

**CECIL COUNTY PUBLIC LIBRARY**

**BOARD OF LIBRARY TRUSTEES**

**Tuesday, January 16, 2024**

**Virtual Meeting**

**Meeting Link:**

**<https://marylandlibraries.zoom.us/j/93365766465>**

**Meeting ID: 933 6576 64656576 6465**

**AGENDA**

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**CALL TO ORDER**

Joanne Morton, Chair

**APPROVAL OF MINUTES**

**CITIZEN COMMENT**

**REVIEW OF AGENDA**

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

**COMMITTEE REPORTS**

1. Finance
2. Governance

Ravi Gupta, Treasurer  
Jonathan Stauffer, Committee Chair

**EXECUTIVE DIRECTOR'S REPORT**

1. System Data & Impact
2. Library Staff
3. Facilities
4. Friends Foundation

Morgan Miller, Library Director

**UNFINISHED BUSINESS**

None

Joanne Morton, Chair

**NEW BUSINESS**

1. Proposed FY25 Operating Budget Request

**BOARD CALENDAR**

1. State of the County Breakfast- Monday, January 22<sup>nd</sup> at 8:30 am- Schaefer's Canal House
2. Maryland Library Legislative Day, Tuesday February 13<sup>th</sup>, 7:30am- Governor Calvert House, Annapolis
3. CCPL Staff Day, Monday February 19<sup>th</sup>, Elkton Branch Library, 8:30-2
4. Annual Trustee Retreat, Saturday March 9<sup>th</sup> from 9am-3pm, North East Branch Library

**CLOSED SESSION**

As provided in the Annotated Code of Maryland, State Government Article, and Section 10-508 (a) (1), the Board will meet in closed session for discussion of an appointment.

**ADJOURNMENT**

**CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES**  
**Tuesday, January 16th 2024 ♦ 4 p.m.**  
**North East Branch | Virtual – Zoom Meeting**  
**MINUTES**

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

**STAFF:** Morgan Miller, Adele Cruise, Rachel Wright

**GUEST:** Erin Dymowski

**CALL TO ORDER**

Joanne Morton, Chair

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

**APPROVAL OF MINUTES**

A motion to approve December 18, 2023, minutes was made by Trustee Steve Pearson; seconded by Trustee Joanne Morton. Motion passed.

**CITIZEN COMMENT**

I. None.

**REVIEW OF AGENDA**

**TREASURER’S REPORT**

Adele Cruise, Operations Manager

I. Operations Manager, Adele Cruise, presented the Treasurer’s Report. CCPL is halfway through the year, at 43.21% revenue towards the budget with 44% expenditures. A motion to file the Treasurer’s Report for audit was made by Trustee Ravi Gupta; seconded by Trustee Alexandra Gilbert. Motion passed.

**COMMITTEE REPORTS**

Joanne Morton, Chair

- I. Finance Committee – Trustee/Treasurer Ravi Gupta – shared that the committee will be meeting January 17, 2024, and there are no updates at this time.
- II. Governance Committee – Trustee/Chair Jonathan Stauffer- shared that the committee is working on a number of items, including the Trustees’ Retreat on March 9<sup>th</sup>.

**EXECUTIVE DIRECTOR’S REPORT**

Morgan Miller, Library Director

- I. Library Services Report | Statistical Analysis
  - i. Director Miller reviewed Library System Data & Impact, focusing on December data. CCPL saw significant increases in circulation and attendance for the month of December. We had 18,490 visits, 400 study room reservations, 48 programs hosted and 1,229 program attendees. Online Learning Courses had 38,809 minutes spent online, 204 New Card holders, 36 Outreach Activities and 877 Outreach attendees.

II. Library Staff Updates

- i. Lynn Holmes was recently hired as a Library Associate I at the Elkton Branch.
- ii. Director Miller overviewed Staff Day and invited the Trustees to attend.

III. Facilities Update

- i. Elkton Branch Renovation CIP Submitted
- ii. Elkton Branch Children’s Room Furniture Replacements – tentatively May 2024
- iii. Perryville Branch Renovation-On time, on budget
- iv. Rising Sun Branch Outdoor Space – in Design
- v. Cecilton Branch Parking Lot Repaving-Planning
- vi. Techmobile -delivery in Summer 2024

IV. Friends Foundation of CCPL

- i. The Chesapeake City Chamber of Commerce is creating an annual gala to benefit a different community organization each year. Funds raised through the inaugural event will benefit the Chesapeake City and Cecilton branch libraries. The event will be held at Chesapeake Inn Restaurant Ballroom, Saturday, January 20, 2023, from 6:00pm-10pm.

V. Seen & Heard Around the Library

- i. Director Miller shared that CCPL January LINK is now available. She also presented several positive reactions from patrons of CCPL expressing their appreciation for all the different benefits that CCPL offers the community. Director Miller announced that CCPL now has a Hydroponic Tower Garden, which is located in the entranceway of the North East branch and the Hands-on Cooking Cart is also located in the Creative Commons at the North East Branch. Director Miller introduced a new program called Social Worker at CCPL which will begin in March 2024, in the North East branch.

**UNFINISHED BUSINESS**

- I. None.

**NEW BUSINESS**

- I. Proposed FY25 Operating Budget Request
  - i. Director Miller proposed the Operating Budget request for FY25. Each CCPL trustee received a copy to review. Director Miller discussed and outlined the operating budget request in detail, highlighting various areas including; COLA, Merit Step Increase, Health Insurance increase for new enrollers, staffing, and occupancy and contractual increases. Discussion ensued.

**BOARD CALENDAR**

- I. State of the County Breakfast – Monday, January 22<sup>nd</sup> at 8:30 am – Schaefer’s Canal House
- II. Maryland Library Legislative Day, Tuesday February 13<sup>th</sup>, 7:30am – Governor Calvert House, Annapolis
- III. CCPL Staff Day – will be held at the Elkton Branch on February 19, 2024, Monday 8:30am-2:00pm.  
Keynote: Libraries in the Age of AI, Nick Tanzi, Assistant Director of the South Huntington Public Library and internationally recognized library technology consultant and author.
- IV. Annual Trustee Retreat, Saturday March 9<sup>th</sup> from 9am-3pm, 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 Joanne Morton, seconded by Trustee Ravi Gupta at 4:53 pm.

**ADJOURNMENT**

Motion to adjourn by Trustee Jonathan Stauffer, seconded by Trustee Shirley McCrary-Simmons at 5:35 pm.  
Motion passed; meeting adjourned.

**Note:** Next Board Meeting: Tuesday, February 20, 2023, at the Chesapeake City Branch Library

Respectfully Submitted,

Liz Booye  
Executive Assistant

Approved by the Board of Trustees on February 20, 2023

  
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Joanne Morton, Chair