

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

Minutes of the November 17, 2021 Hybrid Meeting

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

The meeting was called to order at 2:03 pm.

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

Ms. Dowell provided an update on the town of Millington, noting that the town manager was looking for a letter of intent from the library related to creating a facility in the town. The committee discussed the current library outreach to the town of Millington and ways to expand services. Ms. Counihan questioned if a Millington branch was a priority for Ms. Dowell. Ms. Dowell noted that there was not a clear picture of what services the town wanted or needed, and that staffing additional facilities may be challenging considering the difficulties with hiring recently. Ms. Dowell noted that services to locations without a set location were a consideration for the budget for fiscal year 2023.

The committee discussed the possibility of a bookmobile or other mobile service. Mr. Silcox noted his concern related to spreading services thin with transitioning two branches and updates to the existing facility. Mr. Silcox concluded that resources may be better utilized in existing facilities.

Ms. Counihan encouraged Ms. Dowell to review existing outreach plans with the town council of Millington to inform them that the library was working to add services to their area.

Ms. Dowell noted that she had been contacted directly by a county commissioner who had requested an additional day of service in the Rock Hall location.

Ms. Dowell reviewed a donation for facility improvements to the Rock Hall facility, noting that the Foundation for the Kent County Public Library was being utilized as a pass through for these funds, as they were a qualifying non-profit organization.

**Budget Update**

Ms. Dowell reviewed current salary projections, noting that salaries were expected to come in \$36,000 under budget. Ms. Dowell presented potential changes to the pay scale, and how these changes would impact the budget for the next two fiscal years. Ms. Sine questioned if these

salary changes would aid in the search for qualified candidates. Ms. Dowell indicated that it would.

The committee discussed increases for part time staff and staff earning less than \$15/hour. The committee discussed bonuses for staff, and the budget for this fiscal year.

Ms. Dowell noted that the county was still looking into options for a van or other delivery vehicle.

No further business was brought before the committee.

Mr. Silcox moved to adjourn the meeting. Ms. Counihan seconded the motion. The meeting was adjourned at 2:37 pm.