

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

**January 30, 2023 ♦ 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 and Engagement Sessions
5. Friends Foundation
6. State Legislative Update

**DISCUSSION**

1. FY24 Operating Budget Projection

**UNFINISHED BUSINESS**

1. Board Retreat
2. Bylaws Review Committee

Tanya Area  
Shirley McCrary-Simmons

**NEW BUSINESS**

1. Election of Treasurer

**BOARD CALENDAR**

1. Maryland Library Legislative Day- February 15, 2023, begins at 7:30am at the Calvert House in Annapolis
2. Staff Day 2023- February 20, 2023, 8:30-2pm at the North East Branch Library
3. Board Retreat- February 25, 2023 from 9-3pm at the North East Branch Library

**CITIZEN COMMENT**

**ADJOURNMENT**

***Next Board Meeting: Tuesday, February 21<sup>st</sup> at the North East Branch Library***

FINAL

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Monday, January 30th 2023 ♦ 4 p.m.  
North East Branch Library  
MINUTES**

---

**ATTENDANCE:** Steve Pearson, Shirley McCrary-Simmons, Jonathan Stauffer, Ravi Gupta, Joanne Morton

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

**GUEST:** Echo Charlton, Alexandra Gilbert

**EXCUSED:** Frazier Walker, Tanya Area

**CALL TO ORDER**

**Steven Pearson, Chair**

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

**APPROVAL OF MINUTES**

A motion was made by Trustee Joanne Morton to accept the December minutes as presented, seconded by Trustee Shirley McCrary-Simmons. 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 50% through FY2023, and stands at 51% revenue towards the budget with 44% on expenses. A motion to file the Treasurer's Report for audit was made by Trustee Ravi Gupta; seconded by Trustee Joanne Morton passed. Motion passed.

**YOUTH BOARD OF REPRESENTATIVES**

**Echo Charlton, Chair**

Cecil County Youth are brain storming on future projects. We are doing a mental health night. Considering doing a community garden and a Comicon. The Youth Board has launched their Instagram account. The Instagram can be accessed on your cell phone and are linked to Facebook. CecilLibraryYouthBoard is the link for the youth Instagram.

**REPORT OF THE DIRECTOR**

**Morgan Miller, Library Director**

1. Review of SharePoint – Director Morgan Miller reviewed Library System Data & Impact Reviewed the Attendance Statistics Library board December 2023.
2. Facilities and Special Projects
  - FY24 Capital Improvement Plan Submitted- Elkton Branch Renovation
  - Bookmobile- On Order
  - Perryville Interior Reconfiguration- Initial Planning Meeting held/concept in development- targeting project to start July 2023
  - Outdoor Learning Spaces:
    - Perryville design complete; estimated opening in spring 2023
    - Rising Sun design to begin in early 2023
    - Story Trails Planned and Funded for Perryville Town Park and Conowingo Park
    - Food Pantries- in partnership with NICANOR

3. Staff Updates

New Hires:

- Tiffany Semmons – Digital Content Coordinator
- Dennis Tierson – Library Associate I, North East

Promotions:

- Jen Carter was promoted to Branch Manager IV – Elkton Branch

Branch Vacancies

- Administration:
- Full Time Head Custodian
- 20 Hour Custodian – North East

Cecilton/Chesapeake City:

- Full Time Library Associate II-Adult Services

Elkton:

- Full Time Library Associate I
- 25 Hour Library Assistant
- 25 Hour Shelving Clerk

Perryville:

- Full Time Branch Manager
- 25 Hour Library Associate I

North East:

- 25 Hour Library Associate II-Children's Services

Rising Sun:

- Full Time Branch Manager
- Hour Library Associate II-Adult Services
- Career Specialist (offer made awaiting answer)

4. Strategic Planning:

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

5. Friends Foundation:

- Canal Crawl- Saturday, April 29th
- Race for the Roses- Saturday, May 6th

6. State Legislative

Budget is due to the county executive by March 1<sup>st</sup> and will be ratified by June. Developing legislation for collective bargaining which will set a standard process. Working to propose amendments that will address policy issues in that 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 is not mandatory.

**DISCUSSION**

1. FY24 Operating Budget Projection

**COLA** – 4% of projected 8.7%

**Health Insurance** increase FY 23-24 Mandate 10% Medical

**Staffing Requirements**

- Bring CHE to full weekly hours and 2 nights
- To open 4 nights in Perryville
- For staffing support Rising Sun
- To open 4 nights in Elkton
- For YA services support due to volume North East
- For Expanded outreach services support

**UNFINISHED BUSINESS**

- 1. Board Retreat Morgan Miller  
Agenda for the Board Retreat: Watch Webinar, Pull a couple library policies together, By-Laws & Tech support
- 2. Bylaws Review Committee Shirley McCrary-Simmons  
Trustee Shirley-McCrary-Simmons shared they will break the bylaws into sections then add as needed. Suggested that we should reference Friends Foundation By-Laws and also shared the CCPL Bylaws revisions 2023, sheet.

Items to Add/Consider

- Standing Committees: Budget/Finance, Nominating/Evaluation, Policy
- Policy Review – Current bylaws: It is desired that CCPL Bot review the above policies once every three years. Referring to Personnel Policies and Internet Minor Policy
- Election of Officers – term limitation? Time of election
- Youth Representative
- Meeting Frequency-identify Annual meeting
- Meeting Agenda
- Friends Foundation- Review Articles & By laws.

**NEW BUSINESS**

A motion was made by Trustee Joanne Morton to nominate Ravi Gupta as Treasurer of the Board of Library Trustees, seconded by Trustee Shirley McCrary-Simmons. Motion passed.

**BOARD CALENDAR**

- 1. Maryland Library Legislative Day- February 15, 2023, Annapolis; tbd
- 2. Staff Day – Monday, February 20<sup>th</sup>, North East Branch Library

**CITIZEN COMMENT**


None

**ADJOURNMENT**

Motion to adjourn made by Trustee Joanne Morton; seconded by Trustee Shirley McCrary-Simmons at 5:40PM. Motion passed; meeting adjourned.

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

Approved by the Board of Trustees on



Stephen Pearson, Chair