

## Kent County Library Board of Trustees

### Minutes of the January 27, 2020 Meeting

Present: Alan Austen, Trustee; Bronwyn Jones, Trustee; Sabina Minney, Trustee; Earl Runde, Trustee; Jay Silcox, Trustee; Elisabeth Tully, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

Ms. Tully called the meeting to order at 4:55 pm.

Ms. Tully noted that Ms. Overton was absent due to illness.

The trustees and staff present were introduced.

The minutes of the previous meeting were reviewed. Ms. Minney moved to approve the minutes as submitted. Mr. Runde seconded the motion, which was approved unanimously.

#### Election of Officers

Mr. Runde nominated Ms. Tully for the office of President. Ms. Minney seconded the nomination. No further candidates were nominated and the nomination was approved unanimously.

Ms. Tully nominated Ms. Overton for the office of Vice President, noting that Ms. Overton had indicated her willingness to serve despite absence. Ms. Minney seconded the nomination. No further candidates were nominated and the nomination was approved unanimously.

Ms. Minney nominated Mr. Runde for the office of Treasurer. Ms. Jones seconded the nomination. No further candidates were nominated and the nomination was approved unanimously.

Ms. Tully nominates Ms. Jones for the office of Secretary. Ms. Minney seconded the nomination. No further candidates were nominated and the nomination was approved unanimously.

#### Meeting Calendar

Ms. Tully reviewed the proposed meeting schedule for the upcoming calendar year, noting that meetings were set for the last Monday of the month with the exception of May, when it would be on the last Tuesday. The meetings would be at 5:00 pm to accommodate work schedules.

Ms. Minney moved to approve the proposed meeting schedule. Mr. Silcox seconded the motion. Ms. Adams noted that there may be need for meetings at other times if situations called for such. The motion was approved unanimously.

#### Committee & Representative Appointments

Ms. Tully appointed Ms. Minney as chair of the finance committee. Mr. Runde and Mr. Silcox were appointed to the committee by Ms. Tully.

Ms. Tully established a Strategic Plan Implementation committee and appointed Mr. Austen as chair of the committee.

Ms. Tully appointed Mr. Runde as a representative to the Foundation for the Kent County Public Library for the trustees.

Ms. Tully appointed Mr. Silcox as a representative to the Friends of the Kent County Public Library for the trustees.

Ms. Tully noted that ad hoc responsibilities would be appointed at the February meeting after trustees had an opportunity to review the list of responsibilities and consider what they would like to take on.

#### Finance & Treasurer's Report

Mr. Runde reviewed the bank balances, informing the trustees that the checking account balance was \$217,329.44, and the savings account balance was \$229,302.48. Mr. Runde noted that these figures would decrease as the renovation project progressed.

Ms. Minney noted that SB & Company had sent a proposal for a 3-year extension for auditing services. Ms. Adams noted that SB & Company had conducted the annual audit for the library for the past three years, and noted that the Kent County Commissioners had approved of the extension related to their annual audit.

Ms. Minney moved to approve a 3-year extension for auditing services from SB & Company as recommended by the finance committee. Mr. Runde seconded the motion. Mr. Austen noted that auditors were often changed to combat complacency and comfort, but that he was not opposed to continuing with this company. Ms. Tully called for a vote and the motion was approved unanimously.

Ms. Minney noted that education about the financial reporting and processes would be conducted for the finance committee and later the full Board of Trustees.

#### Director's Report

Ms. Adams informed the trustees of the resignation of a staff member. She continued that notices of the open position had been posted and applicants were being sought.

Ms. Adams reviewed progress on the Mellon grant in association with Washington College.

Ms. Adams noted that the Kent County Chamber of Commerce would be hosting an afterhours event at the library on February 19 from 5 to 7 pm. Ms. Adams noted that this was an opportunity to inform business leaders within the community about opportunities and activities available through the library.

MS. Adams reviewed the early voting and general election dates with the trustees, noting that the library was the only early voting location for Kent County residents, but only one precinct for the election day.

Ms. Adams reviewed the usage and circulation statistics with the trustees.

Ms. Adams reviewed upcoming programming at the library with the trustees.

### Trustee Orientation

Ms. Tully presented to the trustees regarding the responsibilities of the trustees, the director and the open meetings act.

### New Business

No further business was brought before the trustees.

Ms. Minney moved to adjourn the meeting. Mr. Austen seconded the motion, which was approved unanimously.

The meeting was adjourned at 6:30 pm.

The next meeting of the Board of Trustees will be on February 24, 2020 at 5:00 pm in the Chestertown Library, Inc. building.