

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
North East Branch Library
Monday, September 16, 2024
AGENDA**

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

INTERIM DIRECTOR'S REPORT

Rachel Wright, Interim Director

1. System Data, Summer Reading and Learning Report
2. Library Updates
3. Friends Foundation of CCPL
 - a. Nomination of Alicia Calhoun to the Friends Foundation

UNFINISHED BUSINESS

1. Approval of Proposed Purchasing Policy (Vote)

NEW BUSINESS

1. FY24 Board Calendar
2. Appointment of Alicia Calhoun to the Friends Foundation (Vote)

CALENDAR

1. CC Chamber of Commerce - Candidate Forum @ Milburn Stone Theatre; Wed, Oct 9th at 6pm
2. CCPL's Annual Staff Day @ the Elkton Branch Library; Mon, Oct 14th at 8:30am
3. Citizens for MD Libraries Annual Conference @ Bowie Branch Library – Sat, Nov 2nd at 9:00am
4. NAACP 62nd Freedom Fund Banquet @ Schaefer's Canal House – Sat, Nov 2nd at 12 noon

ADJOURNMENT

The next Board of Library Trustees meeting will be Mon, Oct 21st at 4pm.

**CECIL COUNTY PUBLIC
LIBRARY BOARD OF LIBRARY
TRUSTEES**

**North East Branch Library
Monday, September 16, 2024 ♦ 4
p.m.**

MINUTES

ATTENDANCE: Jennifer Borro, Erin Dymowski, Alix Gilbert, Ravi Gupta, Shirley McCrary-Simmons, Joanne Morton, Jonathan Stauffer,

STAFF: Rachel Wright, Interim Director; Adele Cruise, Operations Manager; Frazier Walker, Communications & Development Manager; Christopher Borroughs, Career Specialist

CALL TO ORDER

Joanne Morton, Chair

The meeting was called to order at 4:00 PM.

APPROVAL OF MINUTES

The minutes stand unanimously approved as distributed.

CITIZEN COMMENT

REVIEW OF AGENDA

The agenda was updated to add a Closed Session for today's meeting.

TREASURER'S REPORT

Adele Cruise, Operations

Manager

Operations Manager, Adele Cruise, stated that there is no Treasurer's Report this month, as the audit is being finalized. The audit firm will present the Library's audit at the October meeting and Ms. Cruise will present the first quarter financials.

COMMITTEE REPORTS

1. Finance – Treasurer, Ravi Gupta reported that the Finance Committee met on Wednesday, September 11 to review the purchasing policy. After a brief discussion and clarification of wording, the Board determined to vote on the version as revised.
2. Governance – Committee Chair, Jonathan Stauffer provided the following updates:
 - a. The Governance Committee did not meet this month. The Conflict of Interest Policy is still in “track-changes” mode. Board of Trustee interview questions are now edited to include a table

for ranking a candidate, but instructions are needed for the interviewers. Trustee Stauffer will send a link to the document in the Board Portal for final edits.

- b. Public Comment Policy: No updates.
- c. Board Member Recruitment: No updates.

EXECUTIVE DIRECTOR'S REPORT

Rachel Wright, Interim Director

Interim Director Rachel Wright welcomed two new board members, Erin Dymowski and Jennifer Borro.

1. System Data & Impact

- a. FY2024 – June – The Library's fiscal year attendance was 286,264. Branches were busy and overall attendance was down just 1%, which was not unexpected considering Perryville was closed for 8 months. Circulation statistics were 835,818 checkouts for the fiscal year. In 2025, with all branches open, the Library will continue to strive for 1 million checkouts.
- b. Summer Reading & Learning program – Interim Director Rachel Wright shared the Summer Success at the Library infographic – showing that the program is more than just reading! 3,000 children and teens registered, an increase over last year and we continue to issue new Library Cards. Over 1,171 Summer Lunches were served at Elkton and North East. The Bookmobile also attended lunch visits at Crystal Beach. Program statistics showed over 1 million minutes spent reading by children and teens. Interestingly, the 50 day finishers – kids and teens staying engaged all summer long increased. The Read to Me (birth to five) program showed a 34% increase; the Children's program (elementary age students) showed a 29% increase and Teens (middle and high school) showed a 103% increase!
Special thanks to the Friends Foundation and APGFCU for their support of the Children's Book Festival and Summer Reading and Learning.

