

BOARD OF LIBRARY TRUSTEES MINUTES
MONDAY, MAY 20, 2024
FINAL

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
North East Branch Library
Monday, May 20th, 2024 ♦ 4 p.m.
MINUTES**

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

STAFF: Morgan Miller, Adele Cruise, Rachel Wright

CALL TO ORDER

Joanne Morton, Chair

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

APPROVAL OF MINUTES

The minutes stand approved as distributed.

CITIZEN COMMENT

None

REVIEW OF AGENDA

There are no changes to the agenda.

TREASURER'S REPORT

Adele Cruise, Operations Manager

Operations Manager, Adele Cruise, presented the Treasurer's Report. CCPL is 83% through FY24. Revenues to date are at 84%. Expenses to date are at 71.55%. There are no issues at this time.

Trustee Jonathan Stauffer made a motion to file the Treasurer's report for audit as presented; Trustee Alix Gilbert seconded. Motion passed.

COMMITTEE REPORTS

1. Finance – Treasurer, Ravi Gupta reported the Finance Committee did not meet for May due to scheduling conflicts. The next meeting of the Finance Committee will be June 12, 2024.
2. Governance – Committee Chair, Jonathan Stauffer provided the following updates:
 - a. A draft of the Conflict of Interest Policy was shared with the Board of Trustees. While discussing the draft, questions were raised regarding overlap with CCPL and the County's Ethics Policy. Based on the discussion, it was decided that more time would be given to the Board for review and input. The Committee is also developing a Public Comment policy which will be shared with the greater Board when drafted.
 - b. Committee Chair, Jonathan Stauffer, called for Nomination of Officers. Chair, Joanne Morton and Vice-Chair, Shirley McCrary-Simmons, both expressed interest in being

continuing in their respective offices. Election of Officers will be held at the next Board meeting on June 17, 2024. Trustees who would also like to be considered should contact Committee Chair Jonathan Stauffer.

- c. The Board Retreat is tabled for FY25.

EXECUTIVE DIRECTOR'S REPORT

Morgan Miller, Library Director

1. System Data & Impact
 - a. Overall, attendance and circulation is generally flat. The Perryville closure continues to impact both areas. However, attendance in Chesapeake City and Cecilton has increased significantly in recent months.
2. Library Staff Updates
 - a. McKenna Lev was recently hired as a Library Associate for the Chesapeake City and Cecilton Branches.
 - b. Taylor Kohlbus was recently hired as a Library Assistant for the North East Branch.
 - c. A custodian for the Elkton branch is expected to begin working on June 3rd.
 - d. Staff celebrations include Morgan Morison (CHE/CLT) and Trish Strawhecker (NOR) having recently earned their MLIS degrees; Naomi Copenhaver (PER) and Katie Zang (Outreach) having recently graduated from Cecil Leadership; and Maia Giafes (RIS), Tekeya Winstead (ELK), and Mattie Yoncha (PER) having recently graduated from the state's Library Associate Training program.
 - e. The Human Resources team continues to identify and interview candidates for all vacancies. Positions funded by the County Executive's proposed FY25 budget will be posted soon.
3. Facilities Updates
 - a. Elkton Branch Renovation – The Capital Grant is due May 24th. If the FY25 CIP is approved, design will commence July 1.
 - b. Elkton Children's Room Refresh – Delivery and installation anticipated for mid/late June.
 - c. Perryville Branch Renovation – A tentative date of Sat, July 27th has been set for the reopening/ribbon cutting.
 - d. Rising Sun Branch Outdoor Space – In design; anticipated completion in the Fall.
 - e. Cecilton Branch Parking Lot Repaving – Complete!
 - f. Cecilton/Chesapeake City – Planning underway for story trail/study rooms.
 - g. Techmobile – Vendor has delayed until October, 2024. Call with vendor to be scheduled.
4. Friends Foundation
 - a. Books, Bourbon, and BBQ event was successful netting \$10,000 to support community literacy programs, including Reading Buddies.
 - b. A \$15,000 funding request to support CCPL's Summer Reading and Learning program was recently approved. Funds to support Summer Reading and Learning come from the annual Crab Crawl.
 - c. Tickets are now available for the Annual Crab Crawl (9.14.24).
5. Budget & Legislative Updates
 - a. Library Director Miller provided a Legislative Overview from the 2024 Session. Key bills include the Freedom to Read Act, State Library Resource Center (SLRC) Funding, and

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Library Workers Empowerment Act. Additionally, 2 departmental bills regarding Overdue Materials and Governing Boards for the Regionals were also passed.

