

**CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY
TRUSTEES**
Monday, April 15, 2024 ♦ 4 p.m.
North East Library
MINUTES

ATTENDANCE: Alexandra Gilbert, Ravi Gupta, Shirley McCrary-Simmons, Jonathan Stauffer

STAFF: Morgan Miller, Adele Cruise, Rachel Wright, Katelyn McLimans

CALL TO ORDER

Shirley McCrary-Simmons, Vice Chair

The meeting was called to order at 4:07PM.

APPROVAL OF MINUTES

The minutes stand approved as distributed.

CITIZEN COMMENT

None

REVIEW OF AGENDA

No changes to the agenda.

TREASURER'S REPORT

Adele Cruise, Operations Manager

Operations Manager, Adele Cruise, presented the Treasurer's Report. CCPL is 75% through the fiscal year. Revenues to date are at 76.7%, and expenses are at 64.68%. There are no issues at this time. The Treasurer's Report is filed for audit; no action required.

COMMITTEE REPORTS

Finance Committee – Trustee/Committee Chair Ravi Gupta reported a draft Purchasing Policy will be sent to the Board for review and input this week. The Purchasing Policy represents one part of a financial policy; eventually other related policies will be added to create one Finance Policy for the organization.

Governance Committee - Trustee/Committee Chair Jonathan Stauffer reported the Director's Evaluation has been delivered to Executive Director Morgan Miller for completion. The evaluation is expected to be complete in May. The Conflict of Interest Policy is in the process of being reviewed. A model policy from Anne Arundel County will be uploaded to the Board Portal for all to view. The Governance Committee is also working on a Public Comment Policy which is not yet ready for review or inclusion on the Board Portal.

Director Miller reminded the Trustees they have access to upload and edit content on the Board Portal. Additional clean-up of the Portal will happen this summer to include the addition of Finance policies.

Vice-Chair Shirley McCrary-Simmons requested the Board add time at a future meeting to discuss practices for internal use of email.

EXECUTIVE DIRECTOR'S REPORT

Morgan Miller, Library Director

1. System Data & Impact

- a. Seen and Heard Around the Library: Director Miller shared photos highlighting recent programs and events, including 1,000 Books Before Kindergarten; Case Workers in the Library, a partnership with DSS; Solar Eclipse Viewing; and Head Shots. Also shared at this time were multiple, positive social media interactions around National Library Week, Values Award Winners, and a particularly busy Rainy Day at the Library.
- b. Director Miller updated a new initiative being piloted in partnership with the Office of Economic Development where Digital Creator Kits will be made available for check-out.
- c. Director Miller reviewed the System Data and Impact report noting Circulation is down slightly (2.9%), which is not unexpected, especially with the Perryville branch closure. Usage/Attendance is up a bit, especially in the South County branches.
- d. With regard to the South County, Director Miller, Chesapeake City/Cecilton Branch Manager, Tracy Miller, and Frazier Walker, Communications and Development Manager, recently presented for The Chesapeake City Lions Club. In addition to a donation, the Club expressed appreciation for the County's support for more hours and the planned facility improvements at the Chesapeake City branch.

2. Library Staff Updates

- a. Hannah Pierce was recently hired as the Shelver for the Elkton Branch. Hannah formerly worked as a summer intern for CCPL.
- b. Jaclyn Cassidy was recently promoted to the Youth Services Supervisor for the Elkton Branch. This follows last month's promotion of Kerri Kulesza to the Branch Manager in Elkton.
- c. Values Award Winners – We are making plans for a celebratory lunch later this summer.
- d. Vacancies – Our Human Resources team continues to work to fill current vacancies. The County Executive's FY25 budget proposal includes funding for the following new positions: Children's Services Library Associate for the South County; Adult Services Library Associate for Perryville; Custodian for Elkton.

3. Facilities Updates

- a. Elkton Branch Renovation Included in the County's CIP for FY25
 - i. Director Miller and her team are working on the grant application for the state's Capital Projects Grants Program for FY26. The application is due May 24th and will be shared with the Board.
- b. Elkton Branch Children's Room Furniture Replacements – Delivery expected the 3rd week of June; Open House is being planned for the Saturday following delivery, and the Board will be invited.
- c. Perryville Branch Renovation – Focus on drywall and conduit.
 - i. Team is in the early stages of planning a ribbon cutting/reopening for mid-July.
 - ii. Director Miller shared progress pictures from a recent site visit.
- d. Rising Sun Branch Outdoor Space - In Design/Scheduled for Fall 2024
- e. Cecilton Branch Parking Lot Repaving – Scheduled for this week
- f. Cecilton Story Trail - Planning
- g. Chesapeake City Branch Study Rooms - Planning
- h. Techmobile - delivery Summer 2024

4. Friends Foundation

- a. Tickets are still available 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. Sponsorships still needed.
- b. A request for appointment for Christie McDevitt to the Friends Foundation Board has been submitted to the Board of Trustees. The vote will take place during the New Business portion of today's Agenda.

