

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, June 16, 2025, at 5:00PM  
AGENDA**

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**CALL TO ORDER**

Joanne Morton, Chair

**APPROVAL OF MINUTES**

**CITIZEN COMMENT**

**REVIEW OF AGENDA**

**RESOLUTION OF APPRECIATION**

1. Recognition of Trustee Jonathan Stauffer
2. Recognition of Trustee Alexandra Gilbert

**FINANCIAL REPORT**

Adele Cruise, Operations Manager

**COMMITTEE REPORTS**

1. Finance
2. Governance
3. Special Committee: Nominations

Ravi Gupta, Treasurer

Jonathan Stauffer, Committee Chair

**EXECUTIVE DIRECTOR'S REPORT**

Rachel Wright, Library Director

1. Library Updates
2. FY2026 Budget Presentation
3. Strategic Planning FY25 Update

**UNFINISHED BUSINESS**

1. Board Assessment
2. Board Recruitment
3. Nomination of Officers

**NEW BUSINESS**

1. Election of Board Officers for FY2026 (Vote)
2. FY2026 Budget (Vote)

**CALENDAR**

1. Juneteenth Celebration; Thurs, June 19<sup>th</sup> at 10AM; Elkton Community Center
2. Start-Up Cecil; Mon, July 14<sup>th</sup> to Wed, July 16<sup>th</sup> at 10AM-2PM; Thurs, July 17<sup>th</sup> at 6:30-8:00PM; Elkton Community Center
3. Crab Crawl; Sat, Sept 13<sup>th</sup> at 11AM-4:30PM; Downtown North East

BOARD OF LIBRARY TRUSTEES AGENDA – FINAL  
MONDAY, JUNE 16, 2025

**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.

**ADJOURNMENT**

The next Board of Library Trustees meeting is on Monday, September 15, 2025, at 5:00PM.

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
North East Branch Library  
Monday, June 16, 2025, at 5:00PM  
MINUTES**

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

**ABSENT:** None

**STAFF:** Rachel Wright, Executive Director; Adele Cruise, Operations Manager; Mary Culver, Administrative Assistant

**CALL TO ORDER**

The meeting was called to order by Joanne Morton, Chair, at 5:00 PM.

**APPROVAL OF MINUTES**

The minutes of May 19, 2025, were presented and unanimously approved, with no objections.

**CITIZEN COMMENT**

None.

**REVIEW OF AGENDA**

No changes were requested.

**RESOLUTION OF APPRECIATION**

Trustees Stauffer and Gilbert were formally recognized for their dedication to the Library and their meaningful contributions to the community during their service on the Board of Library Trustees. They were each presented with a Resolution of Appreciation in acknowledgment of their service, a copy of which is attached to the Minutes. In addition, books have been sponsored in their honor and added to the Library's collection.

**FINANCIAL REPORT**

Adele Cruise, Operations Manager, reported that the library is 92% through the fiscal year, with revenues at 93.76% and expenditures at 77.7%. 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:** The committee did not meet this month.
2. **Governance Committee:** The committee did not meet this month.
3. **Special Committee – Nominations:** Trustee Dymowski reported that all Board members have submitted their nominations and the committee is now prepared to proceed with the voting process.

## EXECUTIVE DIRECTOR'S REPORT – Rachel Wright

### 1. Library Updates:

- a. Services: Director Wright reported that year-to-date circulation has reached 760,393 items. Digital circulation is up 5.8%, continuing a steady rise, while print circulation is down slightly.

Year-to-date attendance is 278,498. The Elkton branch saw a 7.7% increase with study room reservations up 12.6%. All branches experienced attendance growth except North East and Rising Sun, which saw slight decreases, likely due to the Perryville branch's reopening in July 2024.

There was a brief discussion about Hoopla, one of the digital services offered by the Library. Although free for patrons with a 10-item monthly borrowing limit per patron, the popularity of the platform leads the Library to regularly reach its maximum spending limit. Due to the high cost, the Library is considering reducing the number of checkouts permitted per individual per month.

The Summer Reading and Learning Program launched with strong participation across all age groups. Currently, Read-to-Me (Ages Birth-5) has 442 registrations, Kids has 807, Teens has 419, and Adults has 311. Compared to last year at this time, participation is up in every age group.

#### i. Programming highlights:

- *Children's Book Festival* was a tremendous success, despite last-minute adjustments due to poor air quality that required the event to be moved indoors. The festival drew an impressive 1,350 attendees—an 11% increase over 2024—and featured 17 visiting authors. A total of 858 books were distributed to children free of charge, marking a 12.5% increase from the previous year. Despite the move indoors, families enjoyed a full lineup of activities, including face painting, a magic show, sweet treats, and more. The event received overwhelmingly positive feedback from both attendees and authors. Director Wright commended Library staff for their outstanding work in coordinating the event, securing author participation, procuring books, and successfully transitioning to an indoor format on short notice.
- *ABC Mouse*, a new resource for children in preschool – grade 2, was successfully launched in June. Access is available via library or home computers. Other new resources coming July 1<sup>st</sup> include Chilton's Auto Repair Database and Mango Languages, which will include ASL and Little Pim.
- *Story Trails* – A "passport" program is being considered to encourage children to visit all of the Story Trails. Participants who visit every trail would have a chance to win a prize. The details are still being discussed, and no decisions have been finalized.

