

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
North East Branch Library
Monday, November 18, 2024
AGENDA**

CALL TO ORDER

Joanne Morton, Chair

APPROVAL OF MINUTES

CITIZEN COMMENT

REVIEW OF AGENDA

FINANCIAL REPORT

Adele Cruise, Operations Manager

COMMITTEE REPORTS

1. Finance
2. Governance

Ravi Gupta, Treasurer
Jonathan Stauffer, Committee Chair

INTERIM DIRECTOR'S REPORT

Rachel Wright, Interim Director

1. System Data
2. Library Updates
 - a. Strategic Plan
3. Friends Foundation of CCPL
4. Presentation: Outreach

Meredith Boas, Friends Foundation, Chair
Katie Zang, Mobile Services Manager

UNFINISHED BUSINESS

1. Executive Director Search Update

NEW BUSINESS

1. Board Holiday Plans
2. Proposed FY26 Capital Improvements Program (CIP) - Vote
3. Conflict of Interest Statement - Vote

CALENDAR

1. Swearing in of Newly Elected Officials @ Milburn Stone Theater; Mon, Dec 2nd at 12PM
2. Volunteer Appreciation Breakfast @ the North East Branch Library; Thur, Dec 5th at 9AM
3. Staff Holiday Breakfast @ the North East Branch Library; Mon, Dec 9th at 9:30AM
4. Legislative Session Begins Jan 8, 2025; Library Legislative Day -Tues, Feb 11, 2025

CLOSED SESSION

As provided in the Annotate Code of Maryland, State Government Article, and Section 3-305, the Board will meet in closed session for discussion of a Personnel matter.

ADJOURNMENT

The next Board of Library Trustees meeting will be Mon, Dec 16th at 4pm.

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
North East Branch Library
Monday, November 18, 2024
Meeting Minutes**

ATTENDANCE: Jennifer Borro (virtual), Erin Dymowski, Ravi Gupta, Shirley McCrary-Simmons, Joanne Morton, Jonathan Stauffer Absent: Alix Gilbert

STAFF: Rachel Wright, Interim Director; Adele Cruise, Operations Manager; Frazier Walker, Communications & Development Manager; Katie Zang, Mobile Outreach Supervisor

GUEST: Meredith Boas, Friends Foundation, Chair

CALL TO ORDER

Joanne Morton, Chair

The meeting was called to order at 4:03pm.

APPROVAL OF MINUTES

The minutes for the October, 2024 meeting were unanimously approved.

CITIZEN COMMENT

None.

REVIEW OF AGENDA

No changes were made to the agenda.

FINANCIAL REPORT

Adele Cruise, Operations Manager

Ms. Cruise shared the income reports for October. The Library is 33% through fiscal year 2025. Revenues are at 33.98% and expenditures at 28.52%. There are no concerns.

COMMITTEE REPORTS

1. Finance

Ravi Gupta, Treasurer

Treasurer Gupta shared that the Finance Committee met last Wednesday, November 13th. The committee discussed the monthly income statement and balance sheet for October. In addition, the committee reviewed the Capital Improvement Project (CIP) submission for the Elkton Branch Library renovation.

2. Governance

Jonathan Stauffer, Committee Chair

Trustee Stauffer presented the most up-to-date draft for the proposed Conflict of Interest policy and statement for discussion. The Board agreed to review the policy annually and to add a required acknowledgment to the form. The final policy will be presented for a vote at the December meeting.

Trustee Stauffer then shared the progress for the Public Comment Policy. Interim Director Wright provided public comment policies and procedures from Carroll and Harford County Library systems. Discussion ensued regarding how to maintain open and welcoming meetings while ensuring time and content protections for the Board. Vice Chair Simmons stated the need to include a statement on all agendas regarding the Public Comment Policy requirements, including registering at the start of the meeting, limiting the Public Comment time to 10-15 minutes to ensure the business of the Board would be allowed to continue in a timely manner, and restricting the time allotted to each person. Concerns regarding behaviors of public commenters can be addressed using the Library's already established Rules of Conduct. Those who violate these rules while engaging with the Board could be asked to leave. The Public Comment Policy draft will be updated in the portal for Board review prior to voting.

