

Kent County Library Board of Trustees
Finance Committee

Minutes of the March 14, 2023 Meeting

Present: Amy Sine, Chair; Judy O'Brien, Trustee; Jay Silcox, Trustee; Julie Gill, Citizen Representative; Arnessa Dowell, Executive Director; Chris Walmsley, Staff Member

The meeting was called to order at 1:59 pm.

Ms. Sine reviewed the agenda for the meeting. No changes were made.

The minutes of the previous meeting were reviewed. Ms. Sine noted that the meeting ended at approximately 3:41 pm. Ms. O'Brien moved to approve the minutes as amended. Mr. Silcox seconded the motion, which was approved unanimously.

Capital Projects

Ms. Sine noted that Ms. Dowell had been asked to review the strategic plan and relate the capital projects to the strategic plan. Ms. Dowell reviewed the county request process for capital projects, noting that it was separate from the standard budget request. Ms. Dowell asked for input from the committee about what they would like to see in the capital projects requests for the next fiscal year. Ms. Dowell reviewed the capital grant applications which had been submitted to other organizations, and the letters of intent submitted through the state capital process.

The committee discussed funding needs and if matching funds were required for the grants and capital projects. Mr. Silcox emphasized that it was important for the library to know if there was a path for the library to purchase and own property before securing funding for the facility. Ms. Dowell reviewed efforts to find a new location for the Rock Hall branch. The committee discussed the priority of projects and sources for matching funds. Ms. Dowell asked what projects should be submitted to the county or prepared for the next fiscal year. The committee agreed that the identified projects of patio furniture and book drops were good projects with high visibility.

The committee discussed dividing the meeting room project into stages and applying for separate funding for each stage, factors which may influence the timing of requests such as branding, and if there were requests which may be appropriate for funding partners.

Ms. Gill questioned the average amount given by the Foundation to the library. Ms. Dowell noted that the process for requesting support had been established the previous year. Some of the previous funding from the Foundation was discussed, such as the funding for the adult

stacks renovation, and contributions for programming. Ms. O'Brien suggested that individual towns may be open to funding items like book drops as they had a direct community impact.

Ms. Dowell noted that a grant which was applied for previously through the Local Management Board had not been approved, but that the director had indicated that additional funding may be available towards the end of the fiscal year. Ms. Dowell noted that the grant was going to fund sound dampening panels for the wave room in the library, but that the Local Management Board was not looking to fund capital projects.

Ms. Dowell informed the committee that the presentation for the Fiscal Year 2024 budget request would be on April 25 at 1:00 pm.

Website Redesign

Ms. Dowell informed the committee that Ms. Natalie Donoso had accepted the position of Director of Tech Services, and would be taking over the website redesign as part of her new position responsibilities. Ms. O'Brien asked when Ms. Donoso would be beginning in the new role. Ms. Dowell replied that the first day would be March 24, 2023.

New Business

Ms. Dowell reported that a quote for new computers for the library had been received from the Eastern Shore Regional Library, which came to a total of \$27,000. Ms. Sine asked how much was in the original budget for computers, which Ms. Dowell answered \$17,000. The committee discussed different ways to fund the new computers.

Ms. Dowell informed the committee that the 50th anniversary of the Friends of the Kent County Public Library was upcoming, and that there should be some recognition of their support of the library over their history. The committee discussed ways to recognize the Friends.

No further business was brought before the committee.

Mr. Silcox moved to adjourn the meeting. Ms. O'Brien seconded the motion, which was approved unanimously. The meeting was adjourned at 2:51 pm.