

**Kent County Library Board of Trustees**  
**Finance Committee**

Minutes of the March 8, 2021 Hybrid Meeting

Present: Jay Silcox, Chairman; Erin Counihan, Committee Member; Bronwyn Jones, Committee Member; Amy Sine, Citizen Representative; Elisabeth Tully, Trustee; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member

The meeting was called to order at 2:02 pm.

Ms. Dowell reviewed the prepared documents, including a salary projection, benefits review and projection, the Fiscal Year 2022 proposed budget, the long range projection, and documents provided by the county.

Ms. Dowell noted that within the salary projection for the current year, hires were occurring prior to May to be in place to help with the summer reading program and be properly trained in library practices and procedures. The committee discussed current salary expenditures and projected salary expenditures.

Ms. Dowell reviewed salary progression for positions, noting that new employees would see a potential adjustment after their six month review, with new hires occurring during the second quarter of Fiscal Year 2022.

Ms. Dowell reviewed the funding request, noting that the amount was flat from the previous year's request at \$713,899 in county allocation. The committee discussed previous and future requests and grant funding and funding partners.

The committee discussed the use of unrestricted reserve funding in the upcoming fiscal year.

Mr. Silcox clarified that there would be one new full time position and two part time positions in Fiscal Year 2021 and two additional full time positions in Fiscal Year 2022.

Ms. Dowell reviewed the proposed health insurance contribution changes, noting that they would get us in line with the county health insurance funding by going to 100% for individuals and a 60%/40% split for families. Ms. Dowell reviewed the calculations which were provided to the committee related to the anticipated costs of the health insurance.

The committee discussed the role of the committee and the authority of the executive director related to hiring and the budget.

Mr. Silcox moved to recommend the Board of Trustees approve the hiring of three positions in Fiscal Year 2021, the Fiscal Year 2022 budget request as proposed, allocating \$50,000 to capital

funding and \$50,000 to fixed assets from the unrestricted reserve, change employee contribution rate to be consistent with the county plan, and approve a 2.5% increase for employees in Fiscal Year 2022. Ms. Counihan seconded the motion, which was approved unanimously.

No further business was brought before the committee.

Mr. Silcox moved to adjourn the meeting. Ms. Counihan seconded the motion, which was approved unanimously. The meeting was adjourned at 3:48 pm.