

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, January 27, 2025  
AGENDA**

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**CALL TO ORDER**

Joanne Morton, Chair

**APPROVAL OF MINUTES**

**CITIZEN COMMENT**

**REVIEW OF AGENDA**

**RECOGNITION OF SHIRLEY GRAHAM 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. Legislative Updates
4. Friends Foundation of CCPL

Rachel Wright, Interim Director

**UNFINISHED BUSINESS**

**NEW BUSINESS**

1. Board Roster

**CALENDAR**

1. Breakfast with Architects – Wed, Jan 29<sup>th</sup> at 9AM, Elkton Branch Library
2. Community Engagement Session – Wed, Jan 29<sup>th</sup> at 6:30PM, Elkton Branch Library
3. State of the County Breakfast – Thurs, Jan 30, 2025 at 8:30AM, Schaefer's Canal House
4. Library Legislative Day -Tues, Feb 11, 2025

**CLOSED SESSION**

As provided in the Annotate 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 is Tuesday, February 18, 2025.**

**BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, January 27, 2025  
MINUTES**

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

**ABSENT:** Jonathan Stauffer

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

**GUEST:** None

**CALL TO ORDER**

Joanne Morton, Chair

Call to order at 4:01PM

**APPROVAL OF MINUTES**

The minutes from December's meeting were filed as unanimously approved by the Trustees.

**CITIZEN COMMENT**

Amber Shrodes, Director of Philanthropy and Community Engagement at the Harford County Library introduced herself, sharing that she is pursuing her MLS and that attending a Board meeting fulfills part of her coursework.

**REVIEW OF AGENDA**

Chair Morton added a Closed session to the agenda for the purpose of discussing a personnel matter.

**RECOGNITION OF SHIRLEY GRAHAM FOR HER SERVICE TO CCPL**

Interim Director Wright shared the Resolution of Appreciation in recognition of Shirley Graham, a member of CCPL's Facilities Team at the Elkton Branch since 2009. The Resolution of Appreciation will be filed with the December minutes and books added to the collection in her honor.

**FINANCIAL REPORT**

Adele Cruise, Operations Manager

The Library is 50% through the fiscal year. Revenues are at 50.71% and expenditures are slightly below at 43.08%. 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 Committee: Treasurer Ravi Gupta shares the Finance Committee met to review the monthly budget and financial statement. The FY26 budget proposal will be discussed at the February meeting and presented to the Board for approval at the Board meeting in February.

2. Governance Committee: Chair Morton provided and collected signed copies of the Conflict of Interest Policy to be signed annually by the Board. Hard copies will be kept on file at the Library. Trustee Gilbert, member of the Governance Committee, shared the Committee has a DRAFT of a scoring sheet and matrix to be used for interviewing potential Board members. There is interest by the Committee to finalize other projects, including the Public Comment Policy. Chair Morton suggested that the Governance Committee regroup and the policy be reviewed at the next Board meeting.

## **INTERIM DIRECTOR'S REPORT**

Rachel Wright, Interim Director

1. System Data – Interim Director Wright reviewed monthly and YTD Circulation and Attendance data. Circulation experienced a modest gain in the area of print materials, but saw an overall decline, primarily due to the sunsetting of various AV collections. Attendance saw some modest increases with Perryville Branch Library's attendance getting closer to pre-renovation numbers, which is a good indicator that the community is returning to the branch after the extended closure.

### **2. Library Updates**

- a. Services: "The Journey Back" – a VR exhibit centered on stories from the Holocaust is currently on display in Elkton and will be available until Feb 3<sup>rd</sup>. The exhibit is on loan from the Illinois Holocaust Museum & Education Center. "Frederick Douglass: Advocate for Equality" exhibit, on loan from the Gilder Lehrman Collection, will be on display at the North East Branch Library for the month of February to commemorate Black History Month. Also, coming in February, A Conversation with Michelle Coles, author of Black was the Ink. In collaboration with MD Libraries Together, Ms. Coles will be hosted in-person at the Calvert County Library System, but the program will be streamed across the state. CCPL will host "watch parties" in North East and Elkton on Feb 27<sup>th</sup>. The digital book is being made available without limits or restrictions for the month of February. Another exciting service on the horizon is ABC Mouse...an online learning platform for children birth -8 which develops literacy skills. Once available, all library card holders can access whether at the library, in school, or at home. This is another way CCPL is boldly addressing the reading crisis, as identified in the Strategic Plan.
- b. Spaces: The new tech-enhanced Bookmobile has arrived! Outreach staff are preparing the new vehicle for service and learning more about the technologies available. For now, the new vehicle will cover current stops, as the current Bookmobile is in the shop for repairs and a new exterior wrap. Multiple focus groups are scheduled for this week to discuss the renovation of the Elkton Branch Library. All are invited to attend the Community Session on Wed, Jan 28<sup>th</sup> with the architects.
- c. Staff: Though vacancies remain, new staff have been hired and current staff promoted in various roles. Annika Fockler has joined the CCPL team; John Whited has been promoted to Head Custodian, and Alyssa Gorton promoted to FT Children's. Other staff were recognized for achievements this month: Kaitlyn Ennis has been accepted into the Maryland Library Leadership Institute (MLLI); Christopher Borroughs and Jessica Rodriguez graduated with the MLS degrees; Ryan Ellis and Wendi McMullen completed Early Start and are enrolled in Advanced Library Associates Training Institute (LATI); and Jackie Cassidy will be presenting at the Maryland Library Association's upcoming annual conference on serving homeschooling families.

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- d. Support: Save the Date: The Friends Foundation's annual event, Books, Bourbon, & BBQ will be held on Saturday, May 3<sup>rd</sup> at 5pm at the North East Branch Library.

3. Legislative Updates: The General Assembly is in session. Interim Director Wright and library staff will be in Annapolis on Tues, Feb 11<sup>th</sup> for Library Legislative Day to meet with the state delegation and to advocate for libraries. Several bills have been submitted by the Maryland State Library Agency and Interim Director Wright has submitted testimony in support of the work the MSLA does for the benefit of libraries across the state.

4. Friends Foundation: Frazier Walker, Communications and Development Manager, shared the year end annual appeal campaign has raised over \$10,000 since November 1, 2024.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Board Roster: An updated Board Roster was passed around for review. Once the information is confirmed, the roster will be added to the Board portal for easy access by the Trustees.

### CALENDAR

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### 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. A motion to go into Closed session was made by Trustee Dymowski, seconded by Trustee Gilbert. Motion passed at 4:53PM.

Vice-Chair McCrary-Simmons made a motion to end the Closed session, seconded by Chair Morton. The motion passed at 5:23PM and the open meeting continued.

### ANNOUNCEMENT OF THE NEW EXECUTIVE DIRECTOR

Chair Joanne Morton shared that the Board of Library Trustees has selected Interim Director Rachel Wright to be next Executive Director for the Cecil County Public Library effective February 1, 2025. Ms. Wright expressed her gratitude for the opportunity.

### ADJOURNMENT

A motion to adjourn was made by Vice-Chair McCrary-Simmons and seconded by Trustee Dymowski. The meeting was adjourned at 5:26 PM.

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Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Joanne Morton", is positioned above a horizontal line.

Joanne Morton, Chair