

BOARD OF LIBRARY TRUSTEES
North East Branch Library
Monday, March 17, 2025
MINUTES

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

ABSENT: None

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

GUEST: None

CALL TO ORDER

Joanne Morton, Chair

Call to order at 4:05PM

APPROVAL OF MINUTES

The minutes from February, 2025 were filed as written and unanimously approved by the Trustees.

CITIZEN COMMENT

None

REVIEW OF AGENDA

No changes were requested.

FINANCIAL REPORT

Adele Cruise, Operations Director

The Library is 67% through the fiscal year. Revenues are at 67.4% and expenditures are slightly below at 56.3%. 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 reported the Finance Committee met to review the monthly financials.

Director Wright shared information with the full Board from a meeting that took place with the County Administrator and Acting Director of Finance just prior to submitting the budget request to the County Executive. Through this discussion, the County expressed support for the Library, an interest in collaboration, and a commitment to doing what they could through the budget process noting, however, the potential impact of the state's \$3 billion deficit which has already resulted in the State's shifting \$3 million in costs to the County. The County's Administration is eager to support the renovation and expansion of the Elkton Branch Library in the proposed CIP. However, the County requested the Library consider extending the

schedule into FY28 for budgeting purposes. Director Wright and Operations Director Cruise met with the Owners Rep, as well as the State Grant representative, to discuss the project and will meet with the County again prior to the Executive's budget submission to the Council.

2. Governance Committee: Chair Jonathan Stauffer reviewed the revised public comment policy. Vice-Chair McCrary-Simmons expressed support for adopting it as is, and updating, as needed, in the future. She noted that there is a benefit to the Board Chair having the authority to adapt the meeting or limit speakers, if necessary.

EXECUTIVE DIRECTOR'S REPORT

Rachel Wright, Director

Director Wright reviewed the 2024 Annual Report, "A Year in the Life of the Library," which is available on the Library's website and at the branches.

1. System Data – Director Wright reviewed YTD system data (2.25). Total circulation stands at 555,811 items, with digital circulation up 5.8%. Attendance is up 2.6% with 200,670 branch visits so far in FY25.
2. Library Updates
 - a. Services: Winter Reading finished on February 28 this year with 299 participants with more readers this year than last. My Special Book is underway. This grant-funded early literacy initiative (PNC's "Grow Up Great" Foundation) provides library and Bookmobile visits to classrooms serving preschool-aged children and communities with children ages birth-five years old. In support of research that shows children who have access to books in their home are more likely to achieve educational success, participants select a new book to keep to add to or start their home library. On February 22, the North East Library hosted a screening of the "Blackboards & Barriers" documentary that traces the development of colored schools in Cecil County and was attended by over 60 people. The North East Branch Library hosted a meet & greet Mystery Authors event on Saturday, March 8 with over 100 attendees. Longwood Community Read programs and book discussions are being held throughout March-May. The outreach team attended the 3rd annual Multilingual Community Fair and will follow-up with a workshop for families to learn more about resources available at the Library. A new partnership with Youth Empowerment Source (YES)'s Legacy Group where students 16-24 earn their GEDs brought students on a tour of the Elkton Library to meet librarians, learn about resources, and sign up for library cards.
 - b. Spaces: Perryville Middle School students visited the inclusive and accessible Music & Play Garden at the Perryville Branch Library. The North East Branch Library is now Bay-Wise certified with the assistance of a local Master Gardener.
 - c. Staff: Two (2) custodial staff have been hired for vacant positions at the Elkton Branch Library and one (1) Library Associate for a vacant position in Teen Services in North East. The Elkton Branch Library will be fully staffed next month and plans are being made to add operating hours on Tuesday evening's later this Spring. Multiple staff were recognized for their achievements this month, including one Library Associate graduating from MD's Library Associate Training Institute and members of leadership and managerial staff presenting at MD State Library Agency's Cultures Conference on the role of coaching in CCPL's Performance Development Framework.

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- d. Support: Governor Moore visited Great Wolf Lodge in Perryville with his cabinet, followed by lunch and a quick receiving line. Director Wright had the opportunity to speak with him briefly. The cabinet then visited sites across the County.

3. Legislative Updates: Today is Crossover Day. No additional updates at this time. Sine Die, denoting the end of the session, occurs early April. Updates will be provided at April's meeting.

4. Friends Foundation: The Books, Bourbon & BBQ event will be back on Saturday, May 3rd at the North East Branch Library. Tickets are \$75. The Friends Foundation encourages monthly giving as an easy way to support the library. A donor enters credit card information, decides on an amount per month and the donation is automatically charged each month. For more information, visit: [Giving](#) on the Friends Foundation website.

UNFINISHED BUSINESS

1. Board Retreat – Vice-Chair McCrary-Simmons suggested planning a Board Retreat for the next fiscal year. The session would cover topics from orientation to finance. A survey will be sent to the Trustees to help identify areas of interest.
2. Guidelines for Public Comment (Vote) – A motion to approve the guidelines was made by Trustee McCrary-Simmons and was seconded by Trustee Gilbert. Motion approved unanimously.

NEW BUSINESS

1. Staff Recognition/Appreciation: National Library Worker's Day (April 8, 2025) – The Board of Trustees will provide a thank you bookmark, to be designed by CCPL staff, and special cookie treat for all staff during National Library Week. Arrangements will be made regarding delivery to branches.

CALENDAR

1. Presentation-Mayor and Commissioners of the Town of Elkton; Wed, March 19 at 12PM
2. County Executive Submits Budget to the County Council; April 1, 2025
3. National Library Week; April 6-12
4. FY25 Budget Presentation to the County Council; Tues, April 8 at 4:30PM
5. PBS Documentary Screening *Free for All: The Public Library*; Tues, April 8 at 6:30PM at the North East Branch Library
6. Books, Bourbon, and BBQ; Saturday, May 3 at 5PM at the North East Branch Library

CLOSED SESSION

A motion to go into closed session as allowed by the Annotated Code of Maryland, State Government Article, and section 3-305, for the purpose of discussing a Personnel matter was made by Trustee Erin Dymowski at 5:33PM and seconded by Trustee Stauffer. The motion passed.

Chair Joanne Morton made a motion, seconded by Trustee Borro, to end the closed session and adjourn the meeting at 6:04PM. The motion passed.

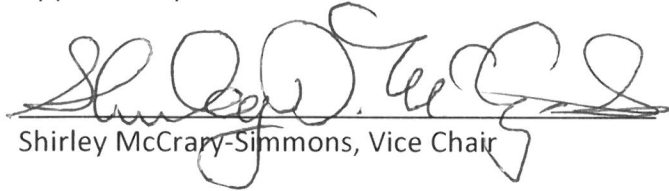
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ADJOURNMENT

Meeting adjourned at 6:04PM.

The next Board of Library Trustees meeting is Monday, April 21, 2025.

Approved by:

A handwritten signature in black ink, appearing to read "Shirley McCrary-Simmons", written over a horizontal line.

Shirley McCrary-Simmons, Vice Chair