

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

CALL TO ORDER

Joanne Morton, Chair

APPROVAL OF MINUTES

CITIZEN COMMENT

REVIEW OF AGENDA

RECOGNITION OF BARBARA JANNAMAN FOR HER SERVICE TO CCPL

FINANCIAL REPORT

Adele Cruise, Operations Manager

COMMITTEE REPORTS

1. Finance
2. Governance

Ravi Gupta, Treasurer
Jonathan Stauffer, Committee Chair

INTERIM DIRECTOR'S REPORT

1. System Data
2. Library Updates
3. Friends Foundation of CCPL

Rachel Wright, Interim Director

UNFINISHED BUSINESS

Joanne Morton, Chair

1. Executive Director Search Update

NEW BUSINESS

1. Conflict of Interest and Public Comment (Vote)
2. Rescheduled Date for January, 2025 Board of Library Trustees Meeting

CALENDAR

1. Cecil Night in Annapolis – Thurs, Jan 9th from 4:30-8:30, Governor Calvert House
2. County Executive's Hearing on the FY26 Budget – Thurs, Jan 16th at 6PM, County Building
3. Final Interviews for the Executive Director – Wed, Jan 22nd – Thurs, Jan 23rd
4. State of the County Breakfast – Thurs, Jan 30, 2025 at 8:30AM, Schaefer's Canal House
5. Library Legislative Day -Tues, Feb 11, 2025

ADJOURNMENT

The next Board of Library Trustees meeting has been rescheduled from its original date of Tuesday, Jan 21st. The new date will be posted following the December meeting.

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

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

ABSENT: Jonathan Stauffer

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

GUEST: Barbara Jannaman, CCPL Children's Associate II

CALL TO ORDER

Joanne Morton, Chair

Call to order at 4:01PM

APPROVAL OF MINUTES

The minutes from November's meeting were filed as unanimously approved.

CITIZEN COMMENT

None

REVIEW OF AGENDA

The agenda was unanimously approved.

RECOGNITION OF BARBARA JANNAMAN FOR HER SERVICE TO CCPL

The Board of Library Trustees read a proclamation in honor of Ms. Jannaman's service and her retirement at the end of the month. The Resolution of Appreciation will be filed with the December minutes. Interim Director Wright reviewed the books that were selected for the Library's collection in her honor.

FINANCIAL REPORT

Adele Cruise, Operations Manager

The Library is 42% through the 2025 fiscal year; revenues were at 43.35% of the budget and expenditures were at 35.03%. There are no areas of concern at this time. The Board unanimously approved the financial report to be filed for audit.

COMMITTEE REPORTS

1. Finance

Ravi Gupta, Treasurer

- a. This month's meeting was cancelled.

2. Governance

Alix Gilbert on behalf of Jonathan Stauffer, Committee Chair

- a. The Conflict of Interest Policy is ready for a vote. The committee is still working on a public comment policy.

INTERIM DIRECTOR'S REPORT

Rachel Wright, Interim Director

1. System Data – The Library had 23,891 in attendance for November which is down by 1.5% due to Perryville being closed at this time last year. There has not been a strong difference between this year and last year's numbers. Through publicity and word-of-mouth efforts the Library is still trying to drive the community back into the Perryville Branch Library. System-wide circulation is at 66,113 which is down over last year by about 3%. Interim Director Wright reviewed staff vacancies across the system. The Library still needs additional staff beyond the current vacancies.
2. Interim Director Wright overviewed the Bookmobile's activities such as participating in the North East Christmas Parade. She also shared photos of the new Bookmobile, which is going through final inspections and will arrive in January. Interim Director Wright overviewed the Volunteer Appreciation Breakfast on Thursday, December 5, sponsored by the Friends Foundation. She also reviewed the Annual Report snapshot of statistics which were sent to the State. Interim Director Wright reviewed the Freedom to Read Act for the Board, noting that it has been passed into law. In conjunction with the next legislative session, the Library will review the law and make sure that the Library's policies and language are in alignment.