#### ii. Upcoming Events:

- *Summer Lunches* – Free of charge, offered to children 18 and younger at the Elkton and North East branches from June 23<sup>rd</sup> through August 22<sup>nd</sup>.
- *Start-Up Cecil* – A small business contest for teens to be held at the Elkton branch from July 14-17<sup>th</sup>. Judges include County Executive Adam Streight, Executive Director of the Elkton Alliance, Alicia Calhoun, and Director of the Office of Economic Development, Sandra Edwards.

BOARD OF LIBRARY TRUSTEES MINUTES - FINAL  
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- *Dog Days of Summer* – August 23<sup>rd</sup> at the North East Branch. This family-friendly event will feature adoptable pets, a K9 demonstration, and a variety of fun and educational activities.
  - *Taste of Japan* – September 20<sup>th</sup> at the Elkton Branch. The event will feature authentic Japanese food and cultural activities, following the format of previous “Taste of” programs.
  - *Michael Bignell: The Sky’s the Limit* – This exhibit will be featured in September at the North East Branch.
  - *The Cold War* – From September 29<sup>th</sup> to October 24<sup>th</sup>, this exhibit will be featured at the North East Branch.
- b. Staff: Director Wright reported there continue to be vacancies across the system. With the recent budget increases from the County, funding is available to support 3 new positions, primarily to support Outreach and the South County branches. Hiring will proceed pending Board approval of the FY2026 budget. She also recognized recent staff achievements, including new hires, promotions, and graduates from CLI and LATI.
- c. Support: The Friends Foundation will host their Annual Crab Crawl on September 13<sup>th</sup> in North East. This year, along with the traditional ticket packages, there will be a raffle to allow attendees the chance to win exciting prizes.
2. **FY2026 Budget Presentation**: Director Wright stated that the budget has been revised since submission to the County Executive, with official funding now confirmed from the County. The County’s increase of \$491,181 is primarily allocated to personnel expenses, including COLA and merit increases for staff. Director of Operations Cruise reported that the collections budget was adjusted by allocating \$512,000 from the prior year fund balance to maintain budget stability with the fund balance remaining roughly consistent with last year, which is a positive outcome.
3. **Strategic Planning FY25 Update**: Director Wright reported that the Library is concluding the fourth quarter of the second year of the strategic plan.
- a. Services: The Library is now able to fund and fill a new position that is focused on system-wide adult programs, exhibits, and grant development. For the 1,000 Books initiative, additional materials were purchased due to high demand. A VLT grant application was submitted to support the program and provide literacy kits; approval is still pending. If the grant is not awarded, there may be an opportunity to request funding from the Friends Foundation.
- b. Spaces: Progress continues with the Elkton Branch renovation.
- c. Support: While there are no major updates in this area, Director Wright and Communications and Development Manager Walker are in the preliminary stages of developing a capital campaign in support of the Elkton renovation. Director Wright briefly reviewed the draft concept plan, which addresses current needs, including a dedicated teen space and additional study and meeting rooms. The renovation is projected for completion in FY28.

## UNFINISHED BUSINESS

1. **Board Assessment**: Five of the seven Board members have submitted their assessment responses. Chair Morton encouraged the remaining members to complete the assessment as soon as possible so the Executive Committee can review the results in full.

BOARD OF LIBRARY TRUSTEES MINUTES - FINAL  
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2. **Board Recruitment:** Ms. Culver reported that ten applications have been received to date. Following a brief discussion, it was determined to begin scheduling interviews.
3. **Nomination of Officers:** Trustee Dymowski announced the new slate of officers to be voted: Vice Chair McCrary-Simmons was nominated for Chair, Treasurer Gupta for Vice Chair, and Trustee Borro for Treasurer. All nominees confirmed their acceptance.

**NEW BUSINESS**

1. **Election of Board Officers for FY2026 (Vote):** Trustee Dymowski made a motion to elect Vice Chair McCrary-Simmons as Chair, Treasurer Gupta as Vice Chair, and Trustee Borro as Treasurer. Trustee Gilbert seconded the motion and the vote was carried unanimously.
2. **FY2026 Budget (Vote):** Trustee Stauffer made a motion to accept the FY2026 budget as presented and Vice Chair McCrary-Simmons seconded the motion. The motion was unanimously approved.

