

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Chesapeake City Branch Library
Tuesday, January 20, 2026
AGENDA**

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
2. Finance
3. Governance
4. Special: Policy

Shirley McCrary-Simmons, Chair
Jennifer Borro, Treasurer
Erin Dymowski, Committee Chair
Joanne Morton, Committee Chair

EXECUTIVE DIRECTOR'S REPORT

1. Library Updates
2. Strategic Planning Updates (Q2)
3. Legislative Updates
4. Updates to Materials Selection Policy
5. Friends Foundation of CCPL

Rachel Wright, Executive Director

UNFINISHED BUSINESS

1. Staff Appreciation

NEW BUSINESS

1. Materials Selection Policy (Vote)
2. Monthly Board Training: Finance
3. Employee Handbook Revision (Vote)

CALENDAR

1. County Executive's Listening Session (FY27 Budget) – Thurs, 1/22@ 6PM; County Building
2. Library Legislative Day -Tues, Feb 10, 2025; Annapolis
3. State of the County – Thurs, Feb 12th @ 8:30AM; Schaeffer's Canal House
4. Frederick Douglass! The Lion of Freedom – Thurs, Feb 12th @ 6PM at the Elkton Branch

ADJOURNMENT

The next Board of Library Trustees meeting is Tuesday, February 17, 2025.

**CECIL COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Chesapeake City Branch Library
Tuesday, January 20, 2026 at 4PM
MINUTES**

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

GUESTS: None

ABSENT: None

CALL TO ORDER

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

APPROVAL OF MINUTES

The Minutes for December 2025 were reviewed for approval. Chair McCrary-Simmons noted need for a correction. The Minutes were unanimously approved as corrected.

CITIZEN COMMENT

None

REVIEW OF AGENDA

Chair McCrary-Simmons added a tour of the newly renovated Chesapeake City Branch Library to the agenda. A motion to approve the amended agenda was made by Trustee Morton and seconded by Trustee DeMarinis. The motion was approved and the agenda followed.

Branch Manager Morgan Morison gave the Board of Library Trustees a tour of the branch, highlighting updates and additions to the space.

CLOSED SESSION SUMMARY

Chair McCrary-Simmons read the following Closed Session Summary into the record:
At the December 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 Morton made the motion to close the meeting; Trustee DeMarinis seconded. The Board unanimously approved and entered into a Closed Session at 6:15PM. All Trustees were in attendance. Discussion included the annual evaluation of the Executive Director with Trustees agreeing on the process moving forward.

Trustee Sweigard moved to adjourn the Closed Session; Trustee DeMarinis seconded. The Closed Session ended at 7:20PM.

FINANCIAL REPORT

Director of Operations Cruise reviewed the summary of the financials for the month. As of December 31, 2025, the Library is 50% through the year with expenses at 43% and revenue at 52%. The report will be filed for audit.

COMMITTEE REPORTS

1. **Executive Committee** – Chair McCrary-Simmons reported the Executive Committee met immediately following the Finance Committee meeting. One point of discussion related to the need for a revision to the Employee Handbook, which will be addressed in New Business. The Executive Committee wants to fully support subcommittees; trustees are encouraged to contact Chair Simmons or Vice-Chair Gupta, as needed.
2. **Finance Committee** – Treasurer Borro reported the Finance Committee met and reviewed the financial documents with Ms. Cruise.
3. **Governance Committee** – Committee Chair Dymowski stated the committee is working on the Board's structure and practices. The committee will meet again prior to the next meeting of the Board.
4. **Special Committee: Policy** – Committee Chair Morton reported the committee has been reviewing the Materials Selection Policy and have met with both Executive Director Wright and Materials Manager Nikki Bigley. Updates were made and shared with the Board. The committee will next review Computer Use, Internet, and WiFi policies.

