

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, November 17, 2025  
AGENDA**

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**CALL TO ORDER** Shirley McCrary-Simmons, Chair

**APPROVAL OF MINUTES**

**CITIZEN COMMENT**

**REVIEW OF AGENDA**

**FINANCIAL REPORT** Adele Cruise, Operations Manager

**COMMITTEE REPORTS**

|                    |                                |
|--------------------|--------------------------------|
| 1. Executive       | Shirley McCrary-Simmons, Chair |
| 2. Finance         | Jennifer Borro, Treasurer      |
| 3. Governance      | Erin Dymowski, Committee Chair |
| 4. Special: Policy | Joanne Morton, Committee Chair |

**EXECUTIVE DIRECTOR'S REPORT** Rachel Wright, Executive Director

- 1. Library Updates
- 2. Strategic Plan Update: Staff
- 3. Friends Foundation of CCPL

**UNFINISHED BUSINESS**

- 1. Board Assessment

**NEW BUSINESS**

- 1. Board Holiday Plans
- 2. Staff Appreciation – April, 2026

**CALENDAR**

- 1. Staff Holiday Breakfast @ the North East Branch Library; Mon, Dec 8<sup>th</sup> at 9:30AM
- 2. CCPL Presents @ Town of Elkton – Dec 10, 2025
- 3. General Assembly Convenes - Jan 14, 2026; Cecil Night in Annapolis – Thurs, Jan 15, 2026
- 4. Library Legislative Day – Tues, Feb 10, 2026

**CLOSED SESSION**

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

**ADJOURNMENT**

**The next Board of Library Trustees meeting will be Mon, Dec 15th at 4pm.**

Board of Library Trustees-Minutes  
FINAL as of December 15, 2025

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, November 17, 2025 at 4PM  
MINUTES**

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**ATTENDANCE:**

Shirley McCrary-Simmons, Chair; Ravi Gupta, Vice-Chair; Jennifer Borro, Treasurer; Danny DeMarinis; Erin Dymowski; Joanne Morton; Jim Sweigard

**STAFF:** Rachel Wright, Executive Director, Adele Cruise, Operations Director, Frazier Walker, Communications & Development Manager

**GUESTS:** none

**ABSENT:** none

**CALL TO ORDER**

Chair McCrary-Simmons called the meeting to order at 4:04 PM.

**APPROVAL OF MINUTES**

The minutes were unanimously approved as distributed.

**CITIZEN COMMENT**

None.

**REVIEW OF AGENDA**

There were no additions or corrections to the agenda.

**FINANCIAL REPORT**

Director of Operations Cruise reviewed the summary of the financials for the month. As of October 31, 2025, the Library is 33% through the year with expenses at 28% and revenue at 35%. There are no concerns or issues at this time. Ms. Cruise provided a brief summary on how to read and understand financial reports that had been shared with new Trustees during their recent Orientation.

The financial report will be filed for audit.

**COMMITTEE REPORTS**

1. **Executive Committee** – Chair McCrary-Simmons communicated via email with the committee. She will share recommendations at the December meeting.

2. **Finance Committee** – Treasurer Borro reported the Finance Committee met for Board Orientation. She commented that it was a very educational meeting for new and existing board members to help them better understand the budget and financial reports, a topic that could be helpful for a future Board Retreat.
3. **Governance Committee** – Committee Chair Dymowski shared they had a brief meeting but are waiting for additional guidance before meeting again.
4. **Special Committee: Policy** – Committee Chair Morton shared that the Policy Committee recently met with Director Wright. They plan to review current policies, establish a calendar for policy review, and identify where new policies may be needed. The Materials Management Policy, in light of the Freedom to Read Act, will be the first for review, followed by the Privacy Policy.