- b. Library Director Miller read from the most updated Freedom to Read bill summarizing that MD libraries need to uphold state library standards or risk losing state funding. Director Miller also outlined next steps for both the organization and the Board to ensure CCPL remains in good standing with the State.
- c. Though the bill, which sets state standards for libraries to ensure the “consistent and equitable operation of a library that serve all citizens of the state,” already aligns with and is supported by Cecil County Public Library’s Materials Selection Policies, Director Miller advises the Board review and adopt an updated policy to ensure alignment with the State Standards prior to the State Library Agency calling for the Materials Selection Policy of each jurisdiction later this Fall.
- d. With regard to the Library Workers Empowerment Bill, MAPLA is hosting an information session for Library Administrators and Board of Trustees. A panel to include a Labor Law Attorney, will answer technical questions regarding the bill and provide guidance for communication strategies when working with staff and stakeholders.
- e. In looking ahead to 2025, legislation will likely focus on per capita funding increases for the State Library Resource Center, added protections for the Freedom to Read Act, and general strengthening of relationships with local and state legislators.
- f. Regarding the County Executive’s Budget, the upcoming Budget Hearing has been moved from Elkton High School to the County Building. The event will be livestreamed. The FY25 budget will then be adopted June 4th. Director Miller, Operations Manager, Adele Cruise, and Associate Director, Rachel Wright, are working to finalize CCPL’s FY25 budget. The FY25 budget will be sent to the Board in advance of the June meeting when the Board will be asked to vote to approve.

6. Summer Reading and Learning Program

Rachel Wright, Associate Director

- a. Associate Director, Rachel Wright, provided a brief overview of CCPL’s 2024 Summer Reading and Learning program, Adventure Begins at Your Library. With the goal of engaging children and adults of all ages in reading and learning throughout the summer, CCPL encourages participants to track their reading all summer using one of four reading logs – depending on age. NEW for this year is a Read to Me tracker for families with children ages birth -5.
- b. While tracking their reading, kids and teens are encouraged to visit the library for every 10 days spent reading to pick up a reading incentive and to enter their name into a raffle for a chance to win a bigger prize. Adults also earn a raffle ticket to potentially win tickets to the Crab Crawl for every reading challenge they complete.
- c. Programming is offered throughout the summer, and with the generosity of the Friends Foundation, CCPL is excited to host close to 50 events with scientists, live animals, magicians, musicians, and more!
- d. The Bookmobile will be on the road throughout the summer to ensure Summer Reading and Learning, along with special programs, are accessible to those who may be unable to visit a local branch.

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- e. Summer Reading and Learning kicks off with the Annual Children's Book Festival on Saturday, June 8th at the North East Branch Library, which receives funding support from APGFCU and the Friends Foundation.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Freedom to Read Act/Updates to Materials Selection Policy
 - a. In follow-up to the earlier discussion on the Freedom to Read, Director Miller shared the proposed, edited Materials Selection Policy with the Board. Most of the standards outlined in the Bill are already included in the current policy. In reviewing the policy, CCPL's Collection Development Manager has made recommendations for edits to more explicitly speak to the various standards. The request for reconsideration policy will also be included in the policy.
 - b. Director Miller will resend the process for reconsideration of materials and invites input and feedback from the Board in advance of the Board's vote to approve at the June meeting.
2. Resignation of Library Director
 - a. Director Miller officially tendered her resignation to the Board of Trustees. A written copy of the resignation will be attached to the Minutes for May, 2024. Director Miller's last official day will be June 30, at which time, she is looking forward to starting her new role as the State Librarian for state of Maryland. Her last working day will be June 18th.
 - b. Director Miller assured the Board she is reviewing priorities with the Leadership Team to ensure a smooth transition adding that the Interim Director will need to be appointed during today's Closed Session.
 - c. A press release and necessary notifications will be made this week.
 - d. A celebration/send-off for Director Miller is being planned for Friday, June 28th from 5:30-8 at the North East Branch Library. Invitations are extended to the Board of Trustees, Staff, Friends Foundation, Elected Officials (current and former), and Department Heads.

CALENDAR

1. Thurs, May 23rd – Public Hearing on the Budget, County Admin Bldg. at 7PM
2. Tues, June 4th – FY25 Budget Adoption
3. Sat, June 8th – Children's Book Festival, North East Branch Library from 10AM-2PM
 - a. CCPL anticipates welcoming more than 1,000 children, teens, and families to meet and greet 15 author/illustrators. Along with family-friendly events, including face painting, Mister Softee Ice Cream, and Kona Ice, each child will receive a free book to be signed by an author/illustrator. APGFCU and the Friends Foundation sponsor this annual event.

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4. Director Miller added Wright's AME Juneteenth Celebration to the calendar inviting all Trustees to attend. The event, organized by Vice-Chair Shirley McCrary-Simmons, is a wonderful event for the entire community, and CCPL's Bookmobile and staff will be in attendance.
5. Director Miller acknowledged Vice-Chair Shirley McCrary-Simmons' request for an annual calendar to be shared with the Board; the calendar is under development.

CLOSED SESSION

I. As provided in the Annotated Code of Maryland, State Government Article, Section 10-5-8 (a) (1), the Board will meet in closed session for the discussion of a personnel matter.

i. Motion to move into closed session by Vice Chair Shirley McCrary-Simmons; seconded by Chair Joanne Morton at 5:23PM.

ADJOURNMENT

Motion to adjourn was made by Trustee Ravi Gupta at 6:50PM and seconded by Trustee Jonathan Stauffer. Motion passed; meeting adjourned.

NOTE: Next Board Meeting: Monday, June 17, 2024 at the North East Branch Library.

Respectfully Submitted,



Joanne Morton, Chair