

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, April 21, 2025 – 5:00PM  
MINUTES**

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**ATTENDANCE:** Jennifer Borro, Erin Dymowski, Ravi Gupta, Shirley McCrary-Simmons

**ABSENT:** Alix Gilbert, Joanne Morton, Jonathan Stauffer

**STAFF:** Rachel Wright, Executive Director; Adele Cruise, Operations Manager; Frazier Walker, Communications & Development Manager; Mary Culver, Administrative Assistant

**CALL TO ORDER**

The meeting was called to order by Shirley McCrary-Simmons, Vice Chair, at 5:03PM.

**APPROVAL OF MINUTES**

The minutes from March 17, 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 Manager, reported that the library is 75% through the fiscal year, with revenues at 76.8% and expenditures at 63.27%. 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 reminded the Board of the upcoming Election of officers in June. He stated that once new officers are selected, signature cards will be updated at the bank and he will ensure proper enrollment in online banking.
2. **Governance Committee:** The committee did not meet last month. No report.

**EXECUTIVE DIRECTOR'S REPORT – Rachel Wright**

**1. Library Updates:**

- a. Services: Circulation is currently at 624,641 year-to-date, which includes physical and digital materials. Books are up 3.2% and digital is up 7.1%. Attendance is

currently at 226,860 fiscal-year-to-date, with an overall increase of 3.6%. This number includes an increase of 8.4% in Elkton and a decrease of 9.8% in South County. Director Wright and the Leadership Team are watching the circulation declines in the South County and working on potential actions to address. Director Wright also shared some of the library's recent events and highlighted "Bluebirds & Hummingbirds of Maryland" and "Drive-In Stories" as the most popular.

- b. Staff: Director Wright reviewed new staff members who have joined the Library, staff promotions, and staff vacancies across the system. New staff include Library Associate I at the Perryville branch, Library Associate II – Children's Services at the Elkton branch, and Administrative Assistant in Administration. The Chesapeake City Branch Manager position has been posted, and candidates are currently being scheduled for interviews.
  - c. Spaces: Director Wright stated that Elkton is thriving, which proves there's a great need to continue planning for their renovation. As the Teen Room in Perryville has become very popular, the goal is to create a similar space in Elkton. Additionally, the Children's Room in Elkton has been busy since the refresh last year.
  - d. Support: The Maryland State Library Agency continues to be involved in litigation regarding the proposed dissolution of IMLS. Though CCPL does not receive federal funding directly from IMLS, CCPL has and does benefit from IMLS funds distributed by MSLA either through competitive grants, staff development grants, statewide programming, and professional development opportunities. Director Wright shared the FY26 budget presentation with the County Council and reviewed the highlights of the presentation. The FY26 Capital Grant was approved by the General Assembly and is now awaiting the Governor's signature. The Capital Grant for FY27 is currently being worked on and is due on May 23<sup>rd</sup>. Also, a donation of \$1,000 was recently made by the Lions Club to support the library. These funds will be used to make improvements at the Chesapeake City Branch in anticipation of increased staffing and hours of operation.
2. **Legislative Updates**: Director Wright shared that the general assembly session has ended and provided the following updates.
- a. The Maryland Deaf Culture Digital Library – Passed and prepared for signature.
  - b. Family Literacy Pilot Program – Passed and prepared for signature.
  - c. Automated External Defibrillator Program – Enrolled and prepared for signature.
    - This takes effect as of January 1, 2026. CCPL is exploring potential funding opportunities to support the purchase of the required AEDs for each branch. The Facilities team will begin evaluation of spaces to determine where best to mount the devices. Training will also be offered to interested staff but is not required by the legislation. More details will be available once signed.
  - d. State Library Resource Center – No action for FY26.

3. **Friends Foundation:** The annual “Books, Bourbon & BBQ” will be held on Saturday, May 3rd at the North East Branch Library, and the “12<sup>th</sup> Annual Crab Crawl” will be held on Saturday, September 13<sup>th</sup>, in Downtown North East. National Library Week was April 6th-12th. Staff were so excited to be recognized by the Trustees with a bookmark and customized book cookies. The Library celebrated the week with social media and e-blasts recognizing staff, the bookmobile, and quotes from patrons about how they use and love the Library.

## UNFINISHED BUSINESS

1. **Board Assessment:** The assessment will help to determine the needs of the Board members and what to plan for next year’s retreat. A link will be ready for the Board members by the May meeting, with plans to collect responses before the end of the fiscal year.

## NEW BUSINESS

1. **Board/CCPL Communication Practices:** Most of the Trustees have downloaded the Outlook app onto their phones, check for notifications, and then go to the Board Portal for the information they need.
2. **Board Recruitment:** Trustee Jonathan Stauffer has submitted his resignation, effective July 1<sup>st</sup>. The Board would like to advertise for the vacancy starting in May, with an application deadline of June 2<sup>nd</sup>. It was suggested, along with advertising in the Cecil Whig, on social media, and through email distributions, that a QR code be created and made available in each branch for convenience. Applications will be reviewed in closed session at the June 16<sup>th</sup> meeting prior to interviewing. The desired goal is to fill the vacancy prior to July 1<sup>st</sup>.
3. **Appointment of Nomination Committee:** The election of officers takes place at the June meeting. Trustees Jennifer Borro and Erin Dymowski were selected as the two members of the Nomination Committee.

## CALENDAR

1. Books, Bourbon, and BBQ; Sat, May 3<sup>rd</sup> at 5PM; North East Branch Library
2. MLA/DLA Conference: Beach Edition; May 6-9 at Ocean City Convention Center
3. Public Budget Hearing; Thurs, May 22<sup>nd</sup> at 7PM; County Building
4. Council Adoption of FY26 Budget; Tues, June 3<sup>rd</sup> at 7PM; County Building
5. Children’s Book Festival; Sat, June 14<sup>th</sup> at 10AM; North East Branch Library

## CLOSED SESSION

As provided in the Annotated Code of Maryland, State Government Article, and Section 3-305, the Board may meet in closed session for discussion of a Personnel matter. A motion to close the

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meeting was made by Trustee Erin Dymowski, which was seconded by Trustee Ravi Gupta. The motion was carried 4-0 and the meeting moved into closed session at 6:57PM.

**ADJOURNMENT**

Trustee Erin Dymowski made a motion to end the closed session and adjourn the meeting, which was seconded by Trustee Jennifer Borro. The motion carried 4-0. The meeting adjourned at 7:33PM.

**The next Board of Library Trustees meeting is May 19, 2025, at 5:00PM.**

Respectfully Submitted,

Mary Culver, Administrative Assistant

Approved by:

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

Shirley McCrary-Simmons, Vice Chair