

Kent County Library Board of Trustees
Finance Committee

Minutes of the August 13, 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 12:07 pm.

Mr. Silcox reviewed the agenda for the meeting, noting a review of the status of leases for the new library spaces, and a review of the memorandum of understanding for the Chestertown Library Inc., building. Ms. Dowell added an update on the Fiscal Year 2021 Audit, and a potential vehicle lease.

Director's Report

Ms. Dowell reviewed the status of the leases for the new spaces as approved by the Board of Trustees. Ms. Dowell also noted that she was working with Mr. Haggerty to extend the lease for the existing space in Galena until December 1. Ms. Dowell reviewed progress on the lease for the new space for the North County branch.

Mr. Silcox moved to recommend that the Board of Trustees accept the extended lease for the existing space in Galena as received. Ms. Counihan seconded the motion, which was approved unanimously.

Ms. Dowell noted that there was no formal lease agreement received yet, but that she was working with the property owner to receive a formal lease to present to the trustees.

The committee discussed options for branch closure and ways that facilities could remain open while facility transitions and space renovations were ongoing.

Ms. Dowell reviewed the Memorandum of Understanding with the committee, noting that she had met with the Kent County Administrator to formalize and better define some areas of responsibility. Ms. Dowell noted that the agreement generally split responsibility between interior for the library and exterior for the county. The committee members asked follow up questions to better define responsibilities. Ms. Dowell informed the committee that she would take their concerns to the County Administrator for clarification.

Ms. Dowell presented the Management Discussion & Analysis letter with the committee, noting that it was broken down by quarter and discussed some upcoming activities which would have

financial impacts. Ms. Dowell reminded the committee that the auditor would be presenting the Fiscal Year 2021 Audit at the October trustee meeting.

Ms. Dowell noted that she was investigating a lease for a vehicle, and reviewed some initial steps and estimates which had been received. Ms. Dowell informed the committee that she was working with the county related to the lease itself and was looking for rates for certain vehicle types and styles. Mr. Silcox requested a summary of startup costs, and ongoing and operational costs to evaluate savings and costs for the program.

No further business was brought before the committee.

The meeting was adjourned unanimously at 1:06 pm.