

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, November 21 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

ANNUAL REPORT OF THE FRIENDS FOUNDATION

Dr. Christine Valuckas, Chair

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. Library System Data & Impact
2. Facilities and Special Projects
 - a. Perryville Outdoor Space
 - b. Perryville & Elkton Branch Interior Renovations
3. Staff Updates
4. Strategic Planning
 - a. Community Survey
5. Friends Foundation

PRESENTATIONS

1. Proposed FY24 Capital Improvement Program

UNFINISHED BUSINESS

1. Board Retreat
2. Board Vacancy Recruitment

NEW BUSINESS

1. Approval of Proposed FY24 Capital Improvement Program
2. Holiday Celebrations for Staff & Board Holiday Dinner

BOARD CALENDAR

1. Finance Committee- December 19th at 3pm

CITIZEN COMMENT

ADJOURNMENT

Next Board Meeting: Monday, December 19th at the North East Branch Library

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Monday, November 21 2022 ♦ 4 p.m.
North East Branch Library
MINUTES**

ATTENDANCE: Steven Pearson; Tanya Area; Phyllis Kilby; Jonathan Stauffer; Ravi Gupta; Joanne Morton Shirley McCrary-Simmons (via Zoom) **GUEST:** Dr. Christine Valuckas, Chair of Friends Foundation **STAFF:** Morgan Miller; Adele Cruise; Rachel Wright; Frazier Walker, Liz Booye

CALL TO ORDER – 4:05 PM

Steven Pearson, Chair

APPROVAL OF MINUTES

A motion to approve the October 17, 2022 minutes was made by Trustee Phyllis Kilby and seconded by Trustee Tanya Area. 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 34% through FY2023, and 29% of expenditures.

A motion to file the Treasurer’s Report for audit was made by Trustee Phyllis Kilby and seconded by Trustee Tanya Area. Motion passed.

PRESENTATION

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

Ms. Charlton reported updates from the Teen Youth Board. The Youth Board have launched their private Instagram account. Teens identified healthy sleeping habits as a need for families and put together Chamomile growing kits. They passed out 50 Chamomile growing kits that they developed through the Teens Give Back program. Another activity they sponsored was the Teen Mental Health Night on Friday November 18, 2022, which had 43 teens in attendance and also distributed Mental Health Kits.

ANNUAL REPORT OF THE FRIENDS FOUNDATION

Dr. Christine Valuckas, Chair

Dr. Christine Valuckas attended the Board of Trustees to give an overview of the Friends Foundation’s activities for the past year. The Friends Foundation raises funds for children’s literary initiatives and to support the Library’s mission. Holiday Cheers bags are on sale now and their annual appeal letter will go out next week.

REPORT OF THE DIRECTOR

Morgan Miller, Library Director

1. Review of Library System Data & Impact. In the first four months of this fiscal year and library circulation statistics is at 309,367, are up about 17%.

New Staff

Robert Thompson, HVAC Mechanic

Nicole Herbert, Library Associate II Adult Services, North East Branch

Brynne Granger, Shelver, Perryville Each Branch

FINAL

Promotions

Stephanie Stevens, Children's Library Associate II, Cecilton & Chesapeake City Branches

Jessica Miller, Full-Time Teen Services Specialist, North East Branch

Branch Vacancies

Cecilton/Chesapeake-1 part-time

Elkton-2 full-time; 3 part-time

North East- 3 part-time

Perryville- 2 part-time

2. Teen YALSA Librarians Present at National Conference: Teen Led, Adult Guided: When the library and Community work together to Support Teen Leadership. CCPL's Wins CASA Festival of Trees Regional category –The tree can be viewed at Woody's until December 2nd.
3. Facilities and Special Projects
 - a. FY24 Capital Improvement Plan is ready for submission for the Elkton Branch renovation
 - b. Tech-Bookmobile-the vehicle is on order
 - c. Perryville Interior Reconfiguration – planning is in progress
 - d. 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
4. Strategic Planning
 - a. Preparing to soft launch community survey by mid-December; please provide input by 12/2
 - b. Projected Timeline:
 - December-January- Community Survey
 - February-In person sessions with staff, board, and community
 - March 6-7 – Strategic retreat
 - April- Final plan draft submitted to Board for approval.
5. Friends Foundation
 - a. New Event-Book Lover's Market, Saturday November 12th at the North East Branch-was a great success for the community with plans to host again next year.
 - b. Actively recruiting new Board Members (Trustees will appoint)
 - c. Holiday Cheers Fundraiser on sale through - December

OPTIMIZING OUTDOOR SPACES Perryville Branch

Rachel Wright, Associate Director

Ms. Wright presented the outside plans for the Perryville Library which is an inclusive, sensory learning and play area to be completed in the spring of 2023. There are eight sensory learning, including raised garden beds.

CAPITAL IMPROVEMENT PLAN – Proposed FY24 Capital Improvement Plan to be submitted to the County to build in FY25. Elkton - Received a proposal from Bancroft to renovate the Elkton branch.

FINAL

UNFINISHED BUSINESS

1. Board Retreat-The Board chose Saturday February 25, 2023, for their Board Retreat. Trustee Tanya Area will lead the committee to plan the retreat and Trustee Shirley McCrary-Simons will assist and support.
2. Board Vacancy Recruitment - The Board decided to host candidate interviews on zoom, planning 45 minutes per interview. Interview will be hosted on the hour from 5-8PM, and scheduled in early December, with plans for the County Council to appoint in January or February, in time for the Board Retreat.
3. Trustee Shirley McCrary-Simmons asked Trustee Joanne Morton to work together on the By-Laws review and have it ready for the retreat that is scheduled in February.

NEW BUSINESS

1. Approval of Proposed FY24 Capital Improvement Program. Motion to approve by Trustee Jonathan Stauffer; seconded by Trustee Joanne Morton. Motion passed.
2. Morgan will question staff on their choices for the food that will be sponsored by the Board staff appreciation Holiday Breakfast or Lunch.
3. Board Holiday Dinner planned to follow the December Board meeting, spouses are invited. Liz Booye will send a Doodle Poll to determine the location of the Holiday celebration.
4. Steven Pearson, Chair recognized Trustee Phyllis Kilby for her service to the community as she will be resigning in December.

BOARD CALENDAR

Cecil County Inauguration

1. Ceremony: December 5th at noon, Cecil College
2. Finance Committee: December 19th at 3PM
3. Next Board Meeting: December 19th at 4PM
4. Staff Day – Monday, February 20th, North East Branch Library

CITIZEN COMMENT

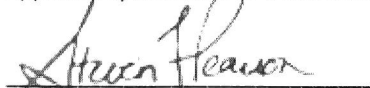
There was no citizen comment.

ADJOURNMENT

Motion to adjourn made by Trustee Joanne Morton; seconded by Trustee Tanya Area at 6:05PM. Motion passed; meeting adjourned.

Next Board Meeting: Monday, December 19th at the North East Branch Library

Approved by the Board of Trustees on



Stephen Pearson, Chair