

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, June 17 2024  
AGENDA**

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**CALL TO ORDER**

Shirley McCrary-Simmons, Vice Chair

**PROCLAMATION**

**APPROVAL OF MINUTES**

**CITIZEN COMMENT**

**REVIEW OF AGENDA**

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

**COMMITTEE REPORTS**

1. Finance
2. Governance
  - a. Conflict of Interest Policy
  - b. Public Comment Policy
  - c. Board Member Recruitment
  - d. Nomination of Officers

Ravi Gupta, Treasurer  
Jonathan Stauffer, Committee Chair

**EXECUTIVE DIRECTOR'S REPORT**

1. System Data & Impact
2. Library Staff Updates
3. Facilities Updates
4. Friends Foundation
5. State Legislation
6. Transition Planning Update

Morgan Miller, Library Director

**UNFINISHED BUSINESS**

1. Bradbury Miller Associates contract

**NEW BUSINESS**

2. FY2025 Operating Budget (vote)
3. FY2025 Holiday Calendar (vote)
4. Election of Board Officers for FY2025 (vote)
5. FY2025 Board Meeting Schedule

**CALENDAR**

1. Friday, June 28<sup>th</sup> at 5:30pm at the North East Branch Library- Celebration of Director
2. Saturday, July 27<sup>th</sup> at 10am- Reopening and Ribbon Cutting, Perryville Branch Library

**ADJOURNMENT**

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, June 17, 2024 ♦ 4 p.m.  
MINUTES**

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

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

**CALL TO ORDER**

Shirley McCrary-Simmons, Vice Chair

The meeting was called to order at 4:08 PM.

**PROCLAMATION**

Chair Joanne Morton expressed her appreciation and thanks to Director Miller for her service to the Cecil County Public Library. She and the other Trustees read aloud the Resolution of Appreciation, a copy of which is attached to the Minutes for June 17, 2024. A selection of books was added to the collection in honor of Director Miller, and the Board presented her with a unique gift of a Chesapeake Bay wooden clock.

**APPROVAL OF MINUTES**

The minutes stand approved as distributed.

**CITIZEN COMMENT**

None

**REVIEW OF AGENDA**

There are no changes to the agenda. The following "Closed Session Summary" for May 2024 was read into the record. The purpose for the Closed Session was to appoint an Interim Director, effective July 1, 2024 as Director Miller's last day is June 30, 2024. The Board appointed Rachel Wright, Associate Director, to the Interim Director role. This appointment was approved by the Board of Library Trustees.

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

Operations Manager, Adele Cruise, presented the Treasurer's Report. CCPL is 92% through FY24. Revenues to date are on target at 93.5%. Expenses to date are at 80%. There are no issues at this time.

No action is required. The Treasurer's Report will be filed for audit.

**COMMITTEE REPORTS**

1. Finance – Treasurer, Ravi Gupta reported the Finance Committee met on Wed, June 12<sup>th</sup>. The Purchasing Policy was reviewed with edits continuing to be made. There is an interest in keeping language consistent between policies, and more discussion is needed prior to bringing a draft to the full Board of Library Trustees. The Committee will continue to work

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on the Purchasing Policy with the goal of sharing it to the full Board prior to calling for a vote. Following that, the Committee will work to develop other finance related policies.

2. Governance – Committee Chair, Jonathan Stauffer provided the following updates:
  - a. Conflict of Interest Policy: The Conflict of Interest Policy continues to be reviewed. There is a need to clarify to whom the policy applies, specifically the Board of Library Trustees and Executive Team of the Library. Language will also be consistent with the Bylaws with respect to how the Trustees, the Director, and The Board are referenced.
  - b. Public Comment Policy: No updates.
  - c. Board Member Recruitment: No updates.
  - d. Nomination of Officers: The floor was opened for nominations. The full slate of nominees includes: Ravi Gupta, Treasurer; Shirley McCrary –Simmons, Vice-Chair; and Joanne Morton, Chair.