2. Library Staff Updates

- a. New Staff: Cassidy Loberg, Library Assistant, Elkton Branch; Alyssa Gorton, Library Associate (Children's - PT) Rising Sun Branch.
- b. Staff celebrations include Darla Carter, who was recently promoted to Library Associate II at the Perryville Branch Library. Darla has been with the Library since 2017 and like many of Library staff, participated in the Library's tuition reimbursement program while earning her Bachelor's Degree.

- c. The Human Resources team continues to identify and interview candidates for all vacancies.
 - d. Staff Day: Monday, October 14, 2024 at the Elkton Branch Library. Moved from President's Day in February. Interim Director Wright will send an invitation to the board
3. Facilities Updates
- a. Elkton Branch Library's Children's Room Refresh – Thanks to a donation by the Friends Foundation, the room was refreshed with new play structures, furniture and toys. The Library is moving forward with the Capital Improvement Plan (CIP) for a complete building renovation.
 - b. Perryville Branch Library – The Library reopened on July 27 with over 400 attendees. Now that school is back in session, teens are back and using the spaces. The teen room is working well.
 - c. Techmobile – Delivery is on track for Fall, 2024.
 - d. Rising Sun Outdoor Spaces – Interim Director Wright and her team are continuing to develop the plans for this space.
4. Friends Foundation
- a. Crab Crawl Updates & new website – the Friends Foundation Director, Frazier Walker, reported that the 11th Annual Crab Crawl was successful, selling 278 tickets and included a great art raffle by the Cecil County Arts Council. The event added a drink sponsor this year, the North East River Yacht Club, and preliminary feedback has been positive. The estimated net profit of \$17,000 will benefit the Library's youth literacy initiatives.
 - b. Nomination of Alicia Calhoun – Interim Director Rachel Wright will bring a nomination letter forward during voting items to appoint Alicia Calhoun to the Friends Foundation's Board of Directors.

UNFINISHED BUSINESS

1. Approval of Proposed Purchasing Policy (Vote) – Trustee Shirley McCrary-Simmons made a motion to pass the purchasing policy, as revised, which was seconded by Erin Dymowski. Motion passed.

NEW BUSINESS

1. FY24 Board Calendar – Interim Director Wright reviewed the whole year of events, budget, advocacy, state and county level deadlines.
2. Appointment of Alicia Calhoun to the Friends Foundation (Vote) – A motion to appoint Alicia Calhoun to the Friends Foundation Board of Directors was made by Trustee Ravi Gupta and seconded by Jennifer Borro. Motion passed.

CALENDAR

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CLOSED SESSION

As provided in the Annotate Code of Maryland, State Government Article, and Section 3-305b, section 1, the Board will meet in closed session for discussion of a Personnel matter.

A motion to close the open meeting in accordance with the Open Meeting Act was made by Shirley McCrary-Simmons, and was seconded by Alix Gilbert at 5:15pm. The Library Board of Trustees voted unanimously to close the meeting.

A motion to come out of closed session was made by Trustee Jonathan Stauffer and was seconded by Erin Dymowski at 6:38PM. The closed meeting was adjourned.

ADJOURNMENT

A motion to adjourn the open meeting was made by Trustee Shirley McCrary- Simmons at 6:40 PM and seconded by Trustee Chair Joanne Morton. The Motion passed; meeting adjourned at 6:40 PM.

NOTE:

The Next Board Meeting is Monday, October 21st at the North East Branch Library.

Respectfully Submitted,



Joanne Morton, Chair