#### **EXECUTIVE DIRECTOR'S REPORT**

1. **Library Updates** - Director Wright shared her report: YTD Attendance is at 116,326 and YTD Circulation is at 301,774 items. The Perryville Branch Library attendance appears to be returning to its pre-closure numbers. Director Wright shared highlights of new staff and accomplishments, including recognition of staff promotions and LATI graduations. 17 staff attended First Aid/CPR/AED in preparation for the installation of AEDs at all branches, as legislated, by Jan 1, 2026.
  - a. Programming: Perryville's Fall Fest hosted almost 300 members of the public including Perryville Mayor Linkey. The Meet and Greet Authors event in Elkton had about 200 people come through. The authors were very appreciative of the opportunity to talk with guests. Maryland STEM Festival is wrapping up with CCPL hosting 18 STEM programs with 373 in attendance with 3 final programs to happen this week. Adult Winter Reading kicks-off December 15<sup>th</sup> and is themed around wintry locations and activities.
  - b. Special Events: The FF sponsored CCPL's 2<sup>nd</sup> Annual Volunteer Appreciation Breakfast on Monday, November 10<sup>th</sup>. Director Wright shared that volunteers logged 1,200+ hours in 2025, not counting all of the hours spent by the Trustees and Foundation Board supporting the Library.
  - c. Partnerships: Volunteer Cecil (Department of Community Services) and CCPL will partner to host the Cecil Serves Volunteer Fair on Tuesday, December 2 at the North East Branch Library. The Maryland Secretary of Housing and Community Development hosted 2 listening sessions at the North East Branch Library, first with Mayors and Municipalities, followed by the County Executive and Department Heads. CCPS has hosted 2 of 3 scheduled multilingual education nights at the Library.
  - d. New Initiatives: Director Wright showed a "Ready, Set, Read!" backpack, a new collection that supports children as they practice and develop their reading skills by extending opportunities for learning and reading development at home. Kits

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are now available at all branches and were partially funded through a VLT Community Grant provided by the County Executive.

- e. Facilities Updates: The Chesapeake City Branch Library is on track to close, as previously approved by the Board, Dec 1 – Jan 3, 2026 in preparation for an expansion of operations to 6 days a week beginning Jan 5, 2026. Director Wright provided a project update for the Elkton renovation sharing that the schematic design is coming to an end. She provided a graphic illustrating the various zones of service along with the proposed expansions.
- f. Community Events: Director Wright attended the Chamber of Commerce's First Responders' Dinner along with branch managers from North East and Perryville.

2. **Strategic Plan: Staffing** - Director Wright overviewed and updated the Staffing section of the Strategic Plan.
3. **Friends Foundation** - No updates at this time.

**UNFINISHED BUSINESS**

1. **Board Assessment** – Chair Shirley McCrary-Simmons asked the Trustees to identify 1-3 items for the Board to focus its efforts. Discussion ensued regarding the topics for a future Board Retreat.

**NEW BUSINESS**

1. **Board Holiday Plan** – The Trustees agreed on a location for their holiday dinner after the December 15 Board meeting. Spouses are invited.
2. **Staff Appreciation – April 2026** – Trustee Borro discussed the opportunity for the Board to recognize Staff during National Library Week in April. The Board agreed to individually contribute and determined a budget. Ms. Borro will bring ideas to the Board at the January meeting.

**CALENDAR**

1. Staff Holiday Breakfast; Dec 8<sup>th</sup> at 9:30AM; North East Branch Library
2. CCPL Presents @ Town of Elkton - Dec 10, 2025
3. General Assembly Convenes – Jan 14, 2026
4. Cecil Night in Annapolis – Thurs, Jan 15, 2026
5. Library Legislative Day – Tues, Feb 10, 2026

**CLOSED SESSION**

As provided in the Annotated Code of Maryland, General Provisions Article, Section 3-305(b), section (1), the Board may meet in closed session for discussion of a Personnel matter. A motion to close the meeting was made by Trustee DeMarinis, which was seconded by Trustee Dymowski. The motion was carried 7-0 and the meeting moved into closed session at 6:05pm.

Ms. Cruise and Ms. Walker left the meeting.

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**ADJOURNMENT**

A motion to adjourn was made by Chair McCrary-Simmons and seconded by Trustee DeMarinis. Motion passed; meeting adjourned at 7:10PM.

**The next meeting of the Board of Library Trustees is Monday, December 15, 2026 at 4PM  
at the North East Branch Library.**

Respectfully Submitted,

Frazier Walker, Communications and Development Manager

Approved by the Board of Trustees on December 15, 2025



Shirley McCrary-Simmons, Chair