

## **Kent County Library Board of Trustees**

### Minutes of the June 6, 2022 Meeting

**Present:** Valerie Overton, President; Jay Silcox, Treasurer; Erin Counihan, Secretary; Peggy McKee, Trustee; John Murphy, Trustee; Amy Sine, Trustee; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member; Irene Padilla, Maryland State Librarian; one member of the public

The meeting was called to order at 4:30 pm.

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

The agenda of the meeting was reviewed. Ms. Overton noted that there was no update from the strategic planning committee, so that report was removed from the agenda.

#### **Trustee Education: Irene Padilla, State Librarian**

Ms. Padilla said that she was pleased to be invited to the meeting, and glad to attend the meeting virtually. Ms. Padilla also extended thanks to Ms. Dowell for sharing information and reports with the state library, along with regular program and development updates for Kent County Public Library.

Ms. Padilla reviewed the history of the state library and the ways that the state library supports the county libraries, and provides other services to state residents such as the Library for the Blind and Disabled, and the Maryland Accessible Textbook Program.

Ms. Padilla reviewed the governing body of the state library, noting efforts to maintain diversity and representation.

Ms. Padilla went over the ways in which the state library provides financial support to county libraries, reviewing the grant process and other ways in which the state library provided financial support.

Ms. Padilla called for questions from the trustees. Mr. Silcox asked about increases in engagement in visually impaired programming. Ms. Padilla noted that this was hard to measure, but that the state library system was working on raising awareness of programs and opportunities within the different communities.

Ms. Overton asked if the state library provided policy or procedure templates that libraries could use as starting places or review for implementation. Ms. Padilla said that this was not something that was currently provided, and that the directors and other groups often shared policies across the state.

No further questions were given to Ms. Padilla.

Ms. Dowell thanked Ms. Padilla for her time, attending the meeting, and for all the support that the state library provided to county libraries.

Ms. Padilla left the meeting following her presentation.

### Officer Reports

#### Treasurer

Mr. Silcox reported that the finance committee met on May 17, with the largest pending discussion being the outcome of the budget approval. Ms. Dowell noted that the library had received notice relatively recently, and that the library would be flat funded for fiscal year 2023. Ms. Dowell reported that the commissioners had approved \$75,000 for library capital projects.

Ms. Dowell noted that Chestertown had ARPA funds, and had established a grant process for distributing those funds. Ms. Dowell informed the trustees that she was pursuing funds for the meeting room project. The trustees discussed the ARPA funds, the meeting room project, and the potential for contingency funding.

Mr. Silcox questioned if the county had finalized the memorandum of understanding for the Hearse House, or confirmed the breakdown of building ownership and responsibility. Ms. Dowell noted that the memorandum was still under discussion, and that she was working with the county to confirm logistics related to funding and responsibility.

Mr. Silcox reported that the committee had also discussed the facilities master plan, noting that there was a lot of content to digest, with an ambiguous plan. Mr. Silcox asked if the facilities plan would become part of the strategic plan. Ms. Dowell noted that the recommendations would be incorporated into the strategic plan, and that the facilities plan would be needed to secure capital funding in the future.

The trustees discussed the Rock Hall branch facility. Ms. Dowell noted that a new facility still needed to be located. The trustees discussed options for a new facility including renting a different location, purchasing a facility, or building a new location.

### Friends of the Library Report

Ms. Overton noted that she had met with the president of the Friends of the Library, and that the Friends had committed \$10,000 in funding for the next fiscal year. Ms. Overton reported that the Friends were appreciative of the recognition of Ms. Wanda Sheriff from the Maryland Library Association.

The trustees discussed the Friends of the Library membership.

### Foundation Report

Mr. Murphy reported that he had met with the president of the Foundation, and noted that the Foundation felt positive about the feedback and the direction communication was headed. Mr. Murphy informed the trustees that the Foundation was committed to strategic planning, and more likely to support projects which fall within that plan. Mr. Murphy also noted that matching funds and working with other organizations was a strong priority for the Foundation.

Mr. Murphy noted that he had brought up the subject of supporting capital projects, which the Foundation had noted that the group may be interested in matching other funding sources. Mr. Murphy continued that he had asked if the Foundation had specific ideas for projects they would support, with book mobile or other transportation to provide services throughout the county emerging.

The trustees discussed the timeline for the Foundation, noting that grant requests would need to be decided in July to meet the deadline of the Foundation.

### Committee Reports

No committee reports were presented.

### Librarian's Report

#### Fiscal Year 2023 Budget Revisions

Ms. Dowell presented a revised Fiscal Year 2023 budget, which accounted for the reduction in county funding. Ms. Dowell compared it to the previously approved budget for trustee approval.

Mr. Silcox moved to approve the budget for Fiscal Year 2023 as revised. Ms. Counihan seconded the motion. Ms. Overton called for comment, and noted that the fund balance continued to grow. The trustees discussed the fund balance, noting that the revised budget utilized a significant portion of the fund balance. Ms. Overton called for a vote on the motion, which was approved unanimously.

### Facilities Master Plan Update

Ms. Dowell noted that the plan was discussed earlier in the meeting and that a revised copy would be presented in June for trustee approval.

### Grant Proposals

Ms. Dowell informed the trustees that grants had been submitted for LSTA funding for portable study areas, and for all library staff to attend the annual ARSL conference. The trustees discussed staff attendance at the conference, the possibility of supplementing LSTA funds with fund balance resources, and opportunities for ongoing professional staff development. Ms. Dowell noted that she hoped to know about funding by the next trustee meeting.

#### Capital Funding Update

Ms. Dowell noted that this was also discussed previously, and that the funding was not matched by the county, so other sources needed to be pursued to fund the meeting room renovation and update. Ms. Dowell reiterated that ARPA funds were going to be pursued for this project.

#### Old Business

No old business was brought before the trustees.

#### New Business

No new business was brought before the trustees.

No further business was brought before the trustees.

Mr. Murphy moved to adjourn the meeting. Ms. Sine seconded the motion, which was approved unanimously. The meeting was adjourned at 5:56 pm.