UNFINISHED BUSINESS

Joanne Morton, Chair

1. Executive Director Search Update

The Search committee met with consultant Bradley Miller & Associates (BMA) to review the phone screenings and narrowed the field down to 8 candidates, noting that 2 have withdrawn their names from consideration. Interviews will be conducted on Tuesday, December 17 and Wednesday, December 18. The Search Committee will select the 3 finalists who will interview in late January. The Board of Library Trustees will have a public vote at their February meeting naming the new Executive Director.

NEW BUSINESS

1. Conflict of Interest and Public Comment (Vote) – Chair Joanne Morton made a motion to approve the Conflict of Interest Policy, including a statement of annual review by the Board. Trustee Erin Dymowski seconded the motion which passed.
2. Rescheduled Date for January, 2025 Board of Library Trustees Meeting: Chair Joanne Morton suggested moving the next Library Board of Trustees meeting to Monday, January 27. The Board agreed unanimously.

BOARD OF LIBRARY TRUSTEES MINUTES
MONDAY, DECEMBER 16, 2024
DRAFT

CALENDAR

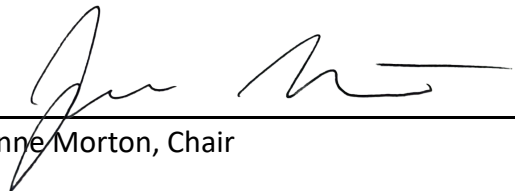
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ADJOURNMENT

A motion to adjourn was made by Trustee Alix Gilbert and was seconded by Trustee Jennifer Borro. The meeting was adjourned at 5:08 PM.

**The next Board of Library Trustees meeting has been rescheduled from its original date
Tuesday, January 21 to Monday, January 27, 2025.**

Respectfully Submitted,




Joanne Morton, Chair

RESOLUTION OF APPRECIATION
December 16, 2024

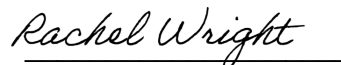
- WHEREAS,** Barbara Jannaman began her career with the Cecil County Public Library on September 24, 2007 as a Children's Services Library Associate;
- WHEREAS,** Ms. Jannaman developed and facilitated numerous programs for children to inspire curiosity and encourage creativity, including *Illustration Lab*, where children were introduced to concepts of art and literature;
- WHEREAS,** she cultivated meaningful relationships within the North East community, provided valuable input for the design of the new 43,000 sq.ft North East Branch, and served on the team who welcomed the community to the new Library in April 2021;
- WHEREAS,** Ms. Jannaman demonstrated her commitment to the importance of play for young children by supporting family engagement activities at Cecil Station, the Our Town Early Literacy Center, and at Story Trails across the county;
- WHEREAS,** during the COVID-19 pandemic, Ms. Jannaman ensured the community maintained access to services by providing virtual programming and curbside services;
- WHEREAS,** in partnership with Cecil County Public Schools, she promoted impactful Library initiatives to students and their families, including the Kindergarten Library Card Drive, Summer Reading and Learning, and My Special Book;
- WHEREAS,** she served as a key member and mentor for the Children's Services Team, sharing programming ideas and leading professional development trainings, including a *Picture Book as Art* workshop inspired by her appreciation for Eric Carle and other children's book illustrators;
- WHEREAS,** during her tenure, the Cecil County Public Library received many awards and accolades, including the IMLS National Medal, local and state Chamber of Commerce awards, the NAACP Freedom Fund Award, and the MACO Champion in Innovation Award; and therefore be it
- RESOLVED,** that the Board of Trustees, the Interim Director, and the staff of the Cecil County Public Library extend sincere appreciation to Barbara Jannaman for her service to the Library and thus to Cecil County and wish her all the best in her retirement. A selection of books will be placed in the collection in her honor and a copy of this resolution will be attached to the minutes for December 16, 2024.

For the Trustees



Joanne Morton
Chair

For the Staff



Rachel Wright
Interim Director