

Kent County Library Board of Trustees

Minutes of the April 24, 2023 Meeting

Present: Jay Silcox, President; Judi O'Brien, Vice President; Amy Sine, Treasurer; Peggy Mckee, Trustee; John Murphy, Trustee; Arnessa Dowell, Executive Director; Chris Walmsley, Executive Secretary

Mr. Silcox called the meeting to order at 4:30 pm.

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

Ms. Dowell reviewed the agenda for the meeting. Ms. Dowell noted that the state librarian was unable to attend the meeting, and would not be presenting. Ms. Mckee added a report from the Rock Hall Facility Committee.

Mr. Silcox called for public comment. No members of the public were present.

Officer Reports

Ms. Sine reviewed the bank balances, noting \$218,834.39 in the Peoples Bank savings account, \$118,134.74 in the PNC Checking account, and \$31,239.73 in the PNC Money Market account.

Committees Reports

Finance Committee

Ms. Sine noted that several items from the finance committee meeting would be addressed in the Librarian's report.

Ms. Sine informed the trustees that the budget presentation for the next fiscal year would be on April 25, at 1 pm. Ms. Dowell noted that she expected to know by mid-May about funding for the next fiscal year.

Rock Hall Facility Committee

Ms. Mckee reported that she had toured Rock Hall with another committee member and discussed various options. Ms. Mckee continued that she had met with the prospective mayor of Rock Hall and noted that he had included the library in discussions for the new town hall facility, and that the prospective mayor had proposed use of existing town facilities which were currently unused, but would need investment to become a library facility. The trustees reviewed

estimates for the facilities, discussed which may present the most viable path forward for the library, and what the next steps would be towards identifying a location.

Ms. Mckee informed the trustees that she would work to set up a tour of the available spaces on Tuesday, May 2.

Foundation for the Kent County Public Library

Mr. Murphy informed the trustees that the Foundation would be meeting on the coming Friday, and were expecting to hear about progress made on the website redesign. Ms. Dowell noted that library staff was working on preparation and background work for the website. The trustees discussed the website project and the timeline for the project. Ms. Dowell reviewed the summer reading program and discussed how the staffing needs of that initiative impacted the website project. Mr. Silcox expressed concern that staff were not able to perform regular responsibilities during the summer reading program. Ms. Dowell reiterated that all staff were required for the summer reading program, but that initial steps had been taken by the Tech Services Director related to the website redesign. The trustees discussed how the project could be expedited.

Friends of the Kent County Public Library

Ms. O'Brien reported that the Friends were continuing to prepare for the book sale, and creating a plan for their 50th anniversary celebration. Ms. O'Brien informed the trustees that the current intention was to combine their annual meeting with the celebration, which would have light refreshment.

Librarian's Report

Ms. Dowell reviewed various grants with the trustees, noting that a grant had been received from the Local Management Board which was being used to purchase computer, chromebooks, and other materials to support teen activities in the library. Ms. Dowell continued that the Cubicalls purchased with a grant through the Library Services and Technology Act had been delivered and assembled.

Ms. Dowell informed the trustees that grants for the next fiscal year were being developed, with identified projects related to sound dampening panels, book drops, and potentially a book vending machine.

Ms. Dowell reviewed capital projects, and informed the trustees that the county had not funded the front entry project in the next fiscal year. Ms. Dowell continued that the final submission had been made for the historical trust grant for renovations to the Chestertown Library, Inc. building.

Ms. Dowell noted that interviews had been scheduled and would be conducted over the next few weeks related to vacant staff positions. Ms. Dowell informed the trustees that Ms. Honey Raines had accepted the position of Director of Youth Services, which created a vacancy in her current position of Youth Services Associate.

Ms. Dowell reviewed speaking proposals for various conferences with the trustees.

Old Business

Staff Handbook Revisions - Subpoena Language

Mr. Silcox noted that this language was discussed at the previous meeting. Ms. Dowell reviewed the language, noting that it had been informed by similar languages from other libraries. Ms. Dowell said that she had reached out to the county attorney related to the language, but had not heard a response yet.

Mr. Silcox moved to approve the language pending approval from the county attorney. Mr. Murphy seconded the motion, which was approved unanimously.

Telework Policy

Mr. Silcox reviewed the policy with the trustees.

Mr. Murphy moved to approve the policy as presented. Ms. Sine seconded the motion, which was approved unanimously.

New Business

Mr. Murphy informed the trustees that the Foundation and the Friends planned to prepare gift bags for library staff in recognition of Library Workers Day on April 28. The trustees discussed their contribution to the recognition.

No further business was brought before the trustees.

Ms. Sine moved to adjourn the meeting. Ms. Mckee seconded the motion, which was approved unanimously.

The meeting was adjourned at 5:45 pm.