5. Budget and Legislative Updates

- a. Director Miller shared the Budget Summary detailing what CCPL is forecasting for each of the library's budget lines moving forward, including where there are gaps. This Summary was shared with the Council as part of the budget process. We are still waiting to hear what the state increase will be; estimated at \$22,000.
- b. An item of note is reducing CCPL's reliance on the fund balance – due in part to receiving funding support for health insurance from the proposed budget. We will continue to use the fund balance to support Collections, offset the Operating budget, and fund renovations for Perryville. The bulk of the County Executive's increases to the budget will go to Personnel line to support new positions.
- c. Between Collections and Occupancy, we would like to see more support from the County. We are currently using the Fund Balance to make up gaps in these areas.
- d. The Hearing on the Budget will be May 16th. This hearing has been moved to the County Building from Elkton High School. Deliberations will follow with the Budget required to pass by the 2nd Tuesday in June. CCPL will present the FY25 Budget to the Board for approval at the June meeting.
- e. The Freedom to Read Act, which includes protections for Libraries, Boards, and Librarians, has passed and will likely be tested in its inaugural year. More information should be available from the State Library Agency by the end of the summer.
- f. Also, passed at the State level is enabling legislation for Collective Bargaining, which is based in the Public Employee Relations Act. MAPLA is organizing an information session on the new legislation for library administrators and trustees. Information will be shared when it is available.

6. Reading Buddies Pilot Presentation

Youth Services and Outreach Manager, Katelyn McLimans, provided a presentation and update on the newly launched, Reading Buddies initiative. In support of CCPL's Strategic Plan, which prioritizes boldly addressing the county's reading crisis, Reading Buddies was created to provide additional support to the 60% of students in the county's elementary schools who are not reading at a proficient level. During the pilot period, CCPL staff trained community volunteers on the 5 Pillars of Early Literacy to prepare them to serve as reading mentors to elementary students.

Over the course of the 10 week program, volunteers build relationships and encourage a love of reading through consistent reading practice, skills building, and interactive literacy games. 19 volunteers were trained for the Spring pilot and are actively supporting 19 students. With the need being as great as it is, there are an additional 20 students on the waiting list. Preliminary feedback has been positive, and there are plans to survey students, parents, and volunteers at the end of the 10 weeks. In addition to the onsite

program, CCPL has developed a satellite model which is currently being piloted with Wright's AME in Elkton. CCPL provided the training and program supplies and materials required to offer Reading Buddies in the Wright's community. Volunteers are needed to continue to support the program.

Another community-based literacy program ready to launch is Books for Babies, a partnership with Christiana Care at Union Hospital. All babies born there will receive a Books for Babies bag with board book, library related materials, an Early Literacy calendar, and 1,000 Books Before Kindergarten booklet and card.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Request for appointment of Christie McDevitt to the Friends Foundation of CCPL (3 year term)
 - a. Per the Friends Foundation Bylaws, Chair Christine Valuckas submitted a request for the CCPL Board of Trustees to confirm the Friends Foundation recommendation of Christie McDevitt to the Friends Foundation for a 3 year term. Trustee Jonathan Stauffer made motion to approve this request; seconded by Trustee Ravi Gupta. The motion passed.
2. Nomination of Officers – Elections to be held in June; will seek nominations in May.
3. Board Assessment – Vice Chair Shirley McCrary-Simmons suggested the process for the Board Assessment begin in September. Trustee Ravi Gupta made a motion to accept this suggestion; Trustee Jonathan Stauffer seconded. The motion passed.

BOARD CALENDAR

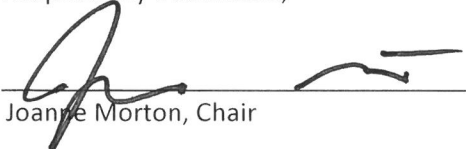
4. Friends Foundation Event- Books, Bourbon, & BBQ, Saturday May 4th at the North East Branch Library
5. Maryland Library Association Annual Conference, May 8-10, Cambridge, MD
6. Public Hearing on the FY25 Budget, Thursday, May 16th at the County Administration Building

ADJOURNMENT

Motion to adjourn was made by Trustee Jonathan Stauffer at 5:38pm; seconded by Trustee Ravi Gupta. Motion passed; meeting adjourned.

Note: Next Board Meeting: Monday, May 20, 2024, at the Cecilton Branch Library.

Respectfully Submitted,



Joanne Morton, Chair

Approved by the Board of Trustees on May 20, 2024