EXECUTIVE DIRECTOR'S REPORT

1. **Library Updates:** Director Wright shared her report: YTD Attendance is at 166,940 and YTD Circulation is at 430,967 items.
 - a. **Staffing:** Director Wright shared staffing updates, including the introduction of newly hired staff and multiple promotions.
 - b. **Programming:** Director Wright highlighted the success of a variety of holiday-themed programming with 652 attendees across 25 programs. Total programming attendance for the month of December was 1,284. The upcoming roster of programs in honor of Black History Month was shared, as well as more information on the MD 250 programs happening throughout the rest of the year. Winter Reading runs through February 28th.
 - c. **Facilities:** The Chesapeake City Branch Library reopened Monday, January 5th with a Cookies and Cocoa Open House attended by County Executive Streight, County Administrator Schneckeburger, and more than 100 members from the local community. The response was positive and everyone shared their appreciation for the branch now being open 6 days per week. The Elkton project is in design and on track with renderings anticipated next month.

2. **Strategic Planning Updates:** Director Wright overviewed the Support section of the Strategic Plan highlighting the vision, strategies, and activities that support this area of focus. One example of ways CCCPL shows up where people are is through our Story Trails, the newest of which was installed in Cecilton last summer. Advocacy is critical to the Library's success, and there may be opportunities for training for the Board and staff in the future. Director Wright pointed out that the current strategic plan runs FY24-26. With more work to be done and the time needed to hire a consultant to facilitate the development of a new strategic plan, there may be a need to extend the current plan for an additional year. Any request to extend would come before the Board this Spring.
3. **Legislative Updates:** The General Assembly is in session for FY27. Chair McCrary-Simmons and Director Wright attended Cecil Night in Annapolis providing a welcome opportunity to advocate for the Library to local and state officials. Director Wright is preparing for Library Legislative Day on February 10th when library staff from across the state meet with the state delegation to advocate for library funding.
4. **Updates to the Materials Selection Policy:** Director Wright and Materials Manager, Nikki Bigley, worked with the Policy Subcommittee to revise the Materials Selection Policy to align with the recently passed Freedom to Read Act. The revised policy was shared with the full Board, and following a discussion, it was determined additional edits were required. A clean copy will be shared with the Board for review prior to the February meeting.
5. **Friends Foundation of CCPL:** Plans continue to develop regarding the upcoming fundraising campaign for the Elkton Branch Library.

UNFINISHED BUSINESS

1. **Staff Appreciation (April, 2026)**-Trustee Borro provided the update that many CCPL staff have responded to the survey, and requested the survey also be shared with the Friends Foundation Board.

NEW BUSINESS

1. **Materials Selection Policy (Vote)**-Following the discussion detailed above, the vote was tabled for February 2026.
2. **Monthly Board Training:** Director of Operations Cruise provided a Finance training for the Board to help deepen their understanding of the Library's budget and income statements.
3. **Employee Handbook Revision** – Recent conversations at the state level relative to probationary status of library employees could impact CCPL's termination practices. Director Wright requested that the Board approve a temporary suspension of language in the Employee Handbook relative to termination practices for probationary staff, sections 3.5 and 5.4, while awaiting additional guidance from the State Library Agency. Trustee Dymowski made the motion to suspend the provisions in sections 3.5 and 5.4, as they relate to probationary staff. Trustee Borro seconded. Motion passed unanimously.

Board of Library Trustees-Minutes
FINAL as of February 17, 2026

CALENDAR

Director Wright reviewed upcoming dates of importance, including the County Executive's Listening Session (1/25/26), Library Legislative Day (2/10/26), State of the County Breakfast (2/12/26), and the Frederick Douglass program (2/12/26).

ADJOURNMENT

A motion to adjourn was made by Trustee Morton and seconded by Trustee DeMarinis. Motion passed. Meeting adjourned at 7:20PM.

The next meeting of the Board of Library Trustees is Tuesday, February 17, 2026 at 4PM at the North East Branch Library.

Respectfully Submitted,

Rachel Wright, Executive Director

Approved by the Board of Trustees on Tuesday, February 17, 2026.


Shirley McCrary-Simmons, Chair