**CALENDAR**

1. Juneteenth Celebration; Thurs, June 19<sup>th</sup> at 10AM; Elkton Community Center
2. Start-Up Cecil; Mon, July 14<sup>th</sup> to Wed, July 16<sup>th</sup> at 10AM-2PM; Thurs, July 17<sup>th</sup> at 6:30-8:00PM; Elkton Library
3. Crab Crawl; Sat, Sept 13<sup>th</sup> at 11AM-4:30PM; Downtown North East

**CLOSED SESSION**

As provided in the Annotated Code of Maryland, General Provisions Article, Section 3-305(b)(1), the Board may meet in closed session for discussion of a Personnel matter. A motion to close the meeting was made by Trustee Dymowski, which was seconded by Trustee Gilbert. The motion was carried 7-0 and the meeting moved into closed session at 6:46PM.

Ms. Cruise and Ms. Culver exited the meeting.

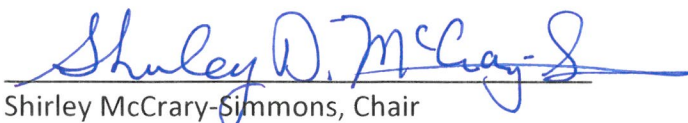
**ADJOURNMENT**

Trustee Gilbert made a motion to adjourn the meeting at 6:53PM, which was seconded by Trustee Stauffer. The motion carried 5-0.

**The next Board of Library Trustees meeting is on Monday, September 15, 2025, at 5:00PM.**

Respectfully Submitted,  
Mary Culver, Administrative Assistant

Approved by the Board of Trustees on September 15, 2025.

  
Shirley McCrary-Simmons, Chair

**RESOLUTION OF APPRECIATION**  
**June 16, 2025**

- WHEREAS,** Alexandra Gilbert was originally appointed to the Cecil County Public Library Board of Trustees in May 2023; and
- WHEREAS,** during her tenure, she has not only served the community as a Trustee, but also as a member of the Governance Committee providing insight and collaboration in developing Board policies; and
- WHEREAS,** Alexandra Gilbert has positively impacted the development of the Library's services, spaces and staff, including reopening the renovated Perryville Branch Library in July 2024, implementing the Library's Strategic Plan (FY24-FY26), and selecting a new Library Director in February 2025; and
- WHEREAS,** during her time on the Board, Alexandra Gilbert supported the development and implementation of impactful literacy initiatives, including the expansion of Story Trails in Perryville and Conowingo, the launching of Reading Buddies to provide reading support for elementary students, and the establishing of Books For Babies in partnership with ChristianaCare connecting new babies and families to books and libraries; and
- WHEREAS,** throughout her time as Trustee, Alexandra Gilbert served as an advocate for the citizens, the Library system and staff, regularly visiting branches and attending events, such as Books, Bourbon, and BBQ, ribbon cuttings, and county presentations; and therefore be it
- RESOLVED** that the Board of Trustees, the Library Director, and the staff extend their sincere thanks to Alexandra Gilbert for her service to the library and thus to Cecil County during her time in office and wish her happiness in her new ventures; and
- RESOLVED** that a copy of this resolution be attached to the minutes of the meeting of June 16, 2025.

For the Trustees

  
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Joanne Morton  
Chair

For the Staff

  
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Rachel Wright  
Library Director

**RESOLUTION OF APPRECIATION**  
**June 16, 2025**

- WHEREAS,** Jonathan Stauffer was originally appointed to the Cecil County Public Library Board of Trustees in 2019; and
- WHEREAS,** he served the community as a Trustee, and member of the Director Review Committee developing an improved system for the annual review process, and as Chair of the Governance Committee providing leadership and thoughtful collaboration in developing policies; and
- WHEREAS,** during his time as Trustee, Jonathan Stauffer supported the Library's staff, especially throughout the pandemic, ensuring the health, safety, wellness, and success of all employees; and
- WHEREAS,** Jonathan Stauffer has positively impacted the development of the Library's services, spaces and staff, including opening the North East Branch Library in 2021, opening an inclusive Music and Play Garden at the Perryville Branch Library in 2023, reopening the renovated Perryville Branch Library in 2024, developing and implementing the Library's Strategic Plan, and selecting a new Library Director in February 2025; and
- WHEREAS,** throughout his terms as Trustee, Jonathan Stauffer served as an advocate for the citizens, the library system and staff, participating in Maryland Library Legislative Day events on multiple occasions and attending events, such as Books, Bourbon, and BBQ, ribbon cuttings, and county presentations; and
- WHEREAS,** during his time on the Board, the Cecil County Public Library has received awards and accolades, including the Citizens for Maryland Libraries' Outstanding Employee award, MACo's Champion in Innovation award, and the Delaware Contractor Association's Construction Excellence Award for the North East Branch Library; and therefore be it
- RESOLVED** that the Board of Trustees, the Library Director, and the staff extend their sincere thanks to Jonathan Stauffer for his service to the library and thus to Cecil County during his terms in office and wish him happiness in his new ventures; and
- RESOLVED** that a copy of this resolution be attached to the minutes of the meeting of June 16, 2025.

For the Trustees

  
Joanne Morton  
Chair

For the Staff

  
Rachel Wright  
Library Director