INTERIM DIRECTOR'S REPORT

Rachel Wright, Interim Director

1. **System Data** – October's attendance stands at 26,619 and with a year-to-date total of 106,451 (-2.8%). Monthly circulation stands at 88,769 items with year-to-date down slightly at 106,451 items (-1.3%). There are no overall concerns, as declines can be attributed to the extended closure of the Perryville branch.
2. **Library Updates**
 - a. **Services:** The Book Lover's Market on Sat, Nov 9th was very successful with over 400 arriving in the first hour. Maryland STEM Festival events have been happening over the past month with 19 programs and 364 attendees! Winter Reading begins December 16th.
 - b. **Staffing:** The Human Resources Department continues to fill staff vacancies. We are pleased to welcome Teri Pulaski, Library Assistant at the North East Branch Library. She has volunteered at the branch since last summer and is excited to join CCPL staff.
 - c. **Spaces:** Planning for the Elkton Branch Library renovation is moving forward. No set date for the delivery of the new mobile Outreach vehicle, but hope to have it late December.
 - d. **Support:** CCPL submitted a Winter Reading themed tree for CASA's Festival of Trees event.

Strategic Plan Update

Interim Director Wright provided an update on accomplishments and progress on the Strategic Plan (FY24 – FY26) with the following highlights:

- a. Completion of the Job and Technology Tower at the Perryville Branch Library.
- b. Completion of an Outreach audit which led to a new webpage, reservation system, and application of criteria for visits to ensure Outreach services, including the Bookmobile, are deployed where they are needed most.
- c. Successful relaunch of the Library's volunteer program which will be celebrated at the Volunteer Breakfast on Thurs, Dec 5th. During this calendar year, more than 60 volunteers have dedicated their time to a variety of volunteer programs, including Lunch, Branch, and Reading Buddies.
- d. Next steps for the Strategic Plan include expanding Emergency Plans to include input from emergency services; envisioning spaces for teens and tweens via the Elkton renovation; ongoing avenues for staff engagement, including the upcoming Staff Appreciation Breakfast.

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The complete presentation of the updated Strategic Plan will be made available for the Trustees to review on the Board portal.

3. Friends Foundation of CCPL

Meredith Boas, Friends Foundation Chair, presented the Friends Foundation's annual report which reviews the Library programs and initiatives they support and how they raise funds to do so. She was pleased to announce they launched a new website: www.cpplfriendsfoundation.org

4. Presentation: Outreach

In support of the Strategic Plan FY24-FY26, Ms. Zang shared a variety of updates from the Outreach Department. The team conducted an Outreach audit reviewing the large uptick in requests for branch tours and bookmobile participation which then led to the development of a two-tiered equity framework to ensure services are reaching those most in need. For extra visibility, a webpage was developed where the community can access a public schedule for the Bookmobile on the website and request outreach services.

The Outreach Dept. partnered with CCPS' summer lunch program visiting food distribution sites across the county. New programs were launched, including programming with the Bookmobile, such as Hooked on Fishing in partnership with the Department of Natural Resources and Magician Mike Rose's summer reading program hosted at Community Connecting Us in Port Deposit.

Ms. Zang shared they are currently piloting "StoryTime on the Go" – monthly StoryTimes at early learning centers while also planning for My Special Book visits to elementary and preschool programs, and SPARK middle school visits later this year. They have also expanded delivery of books and resources to homebound patrons.

UNFINISHED BUSINESS

1. Executive Director Search Update – Chair Morton explained the application window closed on Nov 10th. Consultants, Bradbury Miller Associates are reviewing 16 candidates and will next meet with the Search Committee on Dec 3rd.

NEW BUSINESS

1. Board Holiday Plans – The Board will meet for a Holiday Dinner at the Chesapeake Inn immediately following the December Board meeting.
2. Proposed FY26 Capital Improvements Program (CIP) – **Vote** – Interim Director Wright and Operations Manager Cruise met with the Cecil County Government's budget office to update the project in advance of the formal submittal which is due today. The scope of the project has expanded to include the enclosing of the courtyard to address ongoing flooding issues and changes to the front driveway to address safety concerns. In consideration of the expanded scope and escalation of prices over time, the cost of the project has increased by just over \$3 million. Though state grant funding is available, they are limited by the demand with the FY26 requests at more than double the amount available.

A motion to approve the CIP was made by Chair Joanne Morton and seconded by Trustee Jonathan Stauffer. Motion passed.

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3. Conflict of Interest Statement – The Board determined to table to vote on the policy to accommodate time for needed revisions.

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CLOSED SESSION

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Vice Chair McCrary-Simmons made a motion to go into closed session; seconded by Erin Dymowski. Motion passed at 6:15pm. The Board met in closed session.

Vice Chair McCrary-Simmons made a motion to adjourn the closed session at 6:50 PM; seconded by Chair Morton.

ADJOURNMENT

Motion to adjourn the meeting at 6:50 PM was made by Trustee McCrary-Simmons and seconded by Chair Morton. Motion passed.

The next Board of Library Trustees meeting will be on Monday, December 16th at 4pm.

Respectfully Submitted,



Joanne Morton, Chair