

Kent County Public Library Board of Trustees

Minutes of the January 8, 2024 Meeting

Present: Jay Silcox, President; John Murphy, Vice President; Amy Sine, Treasurer; Erin Counihan, Secretary; Alex Baker, Trustee; Rachel Durso, Trustee; Arnessa Dowell, Executive Director; Natalie Hagan, Staff Member; Olivia Coleman, Executive Secretary.

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

Ms. Dowell reviewed the agenda, and added two items. There would be an update presentation on the website progress, and a vote on the new logo for the library.

Each person present introduced themselves to the new trustee, Rachel Durso, who also introduced herself in turn.

Election of Officers

The trustees had four roles that they needed to fill, being President, Vice President, Secretary, and Treasurer. Mr. Murphy asked if Treasurer was a two year position, and the other trustees explained that it was Secretary that had a two year term. Mr. Murphy then said he was interested on being in the Finance Committee this year so that he could fill the role of Treasurer next year. Ms. Sine volunteered to be Treasurer again. Mr. Silcox moved to approve this, Mr. Murphy seconded the motion, which was approved unanimously. Ms. Counihan was then nominated to reprise her role of Secretary as well, which Mr. Silcox moved to approve, Mr. Murphy seconded, and was approved unanimously. Mr. Silcox nominated Mr. Murphy to be Vice President, which he agreed to do. Mr. Silcox moved to approve this, Ms. Counihan seconded the motion, and it was approved unanimously. Then Mr. Silcox offered to reprise his role of President, Mr. Murphy seconded this decision, and it was also approved unanimously.

Creation of Committees

The group opened by saying that the finance committee is a standing committee. Ms. Dowell said that there needed to be a Rock Hall facilities committee as well. Mr. Silcox explained that he, Ms. Dowell and Mr. Murphy would be going to Rock Hall following this meeting to discuss grants and the current state of the project. Mr. Silcox brought up the Policy Review committee and asked if it was still needed. Ms. Dowell said that the whistleblower policy and one other still needed to be reviewed. Ms. Counihan said the other policy was the reserve policy, which had been reviewed, but needed to be voted on in the next meeting. Ms. Baker said that she and Ms. McKee had findings to report from research on the whistleblower policy. Ms. Counihan noted

that this meant the trustees just needed to review the policy, and a committee for policy review was not necessary. Mr. Silcox added that an Open Meetings Act officer would be needed, and Mr. Murphy volunteered. Mr. Silcox said that he and Mr. Murphy could be on the Rock Hall facilities committee, along with Ms. McKee. Due to their officer positions, the Finance committee would be Mr. Silcox, Mr. Murphy, and Ms. Sine. Ms. Dowell said that a citizen's representative would be needed, and noted that the previous representative had been in the position for two years. The board members discussed asking one of the other applicants for the trustee position to be the citizen's representative. Who the new representative will be should be determined by the next board meeting. The trustees then discussed who would be the Friends of the Kent County Public Library, Foundation for the Kent County Public Library, and Eastern Shore Regional Library (ESRL) representatives. Mr. Murphy and Ms. Counihan offered to stay on as the Foundation and ESRL representatives respectively, and Ms. Durso volunteered to be Friends representative.

Website Update

Ms. Hagan opened by showing the trustees the two final choices for the new logo to be voted on. She and Ms. Dowell explained the design and color choices of the logos to the trustees. Ms. Dowell proposed the first logo be picked, which Mr. Murphy seconded. This logo was selected by a vote of most of the trustees, with Ms. Sine opposed. Ms. Hagan then showed the trustees the wireframe demo website and explained the elements of it. The trustees showed enthusiasm for the progress on the project so far. Mr. Silcox asked if an update summary could be sent to the Foundation for the Kent County Public Library to show them the progress so far. Ms. Hagan asked if this could be sent to Mr. Murphy, and he said it could be sent to him and two members of the Foundation. Ms. Counihan asked to confirm that there would be a staff portal and a board portal included in the website, which Ms. Hagan affirmed. Mr. Murphy asked if it would be possible to have a webpage where community members could donate to the Rock Hall branch project, and Ms. Hagan explained that this could be done through the support us link on the new website. Ms. Hagan left following her presentation.

Meeting Dates

Mr. Silcox explained that the trustees usually met on the last Monday of each month at 4:30 pm, with no meetings in August and December. The following dates in 2024 were chosen for meetings following this standard: January 29, February 26, March 25, April 30, May 28, June 24, Jul 29, September 30, October 28, and November 25. The April and May dates chosen were on Tuesdays because members had scheduling conflicts in April, and the library would be closed May 27 for Memorial Day. The trustees also decided to meet once in each of the branches in 2024, meeting in the North County Branch for the April 30 meeting and the Rock Hall branch for the June 24 meeting. Mr. Silcox moved the trustees along to the Finance Committee meeting

dates by saying that they were usually two weeks before the Board of Trustees meetings. He added that recently, these meetings have been at 2 pm on a Tuesday. The trustees decided to continue with this timing. Mr. Murphy also noted that there should be a Finance Committee meeting in August, despite there not being a Board of Trustees meeting, as the Foundation for the Kent County Public Library requests would need to be settled then. The Finance Committee meeting dates were set as follows: January 16, February 13, March 12, April 16, May 14, June 11, July 16, August 13, September 17, October 15, and November 12.

Mr. Murphy moved to enter into a closed session at 5:11 pm, which Mr. Silcox seconded. This was agreed upon unanimously.