

CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, December 15, 2025  
**AGENDA**

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**CALL TO ORDER**

Shirley McCrary-Simmons, Chair

**APPROVAL OF MINUTES**

**CITIZEN COMMENT**

**REVIEW OF AGENDA**

**CLOSED SESSION SUMMARY**

**FINANCIAL REPORT**

Adele Cruise, Operations Manager

**COMMITTEE REPORTS**

|                    |                                |
|--------------------|--------------------------------|
| 1. Executive       | Shirley McCrary-Simmons, Chair |
| 2. Finance         | Ravi Gupta, Vice-Chair         |
| 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. Friends Foundation of CCPL

**UNFINISHED BUSINESS**

1. Board Assessment
2. Staff Appreciation (April, 2026)

**NEW BUSINESS**

1. By-Laws: Review of Article IV Officers and Article IX Friends Foundation

**CALENDAR**

1. General Assembly Convenes - Jan 14, 2026
2. Chamber of Commerce: Cecil Day/Night in Annapolis – Thurs, Jan 15, 2026
3. 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 Tues, Jan 20th at 4pm.**

**Note: The meeting is scheduled for a Tuesday due to the Martin Luther King, Jr. holiday.**

Board of Library Trustees-Minutes  
FINAL as of January 20, 2026

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, December 15, 2025 at 4PM  
MINUTES**

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**ATTENDANCE:** Shirley McCrary-Simmons, Chair; Ravi Gupta, Vice-Chair; Jennifer Borro, Treasurer; Danny DeMarinis; Joanne Morton; Jim Sweigard

**STAFF:** Rachel Wright, Executive Director, Adele Cruise, Operations Director

**GUESTS:** None

**ABSENT:** Erin Dymowski

**CALL TO ORDER**

Chair McCrary-Simmons called the meeting to order at 4:03PM.

**APPROVAL OF MINUTES**

The Minutes for November 17, 2025 were reviewed for approval. Chair McCrary-Simmons noted the time of adjournment needed correction to 7:10PM. The Minutes were unanimously approved as revised.

**CITIZEN COMMENT**

None

**REVIEW OF AGENDA**

Upon review, it was determined there was a need to add a discussion of the January Board meeting to the New Business section of the Agenda. Trustee Borro made a motion to approve the agenda with edits; seconded by Trustee DeMarinis. The motion passed and the agenda followed.

**CLOSED SESSION SUMMARY**

Chair McCrary-Simmons read the following Closed Session Summary into the record: At the November meeting, the Board moved into Closed Session. The purpose of the Closed Session was to discuss a personnel matter as provided by the Annotated Code of Maryland, State Government Article, and Section 3-305. Trustee DeMarinis made the motion to close the meeting; Trustee Dymowski seconded. The Board unanimously approved and entered into a Closed Session at 6:06PM. All Trustees were in attendance. Discussion included updates on a personnel matter regarding current and former employees. No action was taken. Trustee

Dymowski moved to adjourn the Closed Session; Trustee Morton seconded. The Closed Session ended at 7:10PM.

## **FINANCIAL REPORT**

Director of Operations Cruise reviewed the summary of the financials for the month. As of November 30, 2025, the Library is 42% through the year with expenses at 34.66% and revenue at 42.29%. Ms. Cruise noted the State Appropriation due 11/30/25 was received 12/1/25 and therefore not included on the summary (11/30/25). This delay impacted the YTD revenues for the period; however, this will self-correct in the next period. There are no concerns or issues at this time. The financial report will be filed for audit.

## **COMMITTEE REPORTS**

- 1 **Executive Committee** – Chair McCrary-Simmons reported the Executive Committee had a discussion via text and email, the result of which was to include a By-Law Review discussion during New Business. There is no further report outside of what will be covered during New Business.
- 2 **Finance Committee** – Trustee Gupta reported the Finance Committee met Wednesday, December 10<sup>th</sup>. The signature card was updated with the requisite signatures and placed on file with the Bank. In addition to reviewing the monthly financials, Operations Director Cruise discussed CIP funding for the Elkton renovation, increased utility costs, the upcoming budget schedule, and rising costs of digital content. During the report, Executive Director Wright and Operations Director Cruise responded to clarifying questions from the Board relative to the CIP budget of \$10.9 million; the Friends Foundation fundraising efforts; and the funding provided by the State Capital Grant for the Elkton renovation.
- 3 **Governance Committee** – Trustee Sweigard reported the Committee met and has identified 3 priority areas: By-Laws; Board Assessment; and Board Recruitment and Interview Questions. In addition, they will be adding a brief education session to each Board meeting with Board Chair McCrary-Simmons planning the first one for January.
- 4 **Special Committee: Policy** – Committee Chair Morton shared the Policy Committee met with Director Wright and Collection Development Manager Nikki Bigley. Language supporting MD's Freedom to Read Act is being incorporated into the Policy – as required and as suggested by the MD State Library Agency's review. In addition, the current policy is in 2 versions and the decision was made to combine into one comprehensive policy. Once all edits have been finalized with the committee, the proposed policy will be shared with the Board with a request to vote to approve in January. Following that, the Committee will begin work on Internet, Computer Use, and WiFi policies to be followed by Privacy and Confidentiality.

## EXECUTIVE DIRECTOR'S REPORT

1 **Library Updates:** Director Wright shared her report: YTD Attendance is at 143, 099 and YTD Circulation is at 367,053 items. Attendance is up 9.8% – it is worth noting that we are counting Bookmobile attendance a bit differently to better align with state definitions and reporting. Digital circulation continues to grow, which again is being watched, as there may be a need to allocate more funding or restrict access if it becomes too cost prohibitive. As discussed previously, the funding provided by the county has not kept up with the system's Collection needs, therefore, portions of the fund balance have been used in subsequent years to ensure the community has access to materials needed. As the FY27 budget is developed, there may be opportunities to request additional funds in support of the Collection budget.

a **Staffing:** Director Wright shared staffing updates, including promotions in the Adult Services Department in Elkton. Director Wright also outlined there are 12 current vacancies across the system with 8 of those being PT positions. Good news is that 3 new staff are starting in January. A brief discussion ensued relative to the need for PT vs FT positions and the process by which each vacant position is evaluated to determine the current need.

