CALL TO ORDER

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
Tanya Area
Shirley McCrary-Simmons

1. Board Retreat
2. Bylaws Review Committee

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 21st at the North East Branch Library
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
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
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
   Cecilin/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 1st 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
   Agenda for the Board Retreat: Watch Webinar, Pull a couple library policies together, By-Laws & Tech support
   Morgan Miller
2. Bylaws Review Committee
   Shirley McCrery-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 McCrery-Simmons. Motion passed.

BOARD CALENDAR
1. Maryland Library Legislative Day- February 15, 2023, Annapolis; tbd
2. Staff Day – Monday, February 20th, North East Branch Library

CITIZEN COMMENT
None

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

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