

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

### Minutes of the July 31, 2023 Meeting

Present: Jay Silcox, President; Judi O'Brien, Vice President; Amy Sine, Treasurer; Erin Counihan, Secretary; Arnessa Dowell, Executive Director; Natalie Hagan, Director of Tech Services; Tobi Brown, Staff Member; Sara Richards, Staff Member; Chris Walmsley, Executive Secretary; two members of the public

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

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

#### Review of Agenda

Mr. Silcox noted that there would be a couple items briefly discussed under new business.

#### Public Comment

Mr. Ed Hatcher and Ms. Angie Cannon introduced themselves to the trustees, and wanted to confirm that the discussion of the Rock Hall facility was part of the closed sessions. Mr. Silcox confirmed that the trustees would be discussing the renewal of the lease for the current facility. Mr. Hatcher stated that he thought the civic center in Rock Hall had potential as a future library facility, but wanted to encourage the trustees to look at both of the available buildings as the single space may not be large enough to accommodate the needs and wants of the community. Mr. Hatcher stated that he wanted to see a vision for what the town could have in the civic center space, noting that there were lots of needs within the community. Mr. Hatcher encouraged the trustees to seek out state and grant funding for the Rock Hall facility. Mr. Hatcher and Ms. Cannon left the meeting following public comment.

The trustees discussed the vision for the Rock Hall facility. Mr. Silcox noted that renderings can communicate a lot about the vision for the facility. Tobi Brown discussed some changes they had noted in Rock Hall as a community, and their experience related to how people use the library currently.

#### Officer Reports

#### Treasurer

Ms. Sine reported that the current balance of the PNC checking account was \$68,591, and the PNC money market was \$31,240, and that the peoples bank account had not changed significantly since the previous meeting.

Ms. Sine informed the trustees that the Finance Committee had discussed the Operating Reserve Policy, which dictates that two months of operating funding should be available as a reserve. Ms. Sine stated that following the audit, a dollar amount would be determined, and excess funding could be allocated to other projects. Ms. Sine added that the policy and the recommendation of the auditors would be brought back to the Board as a whole.

#### Secretary

Ms. Counihan reported that Mr. Walmsley had shared a document with her related to policies and when they were last reviewed and where the current copies could be found. Ms. Counihan informed the trustees that two had notes related to trustee input, one of which was being handled by the Finance Committee, and the other related to funding from the Friends of the Kent County Public Library. Ms. Dowell questioned if the policy was superseded by the memorandum of understanding which was recently adopted. Ms. Counihan was unsure.

Ms. Counihan informed the trustees that binders with various documents for trustee information had been previously created and distributed, but that this practice had not been maintained. Ms. Counihan stated that she would be examining an old binder to determine what documents were necessary for the trustees to receive and would be communicating with the trustees through email to determine the best route forward.

#### Foundation for the Kent County Public Library

Ms. Dowell noted that September 1 was the deadline for grant submissions to the Foundation. Mr. Silcox asked about the progress on the grant submissions. Ms. Dowell reported that there were a few quotes still outstanding, but that the grants would be ready in time for the deadline.

#### Friends of the Kent County Public Library

Ms. O'Brien stated that there had been no meeting of the Friends during the previous month.

Mr. Silcox asked if there was an update related to their celebration. Ms. O'Brien answered no.

#### Committee Reports

Mr. Silcox stated that the Rock Hall facility had been discussed earlier, and that Trustee recruitment would be addressed later in the meeting.

#### Librarian's Report

#### New Employee Introduction

Ms. Dowell introduced Sara Richards to the Board of Trustees. Ms. Richards stated that she started in Branch Services and recently transitioned to Public Services. Ms. Richards continued that she had completed her undergraduate degree in library science, and was currently pursuing a masters of library science. Ms. O'Brien asked if she was attending a local school. Ms. Richards answered that she was attending the University of Kentucky due to overlapping programs of interest.

Ms. Dowell introduced Tobi Brown to the Board of Trustees, who also began in Branch Services and transitioned to Public Services. Tobi Brown stated that they had an associates degree in animation.

The trustees introduced themselves to the employees.

### Website Updates

Ms. Natalie Hagan reviewed an updated timeline of progress on the website project, noting that there had been a site visit by the project designer, who had met with some staff members to get feedback related to the design and branding thoughts. Ms. Hagan continued that staff meetings had been used to identify websites that staff members liked and discuss the features that made them good websites, collect unique stories about the library and community, and discuss what staff liked in other brands. Ms. Hagan discussed the next steps for the project, including creation of a mood board, and a graphic site map based on use cases.

Mr. Silcox asked when we could anticipate having an invoice from the consultant. Ms. Dowell anticipated having an invoice for the first half of the project within a week and the other half when the website was completed.