**EXECUTIVE DIRECTOR’S REPORT**

Morgan Miller, Library Director

1. System Data & Impact
  - a. Attendance and Circulation continue to be impacted by the Perryville closure. However, with the reopening of Perryville and other circulation indicators, there is a strong possibility we will break 1 million circs in FY25.
2. Library Staff Updates
  - a. New Staff: John Whited was recently hired as a Custodian for the Elkton Branch. This position was funded by the County Executive in the FY25 Operating Budget.
  - b. Staff celebrations include Jenny Rossiter (CHE/CLT) on her recent graduation from Maryland Library Associate Training Institute (LATI).
  - c. The Human Resources team continues to identify and interview candidates for all vacancies. There is some concern regarding vacancies in Children’s Departments, as we enter the Summer Reading season. Overall, the number of vacancies is the smallest it has been in some time.
3. Facilities Updates
  - a. Elkton Branch Renovation – The Capital Grant was submitted, and the Elkton project was approved in the County’s FY25 CIP. A design contract is being worked out with Quinn Evans.
  - b. Elkton Children’s Room Refresh – Furniture delivery and installation anticipated for July.
  - c. Perryville Branch Renovation
    - A community ribbon cutting will take place on Sat, July 27<sup>th</sup> at 10AM at the Perryville Branch Library. Speakers include Mayor Michelle Linkey and former Mayor and former Chair of the Board of Library Trustees, Steve Pearson.
    - The project is on budget and on schedule. Progress photos were shared with the Board.
  - d. Techmobile – Delivery is on track for Fall, 2024.
4. Friends Foundation

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- a. CCPL appreciates the funding support for the refresh of the Elkton Children's Room (\$75,000) and the Perryville Teen Center (\$40,000).
  - b. The Friends Foundation is preparing for a giving campaign to support the renovation of the Elkton Branch Library.
  - c. A new website is in development, and will be shared in the Fall.
  - d. New officers were elected at the June meeting of the Friends Foundation. Treasurer, Paul Miller; Vice-Chair Tim Danos; and Chair, Meredith Boas.
  - e. Tickets are now available for the Annual Crab Crawl (9.14.24).
5. State Legislation
- a. Regulation regarding the newly passed Freedom to Read Act is under development. Once the regulations are provided by the Maryland State Library Agency, CCPL update the current Materials Selection Policy to ensure compliance with the new state standards.
  - b. Slides from MAPLA's panel discussion on the new Library Workers Empowerment Act will be shared. As library systems continue to learn more about this new legislation, it is likely more trainings will be scheduled for Directors and Trustees. Additionally, the State Librarian will work to provide a projection of costs associated with a union environment via a survey of systems currently working with unions.
6. Transition Planning
- a. Director Miller shared a Transition planning document, which has also been added to the Board portal.
7. Board Appointments – The appointments for new Board members, Jennifer Adams and Erin Dymowski are expected to be approved at the July 2<sup>nd</sup> meeting of the County Council.

**UNFINISHED BUSINESS**

1. Bradbury Miller Associates Contract
- a. The Board of Library Trustees expressed questions with regard to the scope of the contract. Questions have been submitted to Bradbury Miller by the Board.
  - b. A motion was made by Trustee Ravi Gupta and seconded by Trustee Alix Gilbert...Pending questions and answers, Joanne, as directed by the Board, will contact Bradbury Miller Associates. With no additional concerns, Joanne can sign the contract. The motion passed.

**NEW BUSINESS**

1. FY2025 Operating Budget (vote)
  - a. Director Miller presented the FY2025 Operating Budget. With this year's dollars going primarily to support personnel, next year's request will need to address the Library's need for support for Collection and Occupancy.
  - b. The FY2025 Operating Budget passes with an Aye vote from all Trustees.
2. FY2025 Holiday Calendar (vote)
  - a. Director Miller presented the FY2025 Holiday Calendar for Board approval.
  - b. Chair Joanne Morton made a motion to approve the FY2025 Holiday Calendar as presented; Trustee Jonathan Stauffer seconded. Motion passes.
3. Election of Board Officers for FY2025 (vote)
  - a. The slate of officers was presented for a vote.

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- b. Trustee Jonathan Stauffer made a motion to approve the slate of officers as presented; Trustee Alix Gilbert seconded. Motion passes.
4. FY2025 Board Meeting Schedule
  - a. Director Miller shared the FY2025 Board Meeting Schedule. All meetings will be held at the North East Branch Library with the Finance Committee scheduled to meet on the Wednesday prior to the monthly Board meeting.

**CALENDAR**

1. Fri, June 28<sup>th</sup> at 5:30PM at the North East Branch Library – Celebration of Director
2. Sat, July 27<sup>th</sup> at 10AM – Reopening and Ribbon Cutting, Perryville Branch Library

**ADJOURNMENT**

A motion to adjourn was made by Trustee Alix Gilbert at 6:55 PM and seconded by Trustee Jonathan Stauffer. Motion passed; meeting adjourned.

**NOTE:** Next Board Meeting: Monday, September 23<sup>rd</sup> at the North East Branch Library.

Respectfully Submitted,



Joanne Morton, Chair