

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, December 19th 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
3. Staff Updates
4. Strategic Planning
 - a. Community Survey
5. Friends Foundation
6. State Legislative Update

UNFINISHED BUSINESS

1. Board Retreat
2. Bylaws Review Committee

Tanya Area
Shirley McCrary-Simmons

NEW BUSINESS

BOARD CALENDAR

1. Finance Committee- January 23, 2023 at 3pm
2. State of the County Breakfast- January 23, 2023 at 8am, Schaeffer's Canal House
3. Maryland Library Legislative Day- February 15, 2023, Annapolis; tbd

CITIZEN COMMENT

CLOSED SESSION

Pursuant to General Provisions Art. § 3-305(b) of the Maryland Annotated Code, the Trustees will hold a closed session to discuss the appointment of appointees over whom this public body has jurisdiction.

ADJOURNMENT

Next Board Meeting: Tuesday, January 17th at the North East Branch Library

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**
Monday, December 19th 2022 ♦ 4 p.m.
North East Branch Library
MINUTES

ATTENDANCE: Steve Pearson; Tanya Area; Phyllis Kilby; Shirley McCrary-Simmons; Jonathan Stauffer; Ravi Gupta, Joanne Morton

STAFF: Morgan Miller; Adele Cruise; Rachel Wright; Frazier Walker

GUEST: Echo Charlton

CALL TO ORDER – 4:05 PM

Steven Pearson, Chair

The meeting was called to order at 4:05PM.

APPROVAL OF MINUTES

A motion was made by Trustee Tanya Area to accept the November minutes as presented, seconded by Trustee Joanne Morton. 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 42% through FY2023, and stands at 43% revenue towards the budget with 36.99% on expenses. A motion to file the Treasurer’s Report for audit was made by Trustee Tanya Area; seconded by Trustee Joanne Morton passed. Motion passed.

YOUTH BOARD OF REPRESENTATIVES

Echo Charlton, Chair

The Youth Board has launched their Instagram account. They have started with “Board Member Monday” so far they have introduced Jeanne and Nora. They are working on introducing the rest of the staff to “Board Member Monday”. The Youth Board are developing their projection for the FY2023 and also working on expanding their presence on Instagram.

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

Director Miller shared that by giving the staff an additional day of leave per year it will not affect the budget in any way. The time off must be arranged through their manager making sure their hours are covered with the necessary staff. There will be a neutral effect on the personnel budget, the only impact would be staff coverage.

Review of SharePoint – Director Morgan Miller reviewed Library System Data & Impact Reviewed the Attendance Statistics Library board November 2022.

Staff Updates

- Brynne Granger- Library Assistant, Perryville
- Mercedes Forrester- Library Assistant, Perryville
- Jen Meyers- Shelving Clerk, North East
- Olivia Oikemus- Library Assistant, North East
- Makayla Whitehead- Library Assistant, North East

Promotions

- Caitlin Rossiter, Library Associate II Part-time North East to Full Time-Library Associate II Children’s, Elkton
- Hannah Walters, part-time Library Assistant to full-time Library Assistant, Elkton
- Mattie Yoncha, part-time Library Associate I to part-time Library Associate II Young Adult Services,

FINAL

Perryville

Branch Vacancies

- Cecilton/Chesapeake- 1 full-time
- Elkton- 2 full-time; 2 part-time
- North East- 1 part-time
- Perryville- 1 part-time
- Rising Sun- 1 part-time

Facilities and Special Projects

- FY24 Capital Improvement Plan Submitted – Elkton Branch Renovation
- Bookmobile – On Order
- Perryville Interior Reconfiguration – Initial Planning Meeting Held – targeting project to start July 2023

Outdoor Learning Spaces:

- Perryville design complete; estimated opening Spring 2023
- Rising Sun design to begin in early 2023
- Story Trails Planned and Funded for Perryville Town Park and Conowingo Park

Strategic Planning

- Preparing to launch community survey early January

Projected Timeline:

- January- Community Survey
- February-In-person sessions with staff, board, and community
- March 6-7
- March-April- Final Plan Draft

Friends Foundation

- Recruiting new Board Member (Trustees will appoint)
- Annual Appeal
- Canal Crawl – Saturday, April 29th
- Race for the Roses – Saturday, May 6th

State Legislative

Director Miller distributed the 2022 Edition “Laws of Maryland Relating to Public Libraries” and discussed changes to the updated version.

A legislator from Aberdeen put through a bill that would unionize Cecil County Library’s. With our lobbyist we were able to kill the bill. We were asked to write a single legislative bill that would be driven from within the library and not from outside unions, that way the libraries can unionize if they want but it’s not mandatory.

UNFINISHED BUSINESS

Board Retreat

Tanya Area

1. The Board Retreat scheduled a speaker to discuss “Diversity and Equality” on December 25th 9:00AM-2:00PM. Some of our librarians will be giving an overview of technology that our library offer. Continental breakfast and lunch will be provided for this event.
2. Bylaws Review Committee
Trustee Shirley-McCrary-Simmons shared they will break the bylaws into sections then add to the bylaws as needed. Then forwarding onto Joanne Morton to get her feedback, hopefully we will have something to present at the next meeting.

Shirley McCrary-Simmons

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NEW BUSINESS

No new Business

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3. Maryland Library Legislative Day- February 15, 2023, Annapolis; tbd
4. Staff Day – Monday, February 20th, North East Branch Library
5. February 25th Board of Trustees retreat

CITIZEN COMMENT

None

CLOSED SESSION

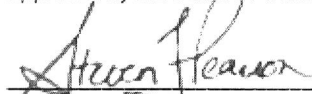
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ADJOURNMENT

Trustee Joanne Morton made a motion to go into a Closed Session; seconded by Trustee Phyllis Kilby.

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Approved by the Board of Trustees on



Stephen Pearson, Chair