Director Wright shared overall 34 positions have posted in the past 13 months. 23 of those positions were filled with an additional 9 filled that were posted prior to 13 months ago. Therefore, in 13 months, 32 positions were filled – 11 were promotions and 4 were transfers.

Retention is important and has come up in the past. HR Manager, Amber Schooley provided data showing the Bureau of Labor Statistics cites the average tenure with an organization currently sits at 4 years. CCPL's average is 7.9. 54% of our staff have been with the organization longer than the nationwide average of 4 years. Trustee DeMarinis questioned the rate for the Library industry; a quick search by Trustee Borro indicates a slightly longer than average 5 years.

b **Programming:** Director Wright shared the importance of early childhood programs in helping to prepare children for school and highlighted recent programs for this age group. From Sept – November, CCPL offered 117 programs for children birth - 5: from traditional StoryTime to Preschool Math to Full STEAM Ahead, Sensory StoryTime, Starlight StoryTime and more. Close to 3,000 children and families attended these programs.

The Library's first Annual Food Drive to help the community was a great success...27 boxes of non-perishable food and/or personal hygiene items were collected and went to agencies across the county: The Help Center, Chesapeake City Ecumenical Association, Faith in Action, St. Mary Ann's, Good Shepherd, and Ray of Hope.

Winter Reading starts today, so everyone is reminded to register.

- c **Facilities:** The Chesapeake City Branch updates are underway and the Branch will reopen to a 6 days/week schedule on January 5<sup>th</sup>. The children's area will be expanded, more seating added, meeting room AV updated, and more.

Planning for the Elkton renovation and expansion continues. Schematic Design is complete, and the project is moving into Design Development. Renderings of the new space are expected in Spring, 2026. Our team is actively looking for a temporary space to continue to serve the community during construction.

## **2 Friends Foundation of CCPL**

- a Plans are being made to launch a capital campaign in support of the renovation and expansion of the Elkton Branch Library. Any donations coming to the Friends Foundation can be earmarked, specifically for Elkton. Several organizations have made commitments. Conversations are taking place with those who donated to North East to gauge interest in supporting Elkton.

## **UNFINISHED BUSINESS**

1. **Board Assessment** – Trustee Sweigard shared the Board Assessment results are under review. The Governance Committee will work to develop sessions based on these findings.
2. **Staff Appreciation (April, 2026)**-Trustee Borro shared the Board would like to move forward with plans to purchase a unique gift for all staff during National Library Week. Director Wright will send a survey to all staff requesting they identify 3 favorite book titles – the results of which will be shared with Trustee Borro. The Board would like to also include the Friends Foundation for the gift.

## **NEW BUSINESS**

1. **By-Laws: Review of Article IV Officers and Article IX Friends Foundation** – Chair McCrary-Simmons reviewed the duties of the Officers, as outlined in the By-Laws. A discussion ensued regarding the need for various policies, including Purchasing and Procurement and Budget. A determination was made that the Finance Committee would make their recommendation to the Governance Committee. A suggestion was made to start with the statutory requirement, as it relates to budget and the Board's responsibility.

There continued a discussion of committees detailed in the By-Laws with questions about the need to potentially break up Governance in the future, or to possibly add a Personnel Committee.

Board of Library Trustees-Minutes  
FINAL as of January 20, 2026

There is an allowance in the By-Laws for a Trustee to serve on the Friends Foundation. Though there is no interest at this time from the Trustees to serve on the Friends Foundation Board, it was determined that a representative from the Board will attend Friends Foundation meetings on a quarterly basis with the goal of improving awareness between the Board and the Friends Foundation. There was also interest in meeting socially on an annual basis. Chair McCrary-Simmons committed to attending the February meeting.

2. **January Board Meeting** – Chair McCrary-Simmons reminded the Board the January meeting would be held at the Chesapeake City Branch on Tuesday, January 20, 2026. Immediately following the meeting, a holiday dinner will be celebrated at the Chesapeake Inn. The Board is asked to RSVP the number of attendees.

**CALENDAR**

Director Wright reviewed upcoming dates of importance inviting Trustees to attend Cecil Night in Annapolis (1/15/26) and Library Legislative Day (2/10/26). Chair McCrary-Simmons and Trustee DeMarinis will attend Cecil Night in Annapolis and Treasurer Borro express interest in attending MD's Library Legislative Day.

**CLOSED SESSION**

As provided in the Annotated Code of Maryland, State Government Article, and Section 3-305 (b), section (1), the Board may meet in closed session for discussion of a Personnel matter. A motion was made to close the meeting by Trustee Morton, seconded by Trustee DeMarinis. The motion carried 6-0 and the meeting moved into closed session at 6:15PM.

Ms. Cruise left the meeting.

**ADJOURNMENT**

A motion to adjourn was made by Trustee Sweigard and seconded by Trustee DeMarinis. Motion passed; Closed Session and meeting adjourned at 7:20PM.

**The next meeting of the Board of Library Trustees is Tuesday, January 20, 2026 at 4PM at the Chesapeake City Branch Library.**

Board of Library Trustees-Minutes  
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Respectfully Submitted,

Rachel Wright, Executive Director

Approved by the Board of Trustees on Tuesday, January 20, 2026

Shirley D McCrary-Simmons

Shirley McCrary-Simmons, Chair