

Kent County Library Board of Trustees

Minutes of the June 10, 2020 Virtual Meeting

Present: Elisabeth Tully, President; Earl Runde, Treasurer; Bronwyn Jones, Secretary; Alan Austen, Trustee; Sabina Minney, Trustee; Jay Silcox, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 5:30 pm.

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

Director's Report

Ms. Adams presented the phased reopening plans for the Kent County Public Library to the Board of Trustees. Ms. Adams noted that some steps had already occurred, and reviewed the triggers for the phases of the reopening process. Ms. Adams reiterated that most adult items were not in the building yet due to the lack of shelving for adult items.

Ms. Adams noted that employees would be required to sign attestations that they were symptom free and had not been in contact with anyone who had tested positive, or exhibited symptoms of COVID-19, and that they had not traveled outside of the United States.

Ms. Adams reviewed the draft of the materials circulation procedures with the trustees, and reviewed material-related efforts to prevent the spread of COVID-19.

Ms. Adams reviewed changes to the staff handbook, including the addition of a temporary teleworking section, and changes to the dress code.

Ms. Adams reviewed changes to the Rules of Conduct Policy, the Meeting Room Policy, and the Laptop Lending Policy.

Ms. Minney moved to approve the draft reopening plans as presented by Ms. Adams. Ms. Jones seconded the motion, which was approved unanimously.

Ms. Jones moved to approve the policy and staff handbook revisions as presented by Ms. Adams. Ms. Minney seconded the motion, which was approved unanimously.

Ms. Adams informed the trustees that Mr. Haggerty had agreed to extend the current lease until December 2020, at which point the lease would be revisited.

Mr. Austen moved to approve the extension of the current lease for the North County Branch location until December 2020. Mr. Silcox seconded the motion, which was approved unanimously.

Ms. Adams informed the trustees that she was pursuing a grant to help with the planned technology audit for the library.

Maryland Library Association Statement

Ms. Adams circulated and reviewed a statement from the Maryland Library Association related to racial justice movements. The trustees reviewed and revised the statement to fit with Kent County Public Library. Mr. Austen moved to approve the statement for circulation as revised. Mr. Silcox seconded the motion, which was approved unanimously.

Closed Session

Ms. Jones moved to close the meeting to discuss personnel matters. Mr. Silcox seconded the motion, which was approved unanimously. The meeting entered a closed session at 6:22 pm.

The meeting was adjourned after the closed session.

**TEMPLATE FOR CLOSED-SESSION SUMMARY
TO BE INCLUDED IN THE MINUTES IN THE NEXT OPEN MEETING
(General Provisions Article § 3-306(c))**

Instructions: When a public body meets in a session closed under § 3-305 of the Open Meetings Act, it must disclose the following four sets of information in the minutes either of its next open session or in the minutes of the open session that it held that day, so long as the public knows to look there. This template provides a checklist for the required information. The worksheet at the bottom of the model closing statement contains a shorter form of the same checklist. Use of these forms is optional; the formatting of the summary is up to the public body so long as the public body includes the required information in its minutes at the required time.

The four sets of information required by § 3-306(c) are:

1. A statement of the time, place, and purpose of the closed session.
2. A record of the vote of each member as to closing the session.
3. Statutory authority to close session.
4. A listing of the actual topics of discussion, persons present, and each action taken in the session.

SUMMARY OF CLOSED SESSION HELD ON [DATE]

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: June 10~~th~~, 2020 6:22
 Place (location) of closed session: Zoom, Chestertown MD
 Purpose of the closed session: Staff topic requested by Executive Director

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Sabrina Monney, Elizabeth Tully, Earl Rude
 Members opposed: Ø Abstaining: Ø Bromwyn Jones
Jay Silcox

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

→ Topic #1: § 3-305(b) (N) → Topic #2: § 3-305(b) () → Topic #3: § 3-305(b) ()
 (add others as needed)

Alan Auster

4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: <u>staff performance</u>	<u>8: Jackie Adams Elizabeth Tully</u>	<u>Termination</u>
#2: <u>review</u>	<u>Earl Rude Bromwyn Jones</u>	<u>aye aye</u>
#3:	<u>Jay Silcox Alan Auster Sabrina Monney</u>	<u>aye aye aye</u>

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

This form has two sides. *Complete items 1 – 4 before closing the meeting.*

1. **Recorded vote to close the meeting:** Date: 6/10/20; Time: 6:20; Location: Library & Zoom,
Motion to close meeting made by: Bronny Seconded by Jay Chestertown
Members in favor: 6; Opposed: 0
Abstaining: 0; Absent: 1

2. **Statutory authority to close session (check all provisions that apply).**
This meeting will be closed under General Provisions Art. § 3-305(b) only:

(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 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 . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) () 1	Staff issue	
§3-305(b) ()		
§3-305(b) ()		
§3-305(b) ()		
§3-305(b) ()		

4. This statement is made by Elizabeth Jolly, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

➤ **For a meeting closed under the statutory authority cited above:**
 Time of closed session: _____
 Place: _____
 Purpose(s): _____
 Members who voted to meet in closed session: _____
 Persons attending closed session: _____
 Authority under § 3-305 for the closed session: _____
 Topics actually discussed: _____
 Actions taken: _____
 Each recorded vote: _____

➤ **For a meeting recessed to perform an administrative function (§ 3-104):** Time: _____
 Place: _____
 Persons present: _____
 Subjects discussed: _____