

CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES
Monday, March 18, 2024 ♦ 4 p.m.
North East Library
MINUTES

ATTENDANCE: Alexandra Gilbert, Ravi Gupta, Shirley McCrary-Simmons, Joanne Morton, Jonathan Stauffer
STAFF: Morgan Miller, Adele Cruise, and Rachel Wright

CALL TO ORDER

Joanne Morton, Chair

The meeting was called to order at 4:04PM.

APPROVAL OF MINUTES

A motion to approve Minutes for February 20, 2024 was made by Trustee, Alix Gilbert; seconded by Trustee Joanne Morton. Motion passed.

CITIZEN COMMENT

None

REVIEW OF AGENDA

TREASURER'S REPORT

Adele Cruise, Operations Manager

Operations Manager, Adele Cruise, presented the Treasurer's Report. CCPL is 67% through the fiscal year. Revenues to date are at 67.41%, and expenses are a little behind at 58%. There are no concerns or issues at this time. Director Miller noted the Computer line is currently behind, but annual spending in this area generally happens in this quarter. A motion to file the Treasurer's Report for audit was made by Trustee Jonathan Stauffer; seconded by Trustee Ravi Gupta. Motion passed.

COMMITTEE REPORTS

1. Finance Committee – Trustee/Chair Ravi Gupta shared the Committee will be meeting later this week on Thurs, Feb 22nd at 4pm at the North East Library. Director Miller has provided a draft Purchasing Policy to the Committee which will be reviewed and discussed at the next meeting.
2. Governance Committee - Trustee/Chair Jonathan Stauffer reported that due to availability of Trustees to attend, the Board Retreat previously scheduled for March 9th will be rescheduled. Pending status of county appointments, the Board Retreat will be rescheduled to a date and time to allow any newly appointed Trustees to attend, perhaps in the Fall. The Conflict of Interest Policies will be reviewed at the next committee meeting. The Governance Committee is also preparing for the annual Director's Evaluation. Trustees Jonathan Stauffer and Alix Gilbert, along with Board President, Joanne Morton, will begin work on this in April. Trustee Shirley McCrary-Simmons shared information on an upcoming ALA workshop on the topic of Director Evaluation the subcommittee may be interested in attending.

EXECUTIVE DIRECTOR'S REPORT

Morgan Miller, Library Director

1. System Data & Impact

- a. Director Miller reviewed the System Data and Impact report noting the impact of Perryville's closure is now being reflected in various categories and will, as expected, affect overall numbers in the areas of attendance and circulation. Other factors impacting February's report include 2.5 days of closures for inclement weather, as compared to February 2023 which had 0 days closed. Overall, however, attendance is up by 4.6% over last year.
- b. Also of note are the increased Outreach numbers for Perryville, which can be attributed to Perryville staff who have maintained a presence there via regular Outreach programs to the middle school, 2 elementary schools, and the Perryville Police Outreach program. Altogether, 360 people attended 23 outreach programs in the Perryville community.
- c. Circulation is showing a slight decline due in part to the Perryville closure.

2. Library Staff Updates

- a. Trish Strawhecker was recently hired as the Youth Services Supervisor for the North East Branch. Trish comes to CCPL from PA libraries and fills a critical position on the 2nd floor of the very busy North East Branch.
- b. Kerri Kulesza was recently promoted to the Branch Manager of the Elkton Branch. This follows last month's promotion of Jennifer Carter from the Branch Manager in Elkton to North East.
- c. We are watching vacancies, especially in the South County, where we are currently down 2 part-time positions which presents a real challenge to staffing. Included in the staffing priorities for this year's operating budget are positions to support operations in the South County.
- d. The Cecil Leadership Institute Class of 2024 recently visited the North East Library to discuss leadership, and to develop a deeper understanding of the Library's programs and services as they relate to leadership in the community. These community leaders tour various county agencies during their session and always visit the library. Following the visit, the course organizer provided feedback expressing appreciation of Director Miller's presentation and the overall team effort of Library staff in hosting the session. Attendees, many of whom were visiting for the first time were impressed by the facility and shared, "The library is truly a gift to the county."

