BUSINESS

1. Bylaws Review
2. Board Retreat

NEW BUSINESS

1. Appointment to the Friends Foundation Board of Directors- Tim Danos, 3 year term (2022-2025)
2. Board Recruitment

BOARD CALENDAR

1. County Council Presentation- Library Update- Tuesday, October 18th at 4:30pm
2. Cecil County Branch NAACP Dinner, Saturday, November 5th at 5:30pm, Schaeffer's Canal House
3. Branch Tours- TBD

CITIZEN COMMENT

ADJOURNMENT

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

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, October 17, 2022 ♦ 4 p.m.
North East Branch Library
*Minutes***

ATTENDANCE: Steve Pearson, Ravi Gupta, Jonathan Stauffer, Tanya Area, Phyllis Kilby, Shirley McCray-Simmons

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

ABSENT: Joanne Morton

CALL TO ORDER

Steven Pearson, Chair

The meeting was called to order at 4:06 PM.

APPROVAL OF MINUTES

A motion was made by Trustee Phyllis Kilby to accept the September minutes as presented, seconded by Trustee Tanya Area. Motion passed, minutes were approved.

TREASURER'S REPORT

Adele Cruise, Operations Manager

The Library is 25% through the fiscal year and the base vs actual is 26% revenue and 21% expenses, which is in-line with finishing the 1st quarter of the fiscal year. Ms. Cruise reviewed a snapshot of activity in the 1st quarter, including the fund balance allocation, base budget, income and restricted grants and donations. Trustee Jonathan Stauffer made a motion to file the T report for audit, it was seconded by Trustee Tanya Area. Motion passed. Chair Pearson thanked Ms. Cruise and her team for their work on the financial reports and for working with a new auditor firm.

YOUTH BOARD OF REPRESENTATIVES

Echo Charlton, Chair

Youth Board Chair, Echo Charlton introduced current member, Jadiel and the 2 new members, Jennifer Carter and Nora Hannum. Karrie Wagner, Teen Services Librarian and Katelyn McLimans, Youth Services Coordinator, are staff who work with them. They are conducting their first meeting of the year in tandem with Trustees' meeting.

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. Director Morgan Miller attended and spoke at the ALA Core Forum conference on Library Futures, Buildings, and Infrastructure in Salt Lake City. She attending several interesting sessions, including new ideas for advocacy.
2. **Library System Data & Impact** – Director Miller reviewed the month-to-month statistics comparison, noting that study room usage has increased significantly as compared to circulation and program attendance, which coincides with the back-to-school season. She overviewed the board statistics portal, showing how we can now compare month-to-month statistics, even from years ago to look for trends and patterns. Circulation rates have come very close to pre-pandemic levels.
3. **Facilities and Special Projects Update** – Director Miller is working to develop the Capital Improvement Plan (CIP) for Elkton. The CIP is due on November 21st. The new Techmobile has been

ordered. The Perryville Branch interior reconfiguration project will soon get started and the Perryville Outdoor space is planned to be completed in the spring of 2023. The Rising Sun Outdoor space is funded by the Rising Sun friends. Two new Story Trails are planned and funded for both the Perryville Town Park and Conowingo Park.

4. **Staff Updates** – Director Miller shared that there have been a few new hires this month: Liz Booye, Executive Assistant; Marc Mayo, Library Assistant, Elkton; Caitlyn Rossiter, Children’s Library Associate, North East; Patrik Tobio, Library Assistant, Elkton. The Library has developed 2 new positions, a part-time Career Specialist to help patrons find jobs and upskill for jobs (this position was not funded in last year’s budget); and a full time Digital Content Coordinator to manage social media, email communications and oversee the website.
5. **Strategic Planning** – Director Miller extended thanks to Trustee Shirley McCray-Simmons and Trustee Phyllis Kilby for being a part of the process. A kick-off meeting will be planned for the last week of October.
6. **Friends Foundation** – They are co-hosting the Booklovers Market with the Library, with a used book and tote bag sale, selling pins and wrapping papers, as well as pre-sales for Holiday Cheers party-to-go bags as an end of the year fundraiser. They are sponsoring the cost of the “Book Lovers Hot Beverage Bar” – coffee, tea and cocoa, free to participants. They are submitting a request to appoint a new Director to their board today, Mr. Tim O. Danos.
7. **Board Calendar** – Citizens for Maryland Libraries annual meeting was this past weekend. Trustee Phyllis Kilby attended and heard a speaker from Amherst College discussed intellectual freedom. Director Miller suggested updating the Board Calendar with additional items such as “ethics forms due,” “Staff Day,” “National Library Week,” etc.

PRESENTATIONS

1. **FY22 Financial Audit** **Robert Diss, Lindsey & Assoc.**
Mr. Diss reviewed the Library’s audit ending June 30, 2022. The opinion letter gives the Library an unmodified opinion, which is the best level to attain. The library’s management practices and financial position overall are strong.
2. **New Data Platform** **Erica Jenson, Technology Mgr.**
The project was developed from numerous goals, especially making sure that data is accurate, as well as easy to understand. This data can inform effective decision-making for the Library. While there was much work put into the project, in the end, it has made statistics more efficient. Special thank you to Jessa Gilis, who is Data and ILS Librarian, who spear-headed the project. Its streamlined interface makes it easier to read and absorb. Director Miller will plan to invite Materials Manager Nikki Bigley to attend a future meeting and share overviews of stats and top interest items. Trustee Ravi Gupta shared an idea for mapping population against library usage by town/branch. Director Miller agreed this would be a useful analytic and will work with staff on this.

UNFINISHED BUSINESS

1. **Bylaws Review** – Chair Steve Pearson suggested setting up a committee to review the bylaws.

FINAL

Director Miller offered to collect bylaws from other Library systems in the State. Trustee Shirley McCray-Simmons suggested developing a policy for a consistent schedule of bylaws review. She volunteered to lead this committee.

- 2. **Board Retreat** – The Retreat will essentially be a public meeting, falling under the open meetings act. Discussion ensued regarding time of year to schedule and topics to discuss. The Board agreed to keep it simple and not try to take on all topics at once, with the plan to develop into an annual retreat. A February date is being planned.

NEW BUSINESS

- 1. **Appointment to the Friends Foundation Board of Directors** – The Friends Foundation Nominating Committee submitted Mr. Timothy O. Danos for a 3 year term (2022-2025). Trustee Phyllis Kilby made a motion to accept the nomination, Trustee Tanya Area seconded the motion, which was unanimously approved.
- 2. **Board Recruitment** – As the Board of Library Trustees is anticipating a vacancy, the Library will promote via the website, social media, and press release to the Whig. The goal is to have a new board member placed by the time of the retreat in February.

BOARD CALENDAR

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CITIZEN COMMENT

None

ADJOURNMENT

A motion to adjourn by was made by Trustee Tanya Area and second by Trustee Phyllis Kilby. The meeting was adjourned at 6:04 PM.

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

Approved by the Board of Trustees on



Stephen Pearson, Chair