Ms. Sine asked how the payment process worked. Mr. Walmsley reviewed the process, stating that the invoice would be submitted and paid through the county, then a reimbursement request would be submitted to the Foundation.

Ms. Sine asked if there was room for community involvement in the logo, colors, and branding. The trustees and staff discussed branding and the launch of the brand and how those could create community investment.

Ms. Hagan asked if there were specific statistics the trustees would be interested in seeing, and reviewed the statistics included in the supplemental packet. Ms. Counihan asked if ebooks circulated through overdrive count as circulations. Ms. Hagan explained that it was complicated, but their circulation was included in the statistics.

### Leave Rollover

Ms. Dowell reviewed a discussion of the Finance Committee related to the rollover of personal leave into the current fiscal year, with the consensus that unused personal leave from fiscal year 2023 could be rolled over into fiscal year 2024 as annual leave, as a one-time accommodation allowing for exceptional circumstances within the previous fiscal year. Ms. Dowell requested that the trustees accept the recommendation of the Finance Committee to roll the leave over as annual leave. Ms. Sine moved to adopt the recommendation of the Finance Committee that unused personal leave from fiscal year 2023 be rolled over as annual leave for fiscal year 2024. Mr. Silcox seconded the motion, and called for discussion. Ms. O'Brien asked if the rolled over leave would be eligible to be carried over in the future, or would it not carry over for the next fiscal year. The trustees discussed the different categories of leave and how the library would be impacted by each, and limitations of the current leave tracking system. Ms. Sine revised her motion to roll over personal leave from fiscal year 2023 as personal leave for fiscal year 2024. Mr. Silcox called for a vote on the revised motion, which was approved unanimously.

### Grant Updates

Ms. Dowell reported that the library did receive a competitive LSTA grant of \$12,900 for the mobile community computer lab. Ms. Dowell reviewed the grant with the trustees, noting that for the first year the equipment would be used to bring technology into underserved areas of the community and provide individualized help.

Ms. Dowell noted that she and Mr. Silcox had a meeting upcoming related to the Chestertown Library, Inc. building and a grant for the renovation which required the county to approve of an easement on the property.

### Fiscal Year 2024 Theme and Pillars

Ms. Dowell presented a theme and pillars for the current fiscal year, and potential goals and action items that had received the most support from senior team and trustees.

Ms. Sine asked what RFID was. Ms. Dowell and Mr. Walmsley explained that it was a system of inventory tracking using chips in books instead of barcodes. Ms. Hagan noted that this sort of change would need to occur at a consortial level and not a local level.

Mr. Silcox moved to adopt the 15 items which had the most support from trustees and staff, and to add the Chestertown Library, Inc. building renovation as an action item for the current fiscal year. Ms. Counihan seconded the motion, which was approved unanimously.

### Old Business

### Staff Handbook Addendum

Mr. Silcox reviewed the addenda to the staff handbook, which had been discussed by the executive committee with Ms. Dowell. Due to the limited number of trustees present, the discussion was tabled for a later meeting.

Mr. Silcox stated that a reminder would be circulated for trustees to review and provide comments in advance of the September meeting.

### New Business

#### Trustee Recruitment

Mr. Silcox noted that the timeline for trustee recruitment was approaching quickly, and that this had been handled by Ms. Sine and Ms. Mckee in the past. Mr. Silcox asked if Ms. Sine and Ms. Mckee would be interested in continuing as the committee. Ms. Sine was appointed as chair of the committee with one yet to be determined committee member. Ms. Dowell reviewed the timeline for September publicity related to trustee recruitment. The trustees discussed the upcoming vacancies.

#### Noise Complaint

Mr. Silcox noted that there had been a complaint received related to noise in the library and asked if there was a need for action to mitigate noise or unwelcome language in the library. Ms. Dowell noted that there were several factors which compounded the issue including the building layout and construction. Ms. Dowell noted that the library had investigated sound dampening panels, but had difficulty in finding funding for the project. Ms. Dowell reviewed the library Rules of Conduct policy, noting that there was nothing specifically controlling the language used in the library. The trustees discussed noise in the building and how people interact with the library.

#### Additional New Business

Mr. Silcox presented a request from the owner of the property adjacent to the library related to access for their property. The trustees and staff present discussed the logistics needed to accommodate the request. Mr. Walmsley stated that he would reach out to the county public works department related to access.

#### Closed Session

Mr. Silcox moved to enter closed session to discuss property. Ms. O'Brien seconded the motion, which was approved unanimously. The meeting entered closed session at 6:48 pm.

The meeting was reopened at 6:58 pm.

Mr. Silcox moved to enter closed session to discuss personnel matters. Ms. O'Brien seconded the motion, which was approved unanimously. The meeting entered closed session at 6:59 pm.