3. Facilities Updates

- a. Elkton Branch Renovation CIP Submitted/Proposed for FY25
 - i. Elkton Rotary has pledged funding for the renovation in the amount of \$20,000.
- b. Elkton Branch Children's Room Furniture Replacements - Tentatively May 2024
- c. Perryville Branch Renovation – Framing is almost complete. Project on time.
 - i. Team is in the early stages of planning a ribbon cutting/reopening for mid-July.
 - ii. Director Miller shared progress pictures from the renovation.
- d. Rising Sun Branch Outdoor Space - In Design
- e. Cecilton Branch Parking Lot Repaving - Scheduling Contractor
- f. Cecilton Story Trail - Planning
- g. Chesapeake City Branch Study Rooms - Planning
- h. Techmobile - delivery Summer 2024

4. Friends Foundation

- a. Tickets are available now for Books, Bourbon, & BBQ, a fundraiser to support the Library's community-based literacy programs, such as the newly launched Reading Buddies. The event, which will be held May 4th, at the North East Library will feature Celebrity Guest Bartenders, live music, a fry station, and the Kentucky Derby on the big screen.
- b. Director Miller anticipates there will be at least one request next month for an appointment to the Friends Foundation Board and more in the coming months as they add more members to the Friends Foundation Board.

5. Legislative Updates

- a. The Freedom to Read Act has passed. Because it is 'emergency legislation,' it will be immediately enacted upon signing by the Governor. Director Miller reminded the Board this legislation is important in that it protects librarians in all settings from retaliation and harassment due to library collections, establishes state standards regarding collection development policies which must support these standards or risk losing state funding, and represents a collaborative effort between Maryland State Education Association (MSEA), Maryland Association of School Libraries (MASL), and Maryland State Library Agency (MSLA).
- b. Director Miller read from the bill, and will send the full bill to the Board as soon as it is available.

6. LSTA Grant Update – Community Culinary Education Classes

Associate Director, Rachel Wright, presented an update on the Library's LSTA grant for FY24, Community Culinary Education Classes. The grant award of \$10,000 together with \$5664.80 from the Friends Foundation, enabled CCPL to purchase Edible Education's Kitchen a la Cart, a fully equipped, mobile teaching kitchen to facilitate 10 cooking classes for the community. The Kitchen a la Cart features 10 cooking stations, an induction burner, convection oven, access to water, cookware, class sets of cooking tools, as well as a curriculum to promote healthy eating and. At the time of the update, CCPL staff have facilitated 9 of the 10 classes planned for the grant with 106 attendees, the majority of whom have reported an increased awareness of health literacy and nutrition; indicating they are more likely to make healthy food choices, and an increased willingness to prepare new foods. Future plans for the Kitchen Cart include more programming and additional collaboration with partners.

7. Values Award Winners

- a. Five members of staff were recently recognized as Values Award Winners for 2024. The Values Award recognize staff who have most embodied CCPL's values for the past year with winners nominated by staff and selected by the branch managers. With funding support provided by the Friends Foundation, award winners receive glass bookends, a paid day of leave, and a \$100 gift card.
- b. The Values Award Winners for 2024 are:
 1. Christopher Borroughs, Career Specialist in Perryville.
 2. Patrick Jones, Purchasing Specialist
 3. Tyler Koch, Graphic Designer
 4. Morgan Morrison, Teen Specialist, Chesapeake City and Cecilton
 5. Summer Rosswog, Lead Children's Librarian, Perryville
- c. Director Miller shared comments from their nomination forms demonstrating all the reasons these staff are so deserving of the Values Award and will place the Staff Day presentation in the Board portal for Trustees to review.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Annual Work Plan Update-3rd Quarter
 - a. Director Miller provided an update on the Strategic Plan, detailing progress on each of the strategies in support of Our Services, Our Spaces, Our Staff, and Our Support, and identifying those to be addressed in FY25.
2. Future Meetings and Reminders
 - a. The April meeting will be in North East. May will move to Cecilton where the Board will have the opportunity to tour the Cecilton branch and meet with manager, Tracy Miller. The June meeting will be in Rising Sun.
 - b. Director Miller reminded the Board their Ethics Disclosure forms are due to the County on April 30th.

BOARD CALENDAR

1. FY25 Budget Presentation to the County Council – Tuesday, April 9th at 4:30pm
2. Friends Foundation Event-Books, Bourbon, & BBQ, Saturday, May 4th at the North East Branch Library

CLOSED SESSION

- I. As provided in the Annotated Code of Maryland, State Government Article, Section 10-508 (a) (1), the Board will meet in closed session for the discussion of a personnel matter.
 - i. Motion to move into closed session by Trustee Jonathan Stauffer, seconded by Trustee Alix Gilbert at 5:16 pm.

ADJOURNMENT

Motion to adjourn by Trustee Alix Gilbert; seconded by Trustee Jonathan Stauffer at 5:27 pm. Motion passed; meeting adjourned.

Note: Next Board Meeting: Monday, April 15, 2024, at the North East Branch Library.

Following adjournment, Board Members and public meeting attendees joined North East Branch Library staff in the Creative Commons for a demonstration of the Library's Mobile Kitchen Cart.

Respectfully Submitted,

Approved by the Board of Trustees on April 15, 2024



Joanne Morton, Chair