The meeting was reopened and adjourned unanimously at 8:05 pm.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")**  
**UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**  
*with Instructions*

**Instructions to presiding officer:** To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.<sup>1</sup> If the public body has never designated a member for training, it must do so **before closing the session**.

*Before* closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. *During* the closed session, keep the discussion topics within the confines of the closing statement. *After* the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. **It has two sides. Before closing the open session, complete items 1 through 4 on this form or in any writing with the same information.** If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

**1. Recorded vote to close the meeting:** Date: 07/31/23; Time: 6:48; Location: CHESTER TOWN ;  
Motion to close meeting made by: Jay Silcox ; Seconded by Judi O'Brien ;  
Members in favor: Amy Sine, Erin Cunnihan ; Opposed: NONE ;  
Abstaining: NONE ; Absent: NONE

**2. Statutory authority to close session (check all provisions that apply):**

**This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):**

- (1)  "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2)  "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3)  "To consider the acquisition<sup>(rental)</sup> of real property for a public purpose and matters directly related thereto"; (4)  "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5)  "To consider the investment of public funds"; (6)  "To consider the marketing of public securities"; (7)  "To consult with counsel to obtain legal advice"; (8)  "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9)  "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10)  "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11)  "To prepare, administer, or grade a scholastic, licensing, or qualifying

<sup>1</sup> [http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE\\_CHECKLIST%20.pdf](http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf)

examination"; (12)  "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13)  "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14)  "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process"; (15)  "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to" (i) "security assessments or deployments relating to information resources technology"; (ii) "network security information," such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) "deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For each provision checked above, the corresponding topic to be discussed and the public body's reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic <i>We expect to discuss these matters:</i>	Reason for closed-session discussion of topic - <i>We are closing the meeting to discuss this topic because:</i>
§ 3-305(b) <input checked="" type="checkbox"/>	Real estate lease for branch	Discuss matters pertaining to lease negotiation
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by Jay Silcox, Presiding Officer.

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**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104**

For meetings closed under an exception, as disclosed above:

Time of closed session: 6:48 Place: KCPL Chesterfawn Branch

Purpose(s): Real estate lease

Members who voted to meet in closed session: Jay Silcox, Judi O'Brien, Amy Sine, Erin  
Counihan

Persons attending closed session: Above Trustees plus Arnessa Donell, Chris  
Walmsley, Natalie Donoso

Authority under § 3-305 for the closed session (see chart above): (b)3

Topics actually discussed: Renegotiation of Branch lease

Each action Taken: Changes made to R.E. Lease agreement for  
branch, for re-negotiation with property owner  
Voted to return to open session 6:58

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")**  
**UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**  
*with Instructions*

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*Before* closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. *During* the closed session, keep the discussion topics within the confines of the closing statement. *After* the closed session, the events of the closed session must be disclosed in the next open-session minutes.

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The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

**1. Recorded vote to close the meeting:** Date: 07/31/23; Time: 6:59; Location: CHESTER TOWN ;  
Motion to close meeting made by: Jay Silcoy ; Seconded by Judi O'Brien ;  
Members in favor: Amey Sine, Erin Counihan; Opposed: NONE ;  
Abstaining: NONE ; Absent: Peggy McKee, John Murphy, Alex Baker

**2. Statutory authority to close session (check all provisions that apply):**

**This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):**

- (1)  "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2)  "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3)  "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4)  "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5)  "To consider the investment of public funds"; (6)  "To consider the marketing of public securities"; (7)  "To consult with counsel to obtain legal advice"; (8)  "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9)  "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10)  "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11)  "To prepare, administer, or grade a scholastic, licensing, or qualifying

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examination”; (12)  “To conduct or discuss an investigative proceeding on actual or possible criminal conduct”; (13)  “To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter”; (14)  “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process”; (15)  “To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to” (i) “security assessments or deployments relating to information resources technology”; (ii) “network security information,” such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) “deployments or implementation of security personnel, critical infrastructure, or security devices.”

3. For each provision checked above, the corresponding topic to be discussed and the public body’s reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic We expect to discuss these matters:	Reason for closed-session discussion of topic - We are closing the meeting to discuss this topic because:
§ 3-305(b) <input checked="" type="checkbox"/>	Personnel matter	Protect confidentiality of personnel matter
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by Jay Silcox, Presiding Officer.

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**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104**

For meetings closed under an exception, as disclosed above:

Time of closed session: 6:59-8pm Place: KCPD Chestertown Branch

Purpose(s): Personnel matter, confidential

Members who voted to meet in closed session: Amy Sine, Erin Cunnihan, Judi O'Brien, Jay Silcox

Persons attending closed session: Jay Silcox, Judi O'Brien, Erin Cunnihan, Amy Sine

Authority under § 3-305 for the closed session (see chart above): (1) Confidential personnel matter

Topics actually discussed: Confidential personnel matter

Each action Taken: Discussion only